

State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
LICENSING AND BOARD ADMINISTRATION

7 Eagle Square, Suite 300
Concord, N.H. 03301-2412

Telephone 603-271-2152 · Fax 603-271-6702

Lindsay B. Courtney
Executive Director

Joseph Shoemaker
Director



STANDING ORDER

Board of Guardians Ad Litem

Order On Failed or Returned Licensee Fee Payments

The Board has the authority to assess licensure fees on license applicants and existing licensees pursuant to RSA 490-C and administrative rule Gal 304.01. Failure to pay the required fee is a violation of Board statute and rules.

The Board considers an instance of a failed, rejected, or returned licensee fee payment to constitute a failure to pay required license fees and a violation of RSA 490-C and Gal 304.01. Such violation constitutes sufficient grounds for the Board, on its own initiative, to initiate disciplinary proceedings against a licensee under RSA 490-C:4, I(g).

The Board authorizes, pursuant to NH RSA 310-A:1-d, II(b) and (d), OPLC licensing and finance staff to compile reports and records of all instances of failed, rejected, or returned licensee fee payments for any reason. OPLC staff shall forward copies of this information to the Hearing Officer. The Hearing Officer shall execute a Notice of Adjudicatory Hearing based on the licensee's failure to pay required license fees.

The Board shall serve the Notice of Adjudicatory Hearing on the respondent licensee through certified mail. The Notice of Adjudicatory Hearing shall be attached to a letter from OPLC staff that notifies the licensee of the failed, rejected, or returned payment and provides instructions for remitting remedial fee payment plus payment for any additional fees incurred as a result of the failed, rejected, or returned payment. OPLC shall cancel the hearing for any licensee who successfully remits full payment in advance of the hearing. OPLC shall provide notice of that cancellation to the Board and the Enforcement Division.

This Standing Order shall remain in effect until terminated by operation of law or the Board votes to rescind the Order.

By Order of the Board:

Date:

June 17, 2022

Board Chair:

Susan J. Duncan