

Readopt with amendment Plc 100, eff. 9-4-19 (doc. #12863), to read as follows:

CHAPTER Plc 100 ORGANIZATIONAL RULES

Statutory Authority: RSA 541-A:16, I(a)

PART Plc 101 DEFINITIONS

Plc 101.01 “Executive director” means the executive director of the office of professional licensure and certification.

Plc 101.02 “Office of professional licensure and certification (OPLC)” means the New Hampshire office of professional licensure and certification established by RSA 310-A:1 through 1-f.

Plc 101.03 “Office of the executive director” means the authority and staffing of the executive director that is not assigned to the division of licensing and board administration or the division of enforcement.

Plc 101.04 “Supported boards, commissions, and councils” means the various legal entities that are supported by the office of professional licensure and certification, as listed in RSA 310-A:1-a, I.

PART Plc 102 DESCRIPTION OF OFFICE

Plc 102.01 Office of Professional Licensure and Certification - Mission. The OPLC’s mission is to safeguard the public health, safety, welfare, environment and the public trust of the citizens of the State of New Hampshire by promoting efficiency and economy in the administration of the business processing, recordkeeping, and other administrative and clerical operations of the supported boards, commissions, and councils.

Plc 102.02 Executive Director.

(a) The executive director’s general powers are described in RSA 310-A:1-d.

(b) Pursuant to RSA 310-A:1-d, the executive director has supervision and control of all administrative, business processing functions, and employees of the OPLC.

(c) Every classified or unclassified state employee position authorized in the supported boards, councils, and commissions are subject to the supervisory authority of the executive director pursuant to RSA 310-A:1-c, II.

(d) The executive director has rulemaking authority as granted in RSA 310-A:1-d, II(h) and various statutes that establish the supported boards, commissions, and councils.

Plc 102.03 Office Hours, Office Location, Mailing Address, and Telephone.

(a) The OPLC is located at 7 Eagle Square, Concord, N.H.

(b) The OPLC’s normal business hours, during which it is open to the public, are 8:00 a.m. to 4:00 p.m. on weekdays, excluding state holidays.

(c) Correspondence shall be addressed to the executive director at:

New Hampshire Office of Professional Licensure and Certification
7 Eagle Square
Concord, NH 03301

(d) The OPLC's main telephone number is (603) 271-2152.

(e) The OPLC is made up of 2 divisions and the office of the executive director, described in Plc 102.04 through Plc 102.06.

(f) The executive director is responsible for the administrative, clerical, and business processing functions of the OPLC and the supported boards, commissions, and councils.

(g) The executive director determines costs for the services provided by the OPLC, with such costs allocated equitably, determined by the executive director in accordance with RSA 310-A:1-e, II.

Plc 102.04 Division of Licensing and Board Administration.

(a) The division of licensing and board administration provides and supports the licensing and administrative functions of the supported boards, commissions, and councils.

(b) Except for boards that are advisory boards, the supported boards, commissions, and councils are separate and distinct for the purpose of regulating various professions and protecting the public health, safety, welfare, environment, and the public trust.

Plc 102.05 Division of Enforcement. The division of enforcement supports the investigative and disciplinary functions of the supported boards, commissions, and councils.

Plc 102.06 Office of the Executive Director. The office of the executive director is responsible for the following:

(a) Human resource functions;

(b) All business administration and accounting functions, including but not limited to:

(1) Supervision of the purchase of all equipment, materials, supplies, and services;

(2) Management of the agency's fleet vehicles; and

(3) Maintenance of the office's equipment and consumable inventory;

(c) Establishing a retention policy for the retention and disposal of records of the supported boards, commissions, and councils; and

(d) Adopting, maintaining, and implementing rules governing:

(1) The administration of complaints and investigations, hearings, disciplinary proceedings, payment processing procedures, and application procedures, as provided in RSA 310-A:1-d, II(h)(2);

(2) Fees for applications for initial and renewal applications and related activities, as provided in RSA 310-A:1-e, I(a);

(3) Per diem reimbursement rates for members of the supported boards, commissions, and councils, as provided in RSA 310-A:1-d, II(h)(3); and

(4) The professionals' health program as set forth in RSA 310-A:1-e, I-a, as provided in RSA 310-A:1-d, II(h)(4).

PART Plc 103 INFORMATION REQUESTS

Plc 103.01 Requests for Information.

(a) Requests for information pursuant to RSA 91-A:4 shall be made directly to the executive director at the address specified in Plc 102.03(b).

(b) Requests for other information shall be addressed to the executive director, or directly to the division that is responsible for the program for which the information is being requested.

(c) The OPLC's main telephone number is (603) 271-2152, the OPLC's main fax number is (603) 271-0597, and the OPLC's TDD Access number is Relay NH 1-800-735-2964.

APPENDIX

Rule	State Statute Implemented
Plc 100 (also see specific sections listed below)	RSA 310-A:1 through 1-f
Plc 102.01	RSA 310-A:1
Plc 102.02	RSA 310-A:1-d
Plc 102.03 -102.06	RSA 310-A:1-a
Plc 103.01	RSA 91-A:4