

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

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Lindsey B. Courtney  
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Director



**STANDING ORDER**

**Board of Examiners of Nursing Home Administrators**

**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 151-A and administrative rule Nuh 307.01. 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 151-A and Nuh 307.01. Such violation constitutes sufficient grounds for the Board, on its own initiative, to initiate disciplinary proceedings against a licensee under RSA 151-A:11, III.

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: 3/9/2022

Board Chair: 