

# **New Hampshire Licensed, Certified, and Registered Occupations 2017**



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**New Hampshire Employment Security**  
George N. Copadis, *Commissioner*

**Economic and Labor Market Information Bureau**  
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Revised

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# Introduction

*Licensed, Certified, and Registered Occupations* in New Hampshire provides information about occupational licenses, certifications, or registrations issued by State boards, commissions, and departments. This handbook is the only compilation of information on occupational licensing in New Hampshire, but is not intended to replace detailed information available from regulatory authorities.

Information in this publication was reviewed by respective regulatory authorities during the fall of 2017. All information presented herein is subject to change at any time. Readers are urged to contact the appropriate authority to verify qualifications, requirements and fees.

Although every attempt was made to list all occupations with licensure, certification, or registration requirements in the State of New Hampshire, some occupations may have been overlooked. Some occupations that do not have specifically defined regulations are listed in the appendices, including agricultural occupations.

Occupations listed in this handbook are referenced in the State of New Hampshire Revised Statutes Annotated (RSA) as allowing an individual to practice or to declare themselves qualified only when specific requirements are met. Details of qualifications, requirements, and fees may be outlined in either the RSA or the administrative rules; applicants should review both for complete information.

In addition to state government requirements, there are references to providers of examinations, educational program approval, and professional organizations. Inclusion of this information is intended to provide readers with a convenient resource for research, but in no way constitutes an endorsement for any organization; nor is the list all-inclusive.

Not included in this handbook are licenses issued by municipalities; business activity licenses, such as those for food service establishments; business name registrations, which are issued by the New Hampshire Secretary of State; or licenses issued by Federal government agencies such as the Federal Aviation Administration (FAA) or the Federal Communications Commission (FCC).

The Economic and Labor Market Information Bureau does not collect or distribute information on individual license holders. Neither does the Bureau provide recommendations for services by any individual licensees or businesses.

The State of New Hampshire does host an online licensing verification system that allows access to public information regarding a licensed individual or facility. Verified licensees in a limited number of occupations are available through this system. For more information, go to <http://nhlicenses.nh.gov/home/>.

Information from this handbook is also available on the Economic and Labor Market Information Bureau's web site, [www.nhes.nh.gov/elmi](http://www.nhes.nh.gov/elmi).

## Recent Changes

As of the end of the 2017 New Hampshire legislative session, the following additional occupational regulation has been signed into law.

RSA 328-J:1 Establishes licensing of Medical Imaging and Radiation Therapy professions including Radiation Therapists, Radiographers, Radiologists, Radiologist Assistants, and Sonographers. As of December 2017, further rules have not been promulgated.

# Terminology

The terminology used in occupational regulations can be confusing. The terms *license* and *certification* are frequently interchangeable, and the term *certification* is also used to describe a *registration*. Regardless, these terms are typically defined as follows.

## License

Licensing is generally used to describe the most restrictive method of regulation, requiring any person earning a living in the occupation to obtain permission from a government agency designated by law. To qualify for a license, applicants usually must meet requirements including completing an approved educational program, attaining a specific amount of work-related experience, pass an examination, have reached a specific age, provide proof of professional character, and pay a fee.

## Certification

Generally, this term relates to use of title by a professional. In some cases, anyone may engage in the occupation but may not claim to be certified without meeting requirements and obtaining permission from a government agency. In other cases, certification is a title granted by a professional association indicating that certain requirements have been met, but there may be no legal requirement for certification. Applicants for certification usually must meet educational or experience requirements, pass an examination, and pay a fee.

## Registration

Registration is usually the least restrictive type of regulation. In some cases, registration is voluntary. Applicants engaging in the occupation may be required to submit an application for placement on an official roster maintained by the regulatory agency. Requirements for registration are usually less than those required for certification or licensure, and may include evidence of residence, character references or similar documentation, and payment of a fee.

In addition to licensure, certification, and registration, there are a number of other terms used in this publication to describe regulated occupations and professions.

## Administrative Rules

Administrative rules are regulations, standards or other statement of general applicability adopted by an agency to (a) implement, interpret or make specific a statute enforced or administered by such agency, or (b) prescribe or interpret an agency policy, procedure or practice requirement binding on persons outside the agency, whether members of the general public or personnel in other agencies. Rules have the force of law if validly adopted and filed. Unless specifically exempted by statute, New Hampshire agency rules must be adopted and then filed according to a rulemaking process contained in the Administrative Procedure Act, RSA 541-A, with oversight by the Joint Legislative Committee on Administrative Rules (JLCAR).



## Terminology (continued)

### Reciprocity or Endorsement

Some occupational regulations allow reciprocity or endorsement, which is recognition of the validity of licenses or privileges granted by some other state or jurisdiction as acceptable for licensure in this state. Usually requirements in the other state or jurisdiction must be equal to or more stringent than requirements in this state, or a reciprocal agreement must be in place. Payment of a fee or passing an exam is frequently required in addition to proof of licensure. Applicants may also be required to submit proof of active employment for a specified period of time, or report any prior disciplinary action.

### O\*Net

O\*Net is an occupational classification system that includes detailed analysis of occupational work duties, knowledge, skills, and abilities. O\*Net is maintained as an electronic dictionary, allowing it to be fluid and constantly changing and making current information more readily available. O\*Net occupational coding is based on the Standard Occupational Classification (SOC) system. For more information about the O\*Net classification, go to <[www.onetonline.org](http://www.onetonline.org)>.

### Related Training

Listed related training uses titles from the Classification of Instructional Programs. This taxonomy identifies educational programs by describing subject matter and curricular activities. The CIP was developed by the US Department of Education's National Center for Education Statistics to support accurate tracking, assessment, and reporting of fields of study and program completions activity. Correlation of programs and occupations assists in identification of training that may be used to attain educational requirements. For more information on the CIP, go to <[www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode)>.

# Accountant, Certified Public

Audit, review or compile financial statements and prepare reports. The purpose of such an audit is to determine if the records are kept in accordance with generally accepted accounting principles. They also may be involved with a client in preparing financial statements. Other work of accountants may include preparation of income tax forms, providing tax advice, estate planning, reviewing accounting systems and internal controls, and other special assignments requested by the client.

## Legislation

Statute: NH RSA 309-B

Administrative Rules: Chapter Ac 100 - 500

## Certification Requirements

- Must be of good professional character
- A candidate for certification as a CPA in the State of New Hampshire must obtain 150 credits of education, which contains 30 hours of accounting and 24 hours in business, all earned from an accredited university or college. The candidate may sit for the CPA exam with 120 credits and an accounting concentration or equivalent, but must obtain the 150 before applying for the certificate.
- A candidate must have one full year of public accounting experience working under a Certified Public Accountant or Public Accountant, in a public accounting firm, or in government with the 150 hours of credit.
- The public accounting and governmental experience may be earned in a foreign country if the candidate and the experience meet the statutes and rules of this Board. Please contact Board staff for inquiries.

## Examination

Exams are computerized and given by CPA Exam Services, National Association of State Boards of Accountancy. Candidates are strongly encouraged to take the exam tutorial and to read the information found in the "Candidate Bulletin." For exam and certification requirements, go to < <https://www.oplc.nh.gov/accountancy/>>. For information on applying for examination, determination of eligibility, exam site appointments, reporting of grades, and other exam procedures, go to < [www.nasba.org](http://www.nasba.org)>, click on Exams, and then click on New Hampshire; contact CPA Exam Services at 1-800-272-3926; or questions may be e-mailed to [cpaes-nh@nasba.org](mailto:cpaes-nh@nasba.org).

## Continuing Education

For license renewal, a minimum of 120 hours of continuing education is required every three years, including four hours of ethics. A minimum of 20 hours of continuing education must be obtained by June 30th of each year.

## Regulatory Agency

### New Hampshire Board of Accountancy

Office of Professional Licensing and Certification

121 South Fruit Street, Suite 201

Concord, New Hampshire 03301-2412

*phone* (603) 271-2219

*fax* (603) 271-7928

*web* <[www.oplc.nh.gov/accountancy/](http://www.oplc.nh.gov/accountancy/)>

*contact* Dawn Couture, Program Specialist

*email* [dawn.couture@oplc.nh.gov](mailto:dawn.couture@oplc.nh.gov)

## Fees

Triennial licensure, CPA registration. . . . . \$275.00

*Current examination fees may be found at*

*<[www.nasba.org](http://www.nasba.org)>. All exam fees are subject to change.*

## Accountant, Certified Public (continued)

### Reciprocity

The Board may issue a certificate to any person holding a CPA certificate in another state provided the state has requirements equivalent to those in New Hampshire. Applicants who attended a foreign college must obtain a foreign evaluation. Information is available on the Board of Accountancy web site.

