



STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
BOARD OF MENTAL HEALTH PRACTICE

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This order authorizes, pursuant to NH RSA 330-A:31 and Mhp 402, the Board Administrator for the Board of Mental Health Practice to employ the following procedure with respect to continuing education audit responses:

1. Send letters to audited licensees who failed to meet the renewal requirements extending the deadline to *submit* documentation of the licensee's participation in continuing education by 90 days from receipt of the letter.
2. Send letters to audited licensees who failed to meet the renewal requirements extending the deadline to *obtain* continuing education credits by 90 days from receipt of the letter.
3. Review and approve continuing education credits obtained after the renewal cycle, notify the licensee by letter that the credits obtained after the prior renewal cycle was accepted and cannot be credited toward the current renewal cycle.
4. Issue a confidential letter of concern to licensees failed to meet the continuing education requirements by between 7 and 12 hours.

NOTE: This process **applies only to applicants with no other issues or concerns on their renewal or reinstatement application.**

Date: October 20, 2023

By Order of the Board

A handwritten signature in black ink that reads "Samuel Rosario".

Samuel Rosario, Board Chair