



STATE OF NEW HAMPSHIRE  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
**BOARD OF MENTAL HEALTH PRACTICE**

7 EAGLE SQUARE, CONCORD, NH 03301-4980  
Telephone: 603-271-2152  
TDD Access: Relay NH 1-800-735-2964  
www.oplc.nh.gov

**STANDING ORDER**

**Board of Mental Health Practice**

**Order on Criminal Background Check Review by Licensing**

This order authorizes, pursuant to statute RSA 330-A and administrative rules Mhp 302.02, the Office of Professional Licensure and Certification (OPLC) Division of Licensing (Division) to employ the following procedure with respect to licensing initial, renewal, and reinstatement applicants who indicate on their applications they have been convicted of any crime in one of the categories specified below or have such indicated by a criminal background check. The Board of Mental Health Practice has the authority to determine whether an applicant is of good professional character. The Board reserves the right to request review of any application for the purpose of determining good professional character. This Standing Order will expire on 11/14, 2026 or upon a Board vote to rescind.

The Board authorizes the Division to approve applicants who have convictions within the last 7 years if the only conviction is a violation.<sup>1</sup> The Board authorizes the Division to approve applicants whose past convictions(s) meet ALL the following qualifications:

- **No Misdemeanor convictions regardless of designation for five (5) years prior to the date of application.**
- **No Felonies regardless of designation within the last ten (10) years;**
- **No Felonies involving fraud, sexual assault, or of a violent nature; or**
- **The licensee application has not been requested for review by the Board staff.**

The Division will submit to the Board for review any case where the license applicant's criminal background falls under one of the following categories:

- **Misdemeanor convictions regardless of designation within five (5) years prior to the date of application;**
- **Felony convictions regardless of designation within ten (10) years prior to the date of application;**
- **Felony conviction(s) involving fraud, sexual assault, or of a violent nature; or**
- **The Board requests the application for review.**

NOTE: This process applies only to applicants with no other deviations or missing requirements on their application. Such applications may be referred to the Board for consideration at its next meeting.

By Order of the Board

Date: 11/15/24

  
Deborah Robinson, Board Chair

<sup>1</sup> "A violation does not constitute a crime and conviction of a violation shall not give rise to any disability or legal disadvantage based on conviction of a criminal offense." N.H. RSA 625:9, II(b).