### Active Licenses

5,477

### Related Training

Accounting; Auditing; Taxation; Accounting and Finance; Accounting and Business Management; Accounting and Computer Science; Financial Forensics and Fraud Investigation.

### O\*Net Codes

13-2011.01	Accountants
13-2011.02	Auditors

### Additional Information Sources

National Association of State Boards of Accountancy  
<[www.nasba.org](http://www.nasba.org)>

New Hampshire Society of CPAs  
<[www.nhscpa.org](http://www.nhscpa.org)>

# Acupuncturist

Provide acupuncture and oriental medicine to diagnose and treat illness, injury, pain, or other conditions by inserting needles through the skin at certain points on the body. Scope of the practice includes: electrical and magnetic stimulation; heat therapy; cupping and scraping techniques; dietary, nutritional, and herbal therapies; lifestyle counseling; acupressure; and massage.

## Legislation

Statute: NH RSA 328-G  
 Administrative Rules: Chapter Acp 100 - 600

## Licensure Requirements

- Must be 21 years of age or older
- Must be of good moral character
- Must have current, active National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certification through examination or Credentials Documentation Review
- Must prove completion of a NCCAOM approved Clean Needle Technique course
- Must hold a baccalaureate, Registered Nurse, or Physician Assistant degree from an accredited institution or meet the waiver requirements spelled out in the “Application for Waiver of Degree” form
- Must have completed a postsecondary acupuncture college program which was ACAOM approved or in candidacy on the date the applicant graduated, or meet the waiver requirements spelled out in the “Waiver of Standard Acupuncture Education Requirements” form
- Pay the required fees and file the official licensure application with the Board

## Examination

Written examination required

## Continuing Education

Thirty continuing education units each biennium, as approved by the Board

## Reciprocity

Not allowed — anyone who wants to practice acupuncture in New Hampshire must be licensed in New Hampshire

## Active Licenses

233

## Regulatory Agency

**New Hampshire Board of Acupuncture Licensing**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-9480  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/acupuncture/](http://www.oplc.nh.gov/acupuncture/)>  
*contact* Janet McCully  
*email* [janet.mccully@oplc.nh.gov](mailto:janet.mccully@oplc.nh.gov)

## Fees

License . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00

## Acupuncturist (continued)

### Related Training

Acupuncture; Traditional Chinese/  
Asian Medicine and Chinese Herbology;  
Alternative and Complementary Medicine  
and Medical Systems, Other

### O\*Net Codes

29-1199.01 Acupuncturists

### Additional Information Sources

National Certification Commission for Acupuncture and  
Oriental Medicine (NCCAOM)  
<[www.nccaom.org](http://www.nccaom.org)>

Accreditation Commission for Acupuncture and Oriental  
Medicine (ACAOM)  
<[www.acaom.org](http://www.acaom.org)>

# Alcohol and Drug Counselor

Provide qualified alcohol abuse counseling, drug abuse counseling, combined alcohol and drug abuse counseling, counseling to families with substance abusing members, and counseling to children of alcoholics. Work in close collaboration with physicians and other health care personnel in patient evaluation and treatment. Utilize community resources to help patient resume life in the community and restore optimum social and physical well-being.

## Legislation

Statute: NH RSA 330-C  
Administrative Rules: Chapter Alc 100 - 500

## Licensure Requirements

- New Hampshire residency is not required, but applicants must live or work in New Hampshire 51 percent of the time
- US citizenship or status as a legal alien is required

### ***Master Licensed Alcohol and Drug Counselor***

- 60-hour Master's degree in clinical mental health, clinical psychology, substance use treatment, social work, or human services or equivalent, with clinical coursework and internship requirements, from an accredited college or university
- 270 hours of alcohol and drug use education, which may be included in the coursework of the Master's program
- 300 hours of supervised practical training
- Either hold a current LADC license or pass the testing procedures as identified by the Board
- Either hold a current license issued by the Board of Mental Health Practice or pass the examination approved by the Board of Licensing for Alcohol and Other Drug Use Professionals to demonstrate competence to provide co-occurring disorder counseling within the context of substance use counseling
- Complete 3,000 hours of clinically supervised post-masters degree work experience in the treatment of substance use and co-occurring disorders. Up to 1,500 hours of clinically supervised work experience accumulated by the applicant during his or her practice as an LADC may be counted toward the required 3,000 hours. A current license issued by the Board of Mental Health Practice may be substituted for 1,500 hours of the required 3,000 hours of clinically supervised work experience.

### ***Licensed Alcohol and Drug Counselor with an Associate's Degree***

- Associate's degree in substance use counseling, addiction studies, or equivalent program
- 270 hours of alcohol and drug use education within the degree-granting program or separately
- 6,000 hours of supervised work experience
- 300 hours of supervised practical training within the degree-granting program, as part of the supervised work experience or separately
- Pass testing procedures of a nationally recognized credentialing entity specified by the Board

## Regulatory Agency

### **New Hampshire Board of Licensing for Alcohol and Other Drug Use Professionals**

Office of Professional Licensure and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-6761

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/alcohol-other-drug/](http://www.oplc.nh.gov/alcohol-other-drug/)>

*contact* Doreen Wittenberg

*email* nhladc@oplc.nh.gov

# Alcohol and Drug Counselor (continued)

***Licensed Alcohol and Drug Counselor with a Bachelor’s Degree***

- Bachelor’s degree in a clinical mental health, social work, psychology, substance use counseling, addiction studies, human services discipline, or equivalent program from an accredited college or university
- 270 hours of alcohol and drug use education within the degree-granting program or separately
- 4,000 hours of supervised work experience
- 300 hours of supervised practical training within the degree-granting program, as part of the supervised work experience, or separately
- Pass testing procedures of a nationally recognized credentialing entity specified by the Board

***Licensed Clinical Supervisor***

- Hold a current license as a MLADC or LADC
- 10,000 hours of experience as an alcohol and drug counselor
- 4,000 hours of experience as a clinical supervisor supervising professionals providing alcohol and drug counseling
- 200 hours of face-to-face clinical supervision
- 30 hours of training in clinical supervision covering assessment, evaluation, counselor development, management, administration, and professional responsibility
- Pass testing procedures of a nationally recognized credentialing entity specified by the Board

***Certified Recovery Support Worker***

- Have a high school diploma or its equivalent; and
- Have completed training requirements established by the Board.

**Examination**

- Written International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. (ICRC) exam
- Prepare a written case study

**Continuing Education**

For all licensees, 48 hours of approved continuing education are required in the 24 months subsequent to date of licensure. For Clinical Supervisors, six hours of training on clinical supervision are required.

Fees	
Application packet review, LADC . . . . .	\$110.00
Application packet review, MLADC . . . . .	\$240.00
Application packet review, CRSW . . . . .	\$110.00
Written exam . . . . .	\$115.00
Re-exam cost . . . . .	\$115.00
Biennial renewal, LADC. . . . .	\$110.00
Biennial renewal, MLADC . . . . .	\$240.00
Biennial renewal, CRSW . . . . .	\$110.00
Biennial renewal, LCS. . . . .	\$110.00
Reciprocity application . . . . .	No Fee
Reciprocity . . . . .	\$100.00

## Alcohol and Drug Counselor (continued)

### Reciprocity

Permitted through application to the International Certification Reciprocity Consortium

### Active Licenses

415

### Related Training

Substance Abuse/Addiction Counseling;  
Clinical/Medical Social Work

### O\*Net Codes

21-1011.00	Substance Abuse and Behavioral Disorder Counselors
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### Additional Information Sources

International Certification and Reciprocity Consortium (IC&RC),  
Alcohol and Other Drug Abuse  
<[www.internationalcredentialing.org](http://www.internationalcredentialing.org)>



# Architect

Architects provide professional services or creative work to plan and design structures and buildings, applying knowledge of design, construction procedures, zoning and building codes, and building materials to safeguard the public from hazards such as fire, panic, structural failure, and unsanitary conditions. Consult with clients to determine functional and spatial requirements along with aesthetic considerations. Plan layout of project, prepare scale drawings and contact documents for building contractors. Represent client in obtaining bids and awarding construction contracts. May direct activities of workers preparing drawings and specification documents.

