

CHAPTER Plc 1000 FEES, PER DIEMS, AND REIMBURSABLE EXPENSES

Statutory Authority: RSA 310-A:1-d, II(h)

Effective September 22, 2021, Plc 1001 reads as follows:

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, commissions, and councils listed in RSA 310-A:1-a, I, hereinafter referred to as “supported boards, commissions, and councils” or “supported boards, commissions, or councils” based on context.

Plc 1001.02 Applicability.

(a) The rules in this chapter shall apply to the identified application processing and other service(s) provided by or for the OPLC or supported board, commission, or council, as identified in the section that establishes the fee, to the extent the fee established herein does not conflict with any statutorily-established fee.

(b) The fees established in this chapter shall supersede any corresponding fees established in a rule adopted by a supported board, commission, or council.

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.

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.

Plc 1001.05 Fees for Providing Copies of Documents or Electronic Information. The following fees 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, commission, or council:

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. When a credit card or debit card is used to pay a fee established in Plc 1000 or authorized in the statutes or rules of one of the supported boards, commissions, or councils, the OPLC shall charge a service fee of \$2.50 per transaction.

Plc 1001.07 Temporary License Application Fee. The fee for applying for a temporary license as provided in Plc 800 shall be \$25 per application.

Plc 1001.08 Professional Health Program Fee.

(a) Pursuant to RSA 310-A:1-e, I-a, licensees in the professions regulated by the following boards shall be charged a professional health program fee of \$16.00 for each initial application and each renewal application:

- (1) Board of licensed 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 practitioners;
- (7) Midwifery council;
- (8) Board of nursing;
- (9) Board of optometrists;
- (10) Pharmacy board;
- (11) Board of podiatrists;
- (12) Board of psychologists; and
- (13) Board of veterinary medicine.

(b) The OPLC shall deposit professional health program fee payments in the New Hampshire health professionals' program administration fund established by RSA 310-A:1-e, I-a.

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.

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

- (a) If a wall display certificate is not issued as part of the licensing or certification process for a particular profession, a licensee may obtain a wall display certificate by submitting a written request and paying the actual cost of having a vendor produce the certificate or \$20, whichever is less.
- (b) The fee for obtaining a 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 shall be one-half of the annual fee for active status per year.

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, commission, or council 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.

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

- (a) Providing a letter of good standing or otherwise verifying licensure status;
- (b) Providing a replacement for a pocket card or identification card;
- (c) Reviewing a course to determine its suitability for pre-licensing education credit;
- (d) Filing a complaint or a petition for declaratory ruling;
- (e) Providing a copy of a roster or mailing list; or
- (f) Providing a “warranty seal”.

Appendix

Rule	State Statutes Implemented
Plc 1001 (see below for additional statutes)	RSA 310-A:1-e
Plc 1001.06	RSA 21-G:6-a
Plc 1001.07	RSA 332-G:14, III(g)
Plc 1001.12	RSA 6:11-a