

CHAPTER Plc 1000 FEES, PER DIEMS, AND REIMBURSABLE EXPENSES

Statutory Authority: RSA 310:6, I

PART Plc 1001 PURPOSE; APPLICABILITY; DEFINITIONS; GENERALLY-APPLICABLE FEES

Plc 1001.01 Purpose. The purpose of this chapter is to establish the fees charged for processing applications and for other services provided by or for the office of professional licensure and certification (OPLC) and by or for the boards listed in RSA 310:2, II, hereinafter referred to as “supported boards”.

Plc 1001.02 Applicability.

(a) The rules in this chapter shall apply to the identified application processing and licensing and other service(s) provided by or for the OPLC or a supported board, as identified in the section that establishes the fee.

(b) Based on the authority conferred on the executive director by RSA 310:5, I, the fees established in this chapter shall supersede any corresponding fees established in any supported board’s rule.

Plc 1001.03 Incorporated Definitions.

(a) The definitions in Plc 100 shall apply to this chapter.

(b) Any term or acronym used in Plc 1002 shall have the meaning established in the rules that establish the license to which the rule pertains.

Source. #13264, INTERIM, eff 9-22-21; ss by #13336, eff 1-27-22

Plc 1001.04 Chapter-Specific Definitions. The following definitions shall apply to this chapter:

(a) “Reinstatement” means issuing a license to an individual who previously held a license but whose license has lapsed, expired, or otherwise been rendered inactive; and

(b) “Renewal” means issuing a license to an individual who holds a license at the time an application to renew the license is filed or who files an application to renew the license within the grace period allowed by the applicable board, commission, or council.

Source. #13264, INTERIM, eff 9-22-21; ss by #13336, eff 1-27-22

Plc 1001.05 Fees for Providing Copies of Documents or Electronic Information. The fees specified in Table 1001.1, below, shall apply as provided in Plc 1001.02 to the provision of copies of documents or electronic information requested from the OPLC or a supported board:

Table 1001.1 Fees for Providing Copies of Documents or Electronic Information

Category	Fee
Copying of paper documents	\$0.25 per page
Providing electronic information, including hearing recordings, on a portable data storage device, such as a flash drive	Actual cost of device used

Plc 1001.06 Credit or Debit Card Service Fee. Reserved.

Plc 1001.07 Temporary License Application Fee.

(a) The fee for applying for a temporary license in conjunction with an application for a regular license, but using a separate application form, shall be \$25 per application, whether the license is applied for under any rule in title Plc or any rule adopted by a supported board.

(b) No additional fee shall be charged for a temporary license issued by the OPLC on behalf of a supported board based on the regular license application, for instance to allow a licensee to begin practicing pending an inspection or completion of a criminal records check.

(c) The fee for a special use temporary license, namely a license that is issued for a limited duration to allow work on a specific project or assignment, shall be as specified in Plc 1002.

Plc 1001.08 Professionals' Health Program Fee.

(a) Pursuant to RSA 310:5, III, and subject to (c), below, licensees in the professions regulated by the following boards shall be charged a professionals' health program fee of \$28 for each application for initial licensure, renewal licensure, or reinstatement of licensure:

- (1) Board of licensing for alcohol and other drug use professionals;
- (2) Board of chiropractic examiners;
- (3) Board of dental examiners;
- (4) Board of licensed dietitians;
- (5) Board of medicine;
- (6) Board of mental health practice;
- (7) Midwifery council;
- (8) Board of nursing;
- (9) Board of registration in optometry;
- (10) Pharmacy board;
- (11) Board of podiatry;
- (12) Board of psychologists;
- (13) Board of veterinary medicine; and
- (14) Any other board listed in RSA 310:2, II that votes to participate in the professionals' health program and that is added to any existing contract for services or that is part of a new contract for services.

(b) If a board is added pursuant to (a)(14), above, the executive director shall:

- (1) Publicize the board's participation in the way most likely to inform affected persons; and
- (2) Initiate a rulemaking to add the board to (a), above.

(c) An applicant for an advanced practice registered nurse (APRN) license who pays the PHP fee when obtaining a registered nurse (RN) license shall not be charged the fee more than once for the initial license or for each renewal or reinstatement license.

(d) The OPLC shall deposit professionals' health program fee payments in the New Hampshire health professionals' program administration fund established by RSA 310:5, III.

(e) The professionals' health program fee shall be separate from, and in addition to, the application processing and licensing fee established in Plc 1002.

Plc 1001.09 Fee for Replacement of License or Certificate.

(a) No fee shall be paid for a replacement license or certificate that is issued electronically.

(b) The fee for providing a replacement copy of a license or certificate in hard copy shall be the actual cost of having a vendor produce the license or certificate or \$20, whichever is less.

Source. #13264, INTERIM, eff 9-22-21; ss by #13336, eff 1-27-22

Plc 1001.10 Fee for Wall Display Certificate - Original or Replacement.