## Legislation

Statute: NH RSA 310-A:37  
 Administrative Rules: Chapter Arch 100-500

## Licensure Requirements

- Be at least 21 years of age and have graduated from an approved high school or its equivalent
- Possess one of the following combinations of professional education and experience:
  1. A National Architectural Accrediting Board or Canadian Architectural Certification Board accredited professional degree in architecture and at least three years of architectural experience in accordance with the National Council of Architectural Registration Boards (NCARB) Handbook for Interns and Architects July 2015 edition;
  2. A four-year pre-professional degree in architecture and at least seven years of architectural experience in accordance with the NCARB Handbook for Interns and Architects July 2015 edition; or
  3. If the candidate has no degree, they must have at least 13 years of architectural experience in accordance with the NCARB Handbook for Interns and Architects July 2015 edition; or
- Completion of the Intern Development Program through the National Council of Architectural Registration Boards (NCARB)
- Each applicant must provide no fewer than five references from unrelated individuals, with at least three being licensed architects having detailed knowledge of the applicant’s architectural experience

Regulatory Agency	
<b>New Hampshire Board of Architects</b>	
Office of Professional Licensure and Certification 121 South Fruit Street Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-2219
<i>fax</i>	(603) 271-6990
<i>web</i>	< <a href="http://www.oplc.nh.gov/architects/">www.oplc.nh.gov/architects/</a> >
<i>contact</i>	Bobbie Carter, Program Specialist II
<i>email</i>	bobbie.carter@oplc.nh.gov

## Examination

Candidates must successfully pass the nine-part National Council of Examiners architectural registration examination

## Continuing Education

A total of 12 units of continuing education is required each year, consisting of eight units in the area of health, safety, and welfare, and four units in sustainable design.

Fees	
Application . . . . .	\$150.00
Certificate of licensure . . . . .	\$50.00
Verification of licensure . . . . .	\$25.00
Biennial renewal . . . . .	\$150.00
NCARB council record application. . . . .	\$250.00
State-to-state reciprocity. . . . .	\$325.00
Certificate of licensure replacement fee . . . . .	\$30.00

# Architect (continued)

## Reciprocity

Permitted if the other state's licensing requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

1,870

## Related Training

Architecture; Environmental Design/  
Architecture; Interior Architecture;  
Architectural History and Criticism

## O\*Net Codes

17-1011.00 Architects, Except Landscape and Naval

## Additional Information Sources

National Council of Architectural Registration Boards (NCARB)  
<[www.ncarb.org](http://www.ncarb.org)>

# Asbestos Abatement Site Supervisor

Asbestos Abatement Site Supervisors supervise asbestos abatement projects and workers for licensed asbestos abatement entities. They may also perform minor asbestos abatement projects.

## Legislation

Statute: NH RSA 141-E  
 Administrative Rules: Chapter Env-A 1800

## Certification Requirements

- Must be able to provide documentation of at least 12 months of asbestos abatement work experience
- Must attend and complete an approved 40-hour training course for asbestos abatement contractors and supervisors

## Examination

Written examination consisting of 100 multiple-choice questions, attaining a score of 70 percent or greater

## Continuing Education

An annual eight-hour refresher course and passing a written examination of 25 multiple-choice questions with a score of 70 percent or greater are required

## Reciprocity

Permitted if standards for licensure are substantially equivalent to those of New Hampshire

## Active Licenses

200

## Related Training

Hazardous Materials Information Systems Technology/Technician; Hazardous Materials Management and Waste Technology/Technician

## Regulatory Agency

### Asbestos Licensing and Certification

Asbestos Management Section, Air Resources Division  
 New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302-0095

*phone* (603) 271-1373

*fax* (603) 271-1381

*web* <[des.nh.gov/organization/divisions/air/cb/ceps/ams/](http://des.nh.gov/organization/divisions/air/cb/ceps/ams/)>

*contact* Stephen Cullinane

*email* [stephen.cullinane@des.nh.gov](mailto:stephen.cullinane@des.nh.gov)

## Fees

Certification . . . . .	\$200.00
Annual renewal . . . . .	\$200.00
Certificate replacement . . . . .	\$20.00

## O\*Net Codes

47-1011.00	First-Line Supervisors or Construction Trades and Extraction Workers
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## Additional Information Sources

National Directory of AHERA Accredited Courses  
 US Environmental Protection Agency  
 <[www2.epa.gov/asbestos/asbestos-professionals](http://www2.epa.gov/asbestos/asbestos-professionals)>

# Asbestos Abatement Worker

Asbestos Abatement Workers work on asbestos abatement projects under a certified site supervisor who is supervising the project for a licensed asbestos abatement entity. Remove asbestos from ceilings, beams, walls, boilers, and other structures following hazardous waste handling guidelines. Assemble scaffolding, seal off work area, spray chemical solution to soften asbestos, and then scrape asbestos from surfaces. Shovel asbestos into disposal bags and load bag onto truck for removal and disposal.

## Legislation

Statute: NH RSA 141-E  
Administrative Rules: Chapter Env-A 1800

## Certification Requirements

Must complete either an approved 32-hour asbestos worker training course or a 40-hour asbestos supervisor course

## Examination

Written examination consisting of 50 multiple-choice questions attaining a score of 70 percent or greater

## Continuing Education

An annual eight-hour refresher course and passing a written examination of 25 multiple-choice questions with a score of 70 percent or greater are required

## Reciprocity

Permitted if standards for licensure are substantially equivalent to those of New Hampshire

## Active Licenses

750

## Related Training

Hazardous Materials Information Systems Technology/Technician; Hazardous Materials Management and Waste Technology/Technician

## Regulatory Agency

### Asbestos Licensing and Certification

Asbestos Management Section, Air Resources Division  
New Hampshire Department of Environmental Services  
29 Hazen Drive, PO Box 95  
Concord, New Hampshire 03302-0095

*phone* (603) 271-1373

*fax* (603) 271-1381

*web* <[des.nh.gov/organization/divisions/air/cb/ceps/ams/](http://des.nh.gov/organization/divisions/air/cb/ceps/ams/)>

*contact* Stephen Cullinane

*email* [stephen.cullinane@des.nh.gov](mailto:stephen.cullinane@des.nh.gov)

## Fees

Certification . . . . .	\$50.00
Annual renewal . . . . .	\$50.00
Certificate replacement . . . . .	\$20.00

## O\*Net Codes

47-4041.00 Hazardous Materials Removal Workers

## Additional Information Sources

National Directory of AHERA Accredited Courses  
US Environmental Protection Agency  
<[www2.epa.gov/asbestos/asbestos-professionals](http://www2.epa.gov/asbestos/asbestos-professionals)>

# Asbestos Disposal Site Worker

Asbestos Disposal Site Workers are permitted to disturb asbestos at asbestos disposal sites for a licensed asbestos disposal site contractor. There must be at least one experienced asbestos disposal site worker on site, and there must be at least one experienced, certified asbestos disposal site worker for every five certified asbestos disposal site workers-in-training.

## Legislation

Statute: NH RSA 141-E  
 Administrative Rules: Chapter Env-A 1800

## Certification Requirements

- Must complete a basic training program or combination of programs that cover the basics of asbestos and the health effects associated with asbestos, along with state-of-the-art work practices for disturbing asbestos at asbestos disposal sites, and other topics as specified in the New Hampshire Administrative Rules Part Env-A 1813
- Must read and comprehend all information provided in a document published by the New Hampshire Department of Environmental Services in May 2000, titled Guidance for Managing Asbestos Disposal Sites
- Must have at least 40 hours of work experience at an asbestos disposal site, otherwise the applicant would qualify as an Asbestos Disposal Site Worker-in-Training. An applicant applying for an Experienced Asbestos Disposal Site Worker may substitute up to ten hours of the required 40 hours using one of a combination of work experience at a hazardous waste site or certification as an asbestos abatement worker or supervisor.

