



Congratulations Graduate!

Please follow the below steps to successfully apply for your license.

All applications are processed in the order they are received, and we require **14 business days** for the initial review of your application.

All communication is conducted via the email address you provide on your application.

1. Complete your background check <https://www.oplc.nh.gov/obtain-criminal-background-check>. Please read this document carefully and follow all steps outlined. You can access the portal and necessary forms from the links in the help guide. ***The fee on the release form is incorrect and was changed to \$47.00 as of 1/1/25***
2. Register with Pearson Vue [Test-taker home - Pearson VUE](#)
3. Have your educational institution send oplclicensing10@oplc.nh.gov your official complete transcript. Your transcript **MUST** include your graduation date.
4. Submit your licensing application: <https://forms.nh.gov/license/Login.aspx>

To avoid delays in processing, please submit all required documentation.

Status updates are not provided prior to the 14th business day as this greatly impacts processing timeframes. If the items on your application have not been checked off, we have not reviewed your application.