



State of New Hampshire  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
DIVISION OF TECHNICAL PROFESSIONS  
**GUARDIAN AD LITEM BOARD**

JOSEPH G. SHOEMAKER  
Director

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**STANDING ORDER**

**AUTHORITY FOR STAFF TO REVIEW AND APPROVE RENEWAL APPLICATIONS**

Pursuant to RSA 490-C:5-a, the Guardian ad Litem Board ("Board") shall issue a renewal certification upon payment of the certification fee established by the Board, to any applicant who, in the opinion of the Board, has satisfactorily met all the requirements of this subdivision. Additionally, RSA 541-A:29, II(a) requires an agency "Within a reasonable time, not to exceed 60 days, after receipt of the application...approve or deny the application..."

Further, RSA 490-C:5-a and Gal 401.07 lists the requirements for certification renewal as a Guardian ad Litem, as well as the reasons an applicant may be denied certification if the Board determines the applicant is not of good professional character.

The Board traditionally meets every month in a public meeting to review recently received renewal applications as well as conducting other Board business. In order to more timely review applications, the Board takes the following action.


**By Motion and Approval of the Board:**

- The Board recognizes the necessity of timely reviews and action of renewal applications.
- The Board recognizes that staff currently reviews all applications for completeness and meeting or exceeding renewal requirements.
- The Board recognizes its responsibility to determine whether an applicant is not of good professional character based on reasons identified in RSA 490-C:5-a and Gal 401.05.
- Therefore, the Board hereby authorizes the Board Administrator for the Guardian ad Litem Board or the Division Director of Licensing for the Office of Professional Licensure and Certification, or designee to act in accordance with this Standing Order until such time the order terminates or expires.
- The Board authorizes the review and approval of any applicant who meets certification requirements and does not have a criminal history or other reported incident that would question the applicant's good professional character.

- The Board shall review at their next scheduled meeting, and within the timeframe pursuant to RSA 541-A:29, II(a), any applicant whose good professional character is in question.
- This Standing Order shall terminate bi-annually from the date of approval unless renewed or other appropriate action taken by the Board.

Date: Nov. 19, 2021

By Order of the Board:

  
Susan Duncan  
Board Chair