## Examination

Required—third party written examination consisting of at least 50 multiple-choice questions administered by the Asbestos Control Program, Air Resources Division, Department of Environmental Services; attaining a score of 70 percent or greater

## Continuing Education

Annual refresher training self-administered by the certificate holder, and passing a third-party written examination with a score of 70 percent or greater that is designed to test the trainee’s understanding of the information covered by the basic training program, the document entitled Guidance for Managing Asbestos Disposal Sites and current and relevant federal, state, and local regulations

## Active Licenses

Sixteen licensed contractors and 100 certified workers/workers-in-training

## Regulatory Agency

### Asbestos Licensing and Certification

Asbestos Management Section, Air Resources Division  
 New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302-0095

*phone* (603) 271-1373

*fax* (603) 271-1381

*web* <[des.nh.gov/organization/divisions/air/cb/ceps/ams/](http://des.nh.gov/organization/divisions/air/cb/ceps/ams/)>

*contact* Stephen Cullinane

*email* [stephen.cullinane@des.nh.gov](mailto:stephen.cullinane@des.nh.gov)

## Fees

Certification . . . . .	\$50.00
Annual renewal . . . . .	\$50.00
Certificate replacement . . . . .	\$20.00

## Asbestos Disposal Site Worker (continued)

### Reciprocity

Not permitted, this certificate is unique to New Hampshire

### Active Licenses

Sixteen licensed contractors and 100 certified workers/workers-in-training

### Related Training

Hazardous Materials Information Systems Technology/Technician; Hazardous Materials Management and Waste Technology/Technician

### O\*Net Codes

47-4041.00 Hazardous Materials Removal Workers

### Additional Information Sources

National Directory of AHERA Accredited Courses  
US Environmental Protection Agency  
<[www2.epa.gov/asbestos/asbestos-professionals](http://www2.epa.gov/asbestos/asbestos-professionals)>

# Asbestos Inspector

Asbestos Inspectors identify and assess the condition of asbestos-containing materials.

## Legislation

Statute: NH RSA 141-E  
 Administrative Rules: Chapter Env-A 1800

## Certification Requirements

- Must apply for a certificate in accordance with Env-A 1810.16
- Provide documentation of attendance and completion of an initial approved training course for asbestos inspectors
- Provide documentation of attainment of a score of 70 percent or greater on the required written examination
- Provide documentation demonstrating the applicant has a minimum of six months experience in a comparable occupation or two months field experience under the supervision of a certified asbestos inspector or management planner

## Examination

Written examination consisting of 50 multiple-choice questions attaining a score of 70 percent or greater

## Continuing Education

An annual four-hour refresher course and passing a written examination of 25 multiple-choice questions with a score of 70 percent or greater is required

## Reciprocity

Permitted if standards for licensure are substantially equivalent to those of New Hampshire

## Active Licenses

46

## Regulatory Agency

### Asbestos Licensing and Certification

Asbestos Management Section, Air Resources Division  
 New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302-0095

*phone* (603) 271-1373

*fax* (603) 271-1381

*web* <[des.nh.gov/organization/divisions/air/cb/ceps/ams/](http://des.nh.gov/organization/divisions/air/cb/ceps/ams/)>

*contact* Stephen Cullinane

*email* [stephen.cullinane@des.nh.gov](mailto:stephen.cullinane@des.nh.gov)

## Fees

Certification . . . . .	\$200.00
Annual renewal . . . . .	\$200.00
Certificate replacement . . . . .	\$20.00

## O\*Net Codes

29-9012.00 Occupational Health and Safety Technicians

## Additional Information Sources

National Directory of AHERA Accredited Courses  
 US Environmental Protection Agency  
 <[www2.epa.gov/asbestos/asbestos-professionals](http://www2.epa.gov/asbestos/asbestos-professionals)>

## Related Training

Hazardous Materials Management and Waste Technology/  
 Technician; Occupational Health and Industrial Hygiene

# Asbestos Management Planner

Asbestos Management Planners assess the health hazard posed by the asbestos-containing material, determine the appropriate response actions, and develop a schedule for implementing the response.

## Legislation

Statute: NH RSA 141-E  
 Administrative Rules: Chapter Env-A 1800

## Certification Requirements

- Must apply for a certificate in compliance with Env-A 1810.17
- Provide documentation of attendance and completion of an approved management planning training course
- Provide documentation of passing the course with a score of 70 percent or greater on the written examination
- Provide documentation demonstrating the applicant has a minimum of an Associate’s degree or certificate of completion in either: project planning, management, environmental sciences, engineering, construction, architecture, industrial hygiene, occupational health, or a related scientific field
- Provide documentation demonstrating the applicant has a minimum of six months experience in asbestos abatement fields including experience in asbestos management or a combination of education and experience equivalent to the above

Regulatory Agency
<p><b>Asbestos Licensing and Certification</b>                      Asbestos Management Section, Air Resources Division                      New Hampshire Department of Environmental Services                      29 Hazen Drive, PO Box 95                      Concord, New Hampshire 03302-0095</p> <p><i>phone</i> (603) 271-1373  <i>fax</i> (603) 271-1381  <i>web</i> &lt;<a href="http://des.nh.gov/organization/divisions/air/cb/ceps/ams/">des.nh.gov/organization/divisions/air/cb/ceps/ams/</a>&gt;  <i>contact</i> Stephen Cullinane  <i>email</i> <a href="mailto:stephen.cullinane@des.nh.gov">stephen.cullinane@des.nh.gov</a></p>

## Examination

Written examination consisting of 50 multiple-choice questions, attaining a score of 70 percent or greater

Fees	
Certification . . . . .	\$200.00
Annual renewal . . . . .	\$200.00
Certificate replacement . . . . .	\$20.00

## Continuing Education

An annual four-hour asbestos inspector refresher course, a four-hour asbestos management planner refresher course and passing a written examination of 25 multiple-choice questions for each course with a score of 70 percent or greater are required

## Reciprocity

Permitted if standards for licensure are substantially equivalent to those of New Hampshire

## Active Licenses



## Asbestos Management Planner (continued)

### Related Training

Hazardous Materials Information Systems Technology/Technician; Hazardous Materials Management and Waste Technology/Technician; Occupational Health and Industrial Hygiene

### O\*Net Codes

29-9012.00 Occupational Health and Safety Technicians

### Additional Information Sources

National Directory of AHERA Accredited Courses  
US Environmental Protection Agency  
<[www2.epa.gov/asbestos/asbestos-professionals](http://www2.epa.gov/asbestos/asbestos-professionals)>

# Asbestos Project Designer

Asbestos Project Designers conduct, plan, design, and develop procedures for asbestos abatement projects, or provide other substantive direction or criteria for projects.

**Legislation**

Statute: NH RSA 141-E  
 Administrative Rules: Chapter Env-A 1800

**Certification Requirements**

- Must apply for a certificate in compliance with Env-A 1810.18
- Provide documentation of attendance and completion of an approved abatement project designer course
- Provide documentation of passing the course with a score of 70 percent or greater on the written examination
- Provide documentation the applicant has:
  1. At least 12 months experience in asbestos abatement fields and has a Bachelor’s degree in industrial hygiene, occupational health, environmental science, biological or physical science, or a closely related field; or
  2. At least 12 months experience in asbestos abatement fields and is a registered architect or registered engineer; or
  3. At least two years employment experience in asbestos abatement fields including experience in asbestos abatement design

Regulatory Agency	
<b>Asbestos Licensing and Certification</b>	
Asbestos Management Section, Air Resources Division	
Department of Environmental Services	
29 Hazen Drive, PO Box 95	
Concord, New Hampshire 03302-0095	
<i>phone</i>	(603) 271-1373
<i>fax</i>	(603) 271-1381
<i>web</i>	<a href="http://des.nh.gov/organization/divisions/air/cb/ceps/ams/">des.nh.gov/organization/divisions/air/cb/ceps/ams/</a>
<i>contact</i>	Stephen Cullinane
<i>email</i>	stephen.cullinane@des.nh.gov

**Examination**

Written examination consisting of 100 multiple-choice questions, attaining a score of 70 percent or greater

Fees	
Certification . . . . .	\$200.00
Annual renewal . . . . .	\$200.00
Certificate replacement . . . . .	\$20.00

**Continuing Education**

An annual eight-hour refresher course and passing a written examination of 25 multiple-choice questions with a score of 70 percent or greater are required

**Reciprocity**

Permitted if standards for licensure are substantially equivalent to those of New Hampshire

**Active Licenses**

## Asbestos Project Designer (continued)

### Related Training

Hazardous Materials Information Systems Technology/Technician; Hazardous Materials Management and Waste Technology/Technician; Occupational Health and Industrial Hygiene

### O\*Net Codes

29-9012.00 Occupational Health and Safety Technicians

### Additional Information Sources

National Directory of AHERA Accredited Courses  
US Environmental Protection Agency  
<[www2.epa.gov/asbestos/asbestos-professionals](http://www2.epa.gov/asbestos/asbestos-professionals)>

# Athlete Agent

Athlete agents are individuals who enter into an agency contract with a student-athlete or, directly or indirectly, recruits or solicits a student-athlete to enter into an agency contract. Individuals who represent to the public that the individual is an athlete agent are included. The following are excluded from registration requirements: spouse, parent, sibling, grandparent, or guardian of the student-athlete; or an individual acting solely on behalf of a professional sports team or professional sports organization.