(a) A licensee may obtain a professionally-printed wall display certificate by submitting a written request in accordance with Plc 304.14 and paying the actual cost of having a vendor produce the certificate or \$20, whichever is less.

(b) The fee for obtaining a professionally-printed replacement wall display certificate shall be the actual cost of having a vendor produce the certificate or \$20, whichever is less.

Plc 1001.11 Fee for Retired or Inactive Status. The fee for a licensee to be on retired or otherwise inactive status for those professions for which the statute under which the profession is regulated authorizes the status shall be as specified in Plc 1002.

Plc 1001.12 Fee for Returned Checks, Drafts, and Money Orders. If any check, draft, or money order that was submitted to the OPLC or a supported board in payment is returned as uncollectable, the person submitting the check shall pay a fee of the greater of \$25 or 5% of the amount of check plus all protest and bank fees, in addition to paying the original amount due.

Plc 1001.13 No Additional Fee for Late Renewal. No additional fee shall be charged to a licensee who files an application for renewal after the deadline established in the applicable statute or rules.

Source. #13264, INTERIM, eff 9-22-21; ss by #13336, eff 1-27-22

Plc 1001.14 No Fees For Certain Services. No fee shall be charged for any of the following:

- (a) Providing a replacement for a pocket card or identification card;
- (b) Reviewing a course to determine its suitability for pre-licensing education credit;
- (c) Filing a complaint or a petition for declaratory ruling; or
- (d) Providing a copy of a roster or mailing list.

Source. #13264, INTERIM, eff 9-22-21; ss by #13336, eff 1-27-22; ss by #13390, eff 7-15-22

Plc 1001.15 Fee for A Letter of Good Standing or Other Verification of Licensure Status. The fee for providing a letter of good standing or other verification of licensure status shall be \$10 per letter or other verification provided.

Source. #13390, eff 7-15-22

Plc 1001.16 Fee for Manufactured Housing Installation Warranty Seal. The fee for a warranty seal from the manufactured housing installation standards board as required by RSA 205-D:17 shall be \$50.00.

Source. #13390, eff 7-15-22

Plc 1001.17 Fees for Site Visits and Inspections Not Related to Licensure.

(a) The fee for any inspection by the board of barbering, cosmetology, and esthetics that is not related to initial licensing shall be \$100.

(b) The fee for a comprehensive evaluation under Den 304.05 that is not related to initial licensing shall be \$750.

(c) The fee for a routine re-inspection of a funeral home shall be \$200.

(d) The fee for a routine re-inspection of a funeral chapel shall be \$100.

(e) The fee for re-inspection of a funeral home or a funeral chapel after deficiencies are found shall be \$100.

(f) The fee for an inspection of installed housing by the manufactured housing installation board shall be \$250.

(g) Subject to (h), below, the fee for inspections of fuel gas fitting and plumbing installations by the mechanical licensing board shall be:

(1) For an initial inspection, the higher of \$75 or the fee calculated based on the cost of the project being inspected, as follows:

- a. The first \$0.01 to \$100,000.00 of the total contracted cost shall be multiplied by 1.2%;
- b. The next \$100,000.01 to \$300,000.00 of the total contracted cost shall be multiplied by 0.5%, with the resultant number added to the sum calculated in accordance with a., above; and
- c. The next \$300,000.01 and higher of the total contracted cost shall be multiplied by 0.3%, with the resultant number added to the sums calculated in accordance with a. and b., above.

(2) For a reinspection, 10% of the fee calculated in accordance with (1), above, provided that the fee shall not be less than \$100 nor more than \$500.

(h) No fee shall be charged when the state mechanical inspector merely assists, or provides consultation to, a local code enforcement authority performing a mechanical inspection.

(i) The fee for attending a seminar sponsored by the mechanical licensing board shall be \$100 per person.

(j) The fee for an inspection of a program by the board of nursing that is not related to initial approval shall be \$100.

Source. #13677, eff 7-1-23

Appendix A: State Statutes Implemented

Rule	State Statute(s) Implemented
Plc 1001 (see below for additional statutes)	RSA 310-A:1-e
Plc 1001.06	RSA 21-G:6-a
Plc 1001.12	RSA 6:11-a
Plc 1001.17	RSA 310-A:1-e, I(a)
Plc 1002	RSA 310:5, I
Plc 1003	RSA 310-A:1-d, II(h)(3)
Plc 1003.07	RSA 310-A:1-d, II(h)(3); RSA 325:17, 18

Appendix A for Amendments to Plc 1001

Rule	State Statute(s) Implemented
Plc 1001.01, 1001.02, 1001.05, 1001.07, 1001.10, 1001.11	RSA 310:5
Plc 1001.08	RSA 310:5, III
Plc 1001.12	RSA 6:11-a