

Readopt with amendment Ahp 102.02, effective 2/15/19 (Document #12724), to read as follows:

Ahp 102.02 “Governing boards” means “governing boards” as defined in RSA 328-F:2, IV, namely, “individual licensing boards of athletic trainers, occupational therapy assistants, occupational therapists, ~~[recreational therapists,]~~ physical therapists, physical therapist assistants, ~~[respiratory care practitioners,]~~ speech-language pathologists, hearing care providers, and genetic counselors”.

Readopt with amendment Ahp 103.01 and Ahp 103.02, effective 2/15/19 (Document #12724), to read as follows:

Ahp 103.01 The Office of Licensed Allied Health Professionals. ~~[(a)]~~ The office of licensed allied health professionals ~~[is responsible to]~~ works with the board of directors ~~[and]~~ to coordinate~~[s]~~ the work of the governing boards.

~~[(b) Its staff consists of:~~

- ~~(1) A supervisor II with authority delegated by the board of directors over matters of administrative and personnel management; and~~
- ~~(2) Additional staff as needed.]~~

Ahp 103.02 Responsibilities of the Board of Directors. The responsibilities of the board of directors ~~[are]~~ shall be:

~~[(a) The preparation of a biennial budget for the board and the governing boards and the allocation to the governing boards of appropriated funds;~~

~~— (b) The annual submission to the governor of a report of the transactions of the previous year and a complete statement of the receipts and expenditures of the board and the governing boards;~~

~~— (c) The receipt and accounting for all moneys taken in by the governing boards and the payment of such moneys to the state treasurer;~~

~~— (d) The establishment of fees for:~~

- ~~(1) The processing by the governing boards of applications for initial licensure and certification;~~
- ~~(2) The issuance by the governing boards of initial licenses, license renewals and license reinstatements;~~
- ~~(3) The issuance by the governing boards of initial certifications, renewal of certification and reinstatement of certification as authorized by their practice acts;~~
- ~~(4) Late filing of applications for license renewal and renewal of certification;~~
- ~~(5) The transcribing and transferring of records; and~~

~~(6) The costs specified by RSA 328-F:15, I (g) associated with a hearing by any governing board at which the issue is denial of, or imposition of conditions on, an initial license;~~

~~[(e)](a) [The provision of] **To provide** a forum for **practice** issues arising in the allied health professions;[and]~~

~~[(f)](b) The adoption of rules governing the hearing procedures of the governing boards and other matters specified by RSA 328-F:13[-];~~

(c) To adopt procedures for the voluntary surrender of licenses and certifications issued by the governing boards;

(d) To set the requirement for criminal background checks from applicants for initial licensure or certification, reinstatement of licensure or certification, and conditional licensure or certification;

(e) To specify organizational and procedural rules.

Readopt with amendment Ahp 105.01 through Ahp 105.04, effective 2/15/19 (Document #12724), to read as follows:

Ahp 105.01 Office Location; Mailing Address; Telephone, [Fax] and TTY/TDD Numbers; E-Address.

(a) The board's office location and mailing address is:

The Office of Licensed Allied Health Professionals
~~[Philbrook Building~~
121 South Fruit Street, Suite 303]
c/o The Office of Professional Licensure and Certification
7 Eagle Square
Concord, NH 03301

(b) The board's telephone number is ~~[603-271-8389 and its fax number is 603-271-6702]~~ **271-2153.**

(c) Access for in-state TTY/TDD users is through Relay New Hampshire by dialing 711 or by dialing 1-800-735-2964.

(d) The board's e-address is tina.kelley@oplcnh.gov.

Ahp 105.02 Communication with the Board.

(a) Persons wishing to correspond with the board or make submissions to it may:

(1) Send a letter; **or**

~~[(2) Send the correspondence or submission by fax, provided that it is printed or typed and that the board's rules do not require it to be sent by mail; or]~~

~~[(3)]~~ (2) Send the correspondence or submission by e-mail, provided that the board's rules do

not require it to be sent by mail.

(b) Persons seeking information from the board may do so by:

- (1) Mail~~[, fax,]~~ or e-mail as set forth in (a) above;
- (2) Telephoning the board; or
- (3) Accessing the board as described in Ahp 105.01(c).

Ahp 105.03 Custodian of Records; Inspection and Copies of Records.

(a) The ~~[supervisor II of the office of licensed allied health professionals]~~ **office of professional licensure and certification** shall have custody of the board's records, and shall make available, upon request, those records which are subject to public inspection under RSA 91-A.

(b) Persons desiring to inspect or obtain copies of board records shall identify as specifically as possible the information being sought.

~~[(c) Persons desiring copies of board records shall pay the actual costs of copying.]~~

(d) If records are requested which contain both public information and information exempt from disclosure pursuant to RSA 91-A or other law, the ~~[supervisor II]~~ **office of professional licensure and certification** shall **ensure the deletion** the information exempt from disclosure and provide the remaining information.

Ahp 105.04 Public Access to Records.

(a) Pursuant to RSA 91-A:4 members of the public may inspect and copy those records of the board, including meeting minutes, which are public records and not exempt from disclosure by RSA 91-A:5, RSA 328-F:24, I, or other applicable law.

(b) Public records shall be inspected and copied during regular business hours at the office of the board at the location stated in Ahp 105.01(a).

~~[(c) Persons desiring copies of public records shall reasonably describe the information being sought and pay the actual cost of the copies.]~~

(d) If records are requested which contain both public information and information exempt from disclosure pursuant to RSA 91-A or other law, the ~~[administrator of the office of licensed allied health professionals]~~ **office of professional licensure and certification** shall, acting for the board, delete the information exempt from disclosure and provide the remaining information.

APPENDIX

| Rule | Specific State Statute the Rule Implements |
|-------------|---|
| Ahp 102 | RSA 541-A:7 |
| Ahp 103.01 | RSA 328-F:3, II |
| Ahp 103.02 | RSA 328-F:13 |
| Ahp 105 | RSA 91-A:4; RSA 541-A:16, I(b) intro. |