## Legislation

Statute: NH RSA 332-J

## Registration Requirements

- Submit application for registration to the Secretary of State
- Pay the registration fee

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

An individual holding a certificate of registration as an athlete agent in another state may submit a verified copy of such certificate or license in lieu of submitting an application in this state. An individual who has submitted an application for registration or licensure as an athlete agent in another state may submit a verified copy of such application which shall be accepted as an application for registration in this state, provided that: the application was submitted in the other state within six months of the date the individual sought to obtain registration in this state and the applicant certifies that the information in the application is current; the application contains information substantially similar to or more comprehensive than that required by an application submitted in this state; and the application was signed by the applicant under penalty of perjury.

Regulatory Agency
<p><b>New Hampshire Department of State</b>                      State House, Room 204                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-3242  <i>fax</i> (603) 271-6316  <i>web</i> &lt;sos.nh.gov/admin.aspx&gt;  <i>contact</i> Not provided  <i>e-mail</i> elections@sos.nh.gov</p>

Fees
Application fee . . . . . \$100.00
Application based on certificate or licensure issued by another state . . . . . \$100.00
Biennial renewal . . . . . \$50.00
Biennial renewal based on renewal of registration or licensure submitted in another state . . . . . \$50.00

O*Net Codes
13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes

Additional Information Sources
Not provided

## Active Licenses

Not provided

## Related Training

No related training

# Athletic Trainer

Working under the direction of a physician licensed in any state or in Canada, an athletic trainer may evaluate the physical condition of and advise and treat athletes. Help athletes maintain physical fitness for participation in organized or recreational sports. Assess individual athletes and prescribe routine and corrective exercises to strengthen muscles and prevent injuries. Render acute care to injured participants. Wrap athletes' fingers, wrists, ankles, etc., as needed to support muscles and ligaments. Educate and counsel athletic programs.

## Legislation

Statutes: NH RSA 326-G and 328-F  
 Administrative Rules: Chapter Ahp 100 - 300,  
 Ath 100 - 500

## Licensure Requirements

- An academic degree which is at least a bachelor's degree
- Military experience shall not be considered when determining whether an applicant meets the requirements for licensure
- Good professional character and reliability
- Successfully complete the certification examination administered by the Board of Certification for the Athletic Trainer (BOCATC)

## Examination

National written examination required

## Continuing Education

Continued BOCATC certification, requiring 75 hours of medically related continuing education credits every three years and adherence to a code of ethics

## Reciprocity

Not permitted

## Active Licenses

349

## Related Training

Athletic Training/Trainer

## Regulatory Agency

**New Hampshire Athletic Trainers' Governing Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-8389  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/allied-health/](http://www.oplc.nh.gov/allied-health/)>  
*contact* Billie Jo Richardson  
*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00
License reinstatement . . . . .	\$220.00

*Licenses expire on December 31 of each even-numbered year*

## O\*Net Codes

29-9091.00 Athletic Trainers

## Additional Information Sources

Board of Certification for Athletic Trainers (BOCATC)  
 <[www.bocatic.org](http://www.bocatic.org)>

# Attorney

Advise individuals and businesses on legal matters. Conduct civil and criminal lawsuits, advise clients on their legal rights, draw up documents, and gather evidence to formulate defense or initiate legal action. Prepare legal briefs; develop strategy, arguments, and testimony in preparation for presentation of case. Many attorneys specialize in a branch of law such as corporate, criminal, labor, patent, real estate, tax, or international law. Some help write laws and establish ways to enforce them. A few teach or hold management positions.

## Legislation

Statute: NH RSA 311  
 Supreme Court Rule: 42

## Licensure Requirements

- Must be 18 years of age or older
- Must be of good moral character
- US citizenship is not required, but applicants must be domiciled in the United States
- Complete at least three years toward a Bachelor's degree
- Graduate from a law school approved by the American Bar Association. Note that Massachusetts School of Law is not approved by the ABA. However, the New Hampshire Supreme Court has granted a waiver allowing graduates of these schools who are already members of the Bar in some other state to take the New Hampshire Bar exam.
- Must be a member of the New Hampshire Bar Association and pay annual dues

## Examination

Pass the New Hampshire Bar Examination and the Multistate Professional Responsibility Examination (MPRE), or be admitted on motion.

## Continuing Education

Twelve credits per year

## Reciprocity

Lawyers admitted to the bar in another state or the District of Columbia may be eligible for admission to the New Hampshire Bar on motion without examination

## Active Licenses

Approximately 4,500

## Related Training

Law; Legal Research and Advanced Professional Studies

## Regulatory Agency

### Office of Bar Admissions

New Hampshire Supreme Court  
 4 Chenell Drive, Suite 102  
 Concord, New Hampshire 03301

*phone* (603) 224-8806

*fax* (603) 224-8728

*web* <[www.courts.state.nh.us](http://www.courts.state.nh.us)>

*contact* Sherry M. Hieber, General Counsel,  
 Office of Bar Admissions

*e-mail* [shieber@nhoba.org](mailto:shieber@nhoba.org)

## Fees

Examination, NH Bar . . . . .	\$725.00
Admission on Motion . . . . .	\$1,200.00
<i>Annual dues, NH Bar Association . . . . .</i>	<i>Contact NH Bar</i>

## O\*Net Codes

23-1011.00 Lawyers

## Additional Information Sources

New Hampshire Bar Association  
 <[www.nhbar.org](http://www.nhbar.org)>

National Conference of Bar Examiners  
 <[www.ncbex.org](http://www.ncbex.org)>

# Auctioneer

Auctioneers engage in the business of selling for another real, personal or mixed property by auction. Before an auction begins, auctioneers may decide what articles are worth and arrange them in lots according to type or value. They begin auctions by stating or asking for a starting bid, describing the merchandise and may tell bidders about the history or ownership of items. Ask for bids, and sell such item to the highest bidder. Keep records of the sale and ensure that consignors are properly paid.

**Legislation**

Statute: NH RSA 311-B  
 Administrative Rules: Chapter Auc 100 - 500

**Licensure Requirements**

- Must be 18 years old by the date of application to the Board
- Recommendations from two individuals with whom the applicant has done past business dealings
- Applicant must file a bond with the Secretary of State in the sum of \$25,000
- Applicants must have one of the following qualifications:
  1. Auction school certificate, with a minimum of 80 hours of instruction, including a minimum of 50 hours in core curriculum subject matter and 30 hours of optional subject matter; plus a written examination, given by the school, with a minimum passing score of 75 percent;
  2. A minimum of six months' apprenticeship over the course of not less than ten auctions under the supervision of a qualified auctioneer;
  3. A certified copy of a valid current auctioneer's license, held by the applicant from any other state whose laws are not sufficient for reciprocity, issued by the appropriate state agency, a letter of good standing from said agency, and an affidavit proving licensure for at least six months and conduct of at least ten auctions within the five year period of time immediately prior to the application; or
  4. License from another state with auctioneer's license requirements which are substantially equivalent to or higher than those of New Hampshire

Regulatory Agency
<p><b>New Hampshire Board of Auctioneers</b>                      Office of the Secretary of State                      State House, Room 204                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-3242  <i>fax</i> (603) 271-6316  <i>web</i> &lt;sos.nh.gov/auctioneers.aspx&gt;  <i>contact</i> Kaley Dion, Secretary  <i>e-mail</i> kaley.dion@sos.nh.gov</p>

**Examination**

Written examination required except for those eligible for reciprocity. Exams are offered four times per year.

**Continuing Education**

Not required

Fees	
Examination fee. . . . .	\$75.00
New Hampshire resident license (biennial). . . . .	\$200.00
Non-resident license (biennial) . . . . .	\$300.00

## Auctioneer (continued)

### Reciprocity

Permitted with the states of Florida, Georgia, Indiana, Kentucky, Louisiana, Massachusetts, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, and West Virginia

### Active Licenses

400

### Related Training

Auctioneering

### O\*Net Codes

41-9099.00 Sales and Related Workers, All Other

### Additional Information Sources

New Hampshire Auctioneers Association  
<[www.newhampshireauctioneers.org](http://www.newhampshireauctioneers.org)>



# Audiologist

Examine and provide remedial services for persons with hearing disorders. Administer and interpret tests to determine type and degree of hearing impairment. Refer patient to physician or surgeon if medical treatment is determined to be necessary. Plan and implement prevention and rehabilitation services, including hearing aid selection and orientation, counseling, lip reading, and other programs. May develop preventive and rehabilitative programs in consultation with a speech-language pathologist.

## Legislation

Statute: NH RSA 137-F  
 Administrative Rules: Chapter Hcp 100 - 500

## Licensure Requirements

- Demonstrate sufficient evidence of good professional character and reliability to satisfy the Board that the applicant shall faithfully and conscientiously avoid professional misconduct and otherwise adhere to requirements
- Possess at least a Master’s degree in audiology from an educational institution approved by the Board
- Complete a minimum of 350 hours of a supervised clinical practicum experience
- Complete a supervised post-graduate professional experience of at least nine consecutive months with a minimum of 30 hours per week (a one-year interim license is available to applicants that complete all but the post-graduate professional experience)

Regulatory Agency	
<b>New Hampshire Board of Hearing Care Providers</b>	
Office of Professional Licensure and Certification	
121 South Fruit Street	
Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-9482
<i>fax</i>	(603) 271-6702
<i>web</i>	< <a href="http://www.oplc.nh.gov/hearing-care/">www.oplc.nh.gov/hearing-care/</a> >
<i>contact</i>	Doreen Wittenberg
<i>e-mail</i>	hearingcare@oplc.nh.gov

## Examination

National written examination in Audiology

## Continuing Education

Twenty hours of continuing education units (CEUs) or equivalent are required biennially for renewal

Fees	
License fee, including temporary and interim licenses	\$300.00
Biennial Renewal . . . . .	\$300.00
<i>Renewal is due by July 1 of the odd year next succeeding issuance</i>	

## Reciprocity

Permitted with proof of licensure requirements equivalent to or greater than those of New Hampshire RSA 137-F. A temporary license may be granted for up to 120 days to an applicant licensed in another jurisdiction that has applied for a license in New Hampshire.

## Active Licenses

96

## Audiologist (continued)

### Related Training

Audiology/Audiologist and Hearing Sciences;  
Audiology/Audiologist and Speech-Language  
Pathology/Pathologist

### O\*Net Codes

29-1181.00 Audiologist

### Additional Information Sources

American Speech-Language Hearing Association (ASHA)  
<[www.asha.org](http://www.asha.org)>

ETS - The Praxis Series  
<[www.ets.org/praxis/prxasha.html](http://www.ets.org/praxis/prxasha.html)>

# Bail Bondsman, Professional

Investigate arrested persons to determine bond-ability. Interview bond applicant to ascertain character and financial status. Furnish bond for prescribed fee upon determining intention of accused to appear in court. Post and sign bond with court clerk to obtain release of client. Forfeit amount of bond if client fails to appear for trial.

## Legislation

Statute: NH RSA 598-A  
 Administrative Rules: Repealed

## Registration Requirements

- Must be a licensed Property and Casualty Insurance Producer. Contact the New Hampshire Insurance Department for information.
- Pass examination

## Examination

Written examination required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

11

## Related Training

No related training

## Regulatory Agency

### Bureau of Securities Regulation

New Hampshire Department of State  
 107 North Main Street, Room 204  
 Concord, New Hampshire 03301

*phone* (603) 271-1463

*fax* (603) 271-7933

*web* <sos.nh.gov/ProBond.aspx>

*contact* Kevin B. Moquin, Senior Staff Attorney

*e-mail* kmoquin@sos.nh.gov

## Fees

Examination fee. . . . .	\$400.00
Initial registration fee per county . . . . .	\$100.00
Annual filing fee per county . . . . .	\$100.00
<i>Registrations expire December 31 of each year</i>	

## O\*Net Codes

33-9021.00 Private Detectives and Investigators

## Additional Information Sources

Professional Bail Agents of the United States (PBUS)  
 <[www.pb.us](http://www.pb.us)>

# Bail Recovery Agent

A person who is offered or given any compensation for assisting a professional bondsman or surety in apprehending or surrendering any defendant, or keeping the defendant under necessary surveillance.

## Legislation

Statute: NH RSA 106-F and RSA 597:7-b, I(b).  
Administrative Rules: Chapter Saf-C 2200

## Licensure Requirements

- Must be a resident of the United States
- Must be at least 18 years of age
- Have no record of felony convictions of any type or conviction of a misdemeanor associated with theft, honesty, fraud, use or sale of controlled substances, misdemeanor crimes of violence that in the judgment of the commissioner of safety would cast doubt on the applicant's future good behavior, domestic violence, or abuse of any type, or an active domestic violence protective order in New Hampshire or any other jurisdiction in the United States, its possessions, or territories.
- Except for employees, possess:
  1. A minimum of four years of experience as a full-time law enforcement officer with a federal, state, county, college or university, or municipal police department, director of security or senior officer of a company or corporation, or licensed security service, full-time adjuster, risk manager, or claims investigator for an insurance carrier or adjusting company; or
  2. An associate of science degree or bachelor of science degree in criminal justice or fire service from an accredited college or university, certification from the American Society for Industrial Security as a certified professional investigator, or certification from the National Association of Legal Investigators as a certified legal investigator and employment as a full-time investigator for a private investigative agency for at least two years; or
  3. A minimum of four years employment as a full-time investigator for a licensed private investigator or private investigative agency; or
  4. A minimum of four years of experience as a full-time firefighter and certification by the International Association of Arson Investigators; or
  5. Certification by the American Society for Industrial Security in security operations, and two years of experience providing such services; or
  6. Certification by the American Society for Industrial Security in executive protection, and two years of experience providing such services.
- File a surety bond for \$50,000
- Two sets of fingerprints required for armed Bail Recovery Agent applicants
- Firearms qualification required for armed Bail Recovery Agents
- Provide documentation of qualifications
- Submit application in person

## Regulatory Agency

### Permits and Licensing Unit

New Hampshire State Police  
33 Hazen Drive, Room 106  
Concord, New Hampshire 03305

*phone* (603) 223-3873

*fax* (603) 271-0306

*web* <[www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/](http://www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/)>

*contact* Sgt. Michael J. McQuade

*email* [permitsandlicensing@dos.nh.gov](mailto:permitsandlicensing@dos.nh.gov)

# Bail Recovery Agent (continued)

In addition

- Possess liability insurance coverage in the amount of \$300,000 for bail recovery activities
- Must notify a municipality’s chief law enforcement officer if the search is to be conducted in the municipality’s jurisdiction
- Must be trained and certified through a program approved by the Professional Bail Agents of the United States or other training program approved by the commissioner of safety

## Examination

Not specified

## Continuing Education

Armed Bail Recovery Agents are required to meet minimum requirements in the use of firearms at least once per year including four hours of instruction in firearm techniques and safety. The commissioner of safety may adopt certain initial and continuing education requirements for licensed security guards, private investigators, and bail recovery agents, including but not limited to the statutory and case laws on the use of force, the laws of arrest by non-law enforcement personnel, and other issues relative to their respective occupations after consultation with the advisory board, and may certify individuals or entities including professional associations and employees of agencies deemed qualified to provide such training or education to licensees.

## Reciprocity

Not permitted

## Active Licenses

Not Provided

## Related Training

No related training

Fees	
Private individual – initial/biennial renewal . . . . .	\$150.00
Agency employing more than one person – initial/biennial renewal. . . . .	\$500.00
Agency employee – initial/biennial renewal . . . . .	\$5.00
Combined FBI and New Hampshire State Police Criminal Record Check - including fingerprints . . . . .	\$49.75
Background investigation . . . . .	\$10.00
<i>Licenses are valid for two years following the data of issuance</i>	

O*Net Codes	
33-9021.00	Private Detectives and Investigators

Additional Information Sources
Professional Bail Agents of the United States (PBUS) < <a href="http://www.pb.us">www.pb.us</a> >

# Barber

Barbers cut, trim, and style hair or beards. Many offer other services such as hair and scalp treatments, face massages, shaves, and shampoos. They must keep their scissors, combs, and other instruments clean and in good condition, and also maintain a clean work area. Those who own or manage a shop also order supplies, pay bills, keep records, and hire workers.

## Legislation

Statute: NH RSA 313-A:10  
 Administrative Rules: Chapter Bar 100 - 500

## Licensure Requirements

- Must be of good professional character
- Complete the fourth year of high school or its equivalent
- Receive training of: a minimum of 800 hours of training in a school of barbering licensed by the Board; or a minimum of 1,600 hours distributed over a period of at least 12 months under a licensed barber who has engaged in the practice of barbering within the state for at least two years
- Pass an examination conducted by the Board
- Pay a fee established by the Board

## Examination

Written and practical examination required

## Continuing Education

Not required

## Reciprocity

Permitted if the other state's licensing requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

129

## Related Training

Barbering/Barber

## Regulatory Agency

### New Hampshire Board of Barbering, Cosmetology and Esthetics

Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608

*fax* (603) 271-8889

*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>

*contact* Kathryn Wantuck, Executive Director

*e-mail* Not provided

## Fees

Apprentice registration. . . . . \$25.00

Biennial apprentice renewal . . . . . \$85.00

Examination . . . . . \$184.00

Biennial renewal . . . . . \$40.00

*Licenses expire on the last day of the licensee's birth month in the odd year next succeeding its date of issuance*

## O\*Net Codes

39-5011.00 Barber

## Additional Information Sources

DL Roope Administrations Inc. (exam administrator)  
 <[dlroope.com](http://dlroope.com)>

National-Interstate Council of State Boards of Cosmetology  
 <[www.nictesting.org](http://www.nictesting.org)>

# Barber, Master

Barbers cut, trim, and style hair or beards. Many offer other services such as hair and scalp treatments, face massages, shaves, and shampoos. Master barbers may also color, wave, curl, straighten, or bleach hair, and fit hairpieces. They must keep their scissors, combs, and other instruments clean and in good condition, and also maintain a clean work area. Those who own or manage a shop also order supplies, pay bills, keep records, and hire workers.

## Legislation

Statute: NH RSA 313-A:10  
 Administrative Rules: Chapter Bar 100 - 500

## Licensure Requirements

- Must be of good professional character
- Complete the fourth year of high school or its equivalent
- Receive training of: a minimum of 1,500 hours of training in a school of master barbering licensed by the Board; or a minimum of 3,000 hours distributed over a period of at least 18 months under a licensed barber who has engaged in the practice of barbering within the state for at least two years.
- Pass an examination conducted by the Board
- Pay a fee established by the Board

## Examination

Written and practical examination required

## Continuing Education

Not required

## Reciprocity

Permitted if the other state's licensing requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

454

## Related Training

Barbering/Barber; Hair Styling/Stylist and Hair Design; Salon/Beauty Salon Management/Manager

## Regulatory Agency

### New Hampshire Board of Barbering, Cosmetology and Esthetics

Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608

*fax* (603) 271-8889

*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>

*contact* Kathryn Wantuck, Executive Director

*e-mail* Not provided

## Fees

Apprentice registration . . . . .	\$25.00
Biennial apprentice renewal . . . . .	\$85.00
Examination . . . . .	\$184.00
Biennial renewal . . . . .	\$40.00

*Licenses expire on the last day of the licensee's birth month in the odd year next succeeding its date of issuance*

## O\*Net Codes

39-5011.00 Barber

## Additional Information Sources

DL Roope Administrations Inc. (exam administrator)  
 <[dlroope.com](http://dlroope.com)>

National-Interstate Council of State Boards of Cosmetology  
 <[www.nictesting.org](http://www.nictesting.org)>

# Body Art Practitioner

Practice physical body adornment in the following classifications: body piercing, branding, or tattooing.

## Legislation

Statute: NH RSA 314-A  
 Administrative Rules: Chapter He-P 1100

## Licensure Requirements

- Minimum requirement of 1,500 hours in not less than one year of apprenticeship training under a qualified licensee

## Examination

Not required

## Continuing Education

Three hours of continuing education for each individual classification, and completion of a sterilization course

## Reciprocity

Permitted — Applicant must have documentation of practicing in another state for at least three years

## Active Licenses

899

## Related Training

Permanent Cosmetics/Makeup and Tattooing/Body Piercing/Branding

## Regulatory Agency

### New Hampshire Office of Professional Licensing and Certification

121 South Fruit Street  
 Concord, NH 03301

*phone* (603) 271-9480

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/body-art/](http://www.oplc.nh.gov/body-art/)>

*contact* Janet McCully

*e-mail* [janet.mccully@oplc.nh.gov](mailto:janet.mccully@oplc.nh.gov)

## Fees

Initial license, . . . . . \$110.00

Biennial renewal . . . . . \$110.00

Licenses expire on the last day of the licensee's birth month in odd-numbered years

## O\*Net Codes

39-9099.00 Personal Care and Service Workers, All Other

## Additional Information Sources

Not provided



# Boiler and Pressure Vessel Inspector

Inspect boilers and pressure vessels, which are closed vessels in which water or other fluid is heated, steam is generated, steam is superheated, or any combination of those, under pressure or vacuum for use externally to itself by the direct application of heat from the combustion of fuels or from electrical or nuclear energy.

## Legislation

Statute: NH RSA 157-A  
 Administrative Rules: Chapter Lab 1200

## Licensure Requirements

Applicants must hold an active National Board of Boiler and Pressure Vessel Inspectors commission, and submit evidence with application

## Examination

Written examination conducted by the National Board

## Continuing Education

Beginning January 1, 2016, and every two years thereafter, the certified individual must complete a knowledge check developed by the National Board to test their knowledge of the applicable ASME BPV Code section or ASME Standard for the application of the ASME certification

## Reciprocity

Permitted for applicants who hold an active National Board commission and pay the license fee

## Active Licenses

Not provided

## Related Training

Boilermaking/Boilermaker

## Regulatory Agency

### Inspection Division

New Hampshire Department of Labor  
 95 Pleasant Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2585

*fax* (603) 271-2668

*web* <[www.nh.gov/labor/inspection/boilers-pressure-vessels.htm](http://www.nh.gov/labor/inspection/boilers-pressure-vessels.htm)>

*contact* Michele Small, Administrator

*e-mail* [inspectiondiv@dol.nh.gov](mailto:inspectiondiv@dol.nh.gov)

## Fees

Initial license . . . . .	\$30.00
Annual renewal . . . . .	\$20.00

## O\*Net Codes

47-4011.00 Construction and Building Inspectors

## Additional Information Sources

National Board of Boiler and Pressure Vessel Inspectors  
 <[www.nationalboard.org](http://www.nationalboard.org)>

# Child Care Program Center Director

Child Care Center Directors and Site Directors direct the activities of child development facilities to provide instruction and care for children. Prepare budgets, authorize purchase of materials, interview and recommend hiring of staff, and other administrative duties. Maintain a safe and healthy learning environment.

## Legislation

Statute: NH RSA 170-E  
 Administrative Rules: Chapter He-C 4002

## Licensure Requirements

Child day care agencies (provider/facility/program) must be licensed by the Child Care Licensing Unit under New Hampshire Department of Health and Human Services. Licensure of individuals is not required. Credentialing is voluntary.

Regulatory Agency	
<b>Child Care Licensing Unit</b>	
New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, New Hampshire 03301	
<i>phone</i>	1-800-852-3345 ext. 9025; or (603) 271-9025
<i>fax</i>	(603) 271-4782
<i>web</i>	< <a href="http://www.dhhs.nh.gov/oos/cclu/">www.dhhs.nh.gov/oos/cclu/</a> >
<i>contact</i>	Melissa Clement, Chief
<i>e-mail</i>	<a href="mailto:melissa.clement@dhhs.nh.gov">melissa.clement@dhhs.nh.gov</a>

- For employment in a child care nursery, group child care center, preschool program, or school-age program, all child care personnel must provide documentation of education and experience, with such documentation to be kept on file at the child care program.
- **Center Directors** in a group child care program, child care nursery, preschool program, or center-based night care program must be at least 21 years of age, have a high school diploma or general equivalency diploma, documentation of at least three credits in child development, and three credits in management or supervision or a minimum of two years' experience in a supervisory or management position in lieu of the three credits in management and supervision, a minimum of 1,500 hours experience working with children in a licensed program or public or private elementary school and at least one of the following qualifications:
  1. A minimum of an Associate's degree in child development, early childhood or elementary education, or other field of study focused on children; or
  2. An additional 3,000 hours of experience working with children in a licensed program or in a public or private school and documentation of a current Child Development Associates (CDA) credential in center-based programs; or
  3. Current certification in early childhood, elementary, or special education by the department of education; or
  4. Certification in a teacher preparation program accredited by the Montessori Accreditation Council for Teacher Education (MACTE) in infant and toddler, early childhood or elementary I, which satisfies the three credits in child development required if certified in infant and toddler or early childhood, together with 60 college credits; or
  5. College courses totaling 60 credits, including a minimum of 24 credits in child development, early childhood, or elementary education, or other field of study focused on children, including at least three credits in children with special needs, child growth and development, and curriculum for early childhood education; or
  6. Be on file with the department as a center director working in that position on or before the effective date of these rules in 2017.

## Child Care Program Center Director (continued)

- **School Age Program Site Directors** in a school-age program must be at least 20 years of age, have a high school diploma or general equivalency diploma, and have at least one of the following qualifications:
  1. A minimum of an associate's degree in child development, education, recreation, or other field of study focused on children, awarded by a regionally accredited college or university; or
  2. Certification of successful completion of training as a recreation director plus 1,000 hours experience working with children in a licensed child care program, recreation program or elementary school; or
  3. A total of 12 credits in child development, education, recreation, or other field of study focused on children,, from a regionally accredited college plus 1,000 hours of experience working with children; or
  4. Current certification as an educator by the New Hampshire Department of Education; or
  5. Experience working with children totaling 2,000 hours and the following:
    - a. Current certification as a Paraeducator II by the New Hampshire Department of Education; or
    - b. Both of the following:
      1. Documentation of enrollment in a course for at least three credits in child development, education, recreation, or other field of study focused on children through a regionally accredited college or university and a written plan on file for completion of at least three additional credits as specified; and
      2. Within 12 months of the date the individual begins working as a site director, documentation of successful completion of a total of at least six credits as specified in (b)(1) shall be on file for review by the department; or
  6. Written documentation from or on file with the department that she or he was qualified and employed as a site director in a school-age program on or before the effective date of these rules in 2017.

### Continuing Education

All center and site directors shall complete 18 hours of training annually in any of the following areas:

- Child development
- Health and safety, or life safety
- Children with special needs
- Nutrition
- Any child care related courses sponsored or funded by the Department, including but not limited to child care basics or beyond the basics
- Indoor and outdoor learning environments
- Behavior guidance
- Staff supervision
- Leadership, child care administration, or mentoring in early childhood
- Financial management
- Working with families
- Legal issues in child care
- Child welfare

## Child Care Program Center Director (continued)

### Examination

No examination is required, however, CPR and first aid certification are required

### Reciprocity

Not permitted

### Active Licenses

845 licensed center and home child care programs

### Related Training

Child Care and Support Services Management; Early Childhood Education and Teaching

### Fees

- There is a \$50.00 fee for an employment eligibility card effective January 2018, which demonstrates a comprehensive background check has been completed and the employee is eligible to work in a licensed child care program. The card is valid for five years provided the employee does not have a break in employment in a New Hampshire child care program greater than six months.
- There is a \$25.00 fee for application for a voluntary credential, which is valid for three years. Fees vary at the community level.

### O\*Net Codes

11-9031.00 Education Administrators, Preschool and Child Care Center/Program

### Additional Information Sources

New Hampshire Early Childhood Credential  
DHHS/DCYF/Child Development Bureau  
<[www.dhhs.nh.gov/dcyf/cdb/profdev.htm](http://www.dhhs.nh.gov/dcyf/cdb/profdev.htm)>

Council for Professional Recognition (CDA)  
<[www.cdacouncil.org](http://www.cdacouncil.org)>

American Montessori Society  
<[www.amshq.org](http://www.amshq.org)>

North American Montessori Teachers' Association (NAMTA)  
<[www.montessori-namta.org](http://www.montessori-namta.org)>

National Head Start Association  
<[www.nhsa.org](http://www.nhsa.org)>

# Child Care Program Teacher

Child Care Program Teachers provide a daily schedule of activities for play, meals, sleep, and toileting, and are responsible for children in their care.

## Legislation

Statute: NH RSA 170-E  
 Administrative Rules: Chapter He-C 4002

## Licensure Requirements

- Child day care agencies (provider/facility/program) must be licensed by the Child Care Licensing Unit under New Hampshire Department of Health and Human Services.
- For employment in a child care nursery, group child care center, preschool program, or school-age program, all child care personnel must provide documentation of education and experience, with such documentation to be kept on file at the child care program
- Note that licensure of individuals is not required. Credentialing is voluntary.
- **Lead Teachers** in group child care programs, child care nurseries, preschool programs, and center-based night care programs shall be at least 18 years of age, have a high school diploma or equivalent, have a minimum of 1,000 hours experience working with children in a licensed child care program, and meet one of the following pre-service training/education options:
  1. College courses totaling 18 credits in child development, early childhood or elementary education, or other field of study focused on children, with three credits in child growth and development; or
  2. Documentation of a non-expired Child Development Associates (CDA) credential in center based programs awarded by the council for professional recognition; or
  3. A credential from a teacher preparation program accredited by the Montessori Accreditation Council for Teacher Education (MACTE); or
  4. Documentation on file with the department that she or he was qualified for and employed in the position of lead teacher on or before the effective date of these rules in 2017.
- **Associate Teachers** in group child care programs, child care nurseries, preschool programs, and center-based night care programs shall be at least 18 years of age, have a high school diploma or equivalent, and have at least one of the following:
  1. Nine college credits in child development, early childhood, or elementary education, or other field of study focused on children, including at least one three credit course in child growth and development; or

## Regulatory Agency

### Child Care Licensing Unit

New Hampshire Department of Health and Human Services  
 129 Pleasant Street  
 Concord, New Hampshire 03301

*phone* 1-800-852-3345 ext. 9025; or (603) 271-9025

*fax* (603) 271-4782

*web* <[www.dhhs.nh.gov/oos/cclu/](http://www.dhhs.nh.gov/oos/cclu/)>

*contact* Melissa Clement, Chief

*e-mail* melissa.clement@dhhs.nh.gov

## Child Care Program Teacher (continued)

2. A minimum of 1,500 hours of supervised experience in a licensed program or public or private elementary school with recommendation from the center director plus documentation of at least three credits in child development, early childhood or elementary education, or other field of study focused on children, and a written plan for completion of an additional six credits earned within a year of employment; or
  3. A minimum of 1,000 hours of supervised child care experience in a licensed program and documentation of successful completion of a two-year vocational child care course; or
  4. Current certification as paraeducator II by the New Hampshire Department of Education; or
  5. Written documentation on file with the department that she or he was qualified and employed as an associate teacher on or before the effective date of these rules in 2017.
- **Assistant Teacher** in group child care programs, child care nurseries, preschool programs, and center-based night care programs shall:
    1. Be at least 16 years of age
    2. Work with children only under the direct supervision and observation of a staff person who meets at least the minimum qualifications of an associate teacher
  - **Group Leaders** in a school-age program shall be at least 18 years of age, have a high school diploma or equivalent, and one of the following:
    1. Experience working with school-age children, totaling 600 hours;
    2. Documentation of at least three credits in child development, education, recreation, or other field of study focused on children, awarded by a regionally accredited college or university; or
    3. Documentation that she or he is a certified coach; or
    4. Documentation on file with the department that she or he was qualified and employed as a group leader in a school-age program on or before the effective date of these rules in 2017.
  - **Assistant Group Leaders**
    1. Be at least 16 years of age; and
    2. Work with children only when under the supervision and observation of a site director, or group leader as described.
  - **Family Child Care Providers, Workers, or Assistants**
    1. To qualify as a Family child care provider, individuals must be a resident of New Hampshire, and: Family child care workers shall be 18 years of age or older
    2. Be at least 21 years of age: or
    3. Be at least 18 years of age and submit documentation that they have a high school diploma or equivalent, and have at least one of the following:
    4. Successful completion of a two-year child care curriculum approved by the New Hampshire Department of Education: or
    5. College courses totaling six credits in child development, early childhood or elementary education, or other field of study focused on children, including at least one three-credit course in child growth and development.
    6. o Family child care workers must be 18 years of age or older
    7. o Family child care assistants must be 16 years of age or older and must work under the supervision of the family child care provider or the family child care worker at all times

# Child Care Program Teacher (continued)

## Continuing Education

All center directors, lead teachers, and family child care providers shall complete 18 hours of training annually. Assistant teachers, associate teachers, group leaders, assistant group leaders, family child care workers, and family child care assistants who work fewer than 25 hours per week shall obtain 12 hours of professional development, or 18 hours if working 25 hours or more. Training shall be in any of the following areas:

- Child development
- Health and safety, or life safety
- Caring for children with exceptionalities Nutrition
- Any child care related courses sponsored or funded by the Department
- Indoor and outdoor learning environments
- Behavior guidance
- Leadership, child care administration, or mentoring
- Financial management
- Working with families
- Legal issues in child care
- Child abuse and neglect

## Examination

No examination is required, however, CPR and first aid certification are required

## Reciprocity

Not permitted

## Active Licenses

845 licensed center and home child care programs

## Related Training

Child Care Provider/Assistant

### Fees

- There is a \$50.00 fee for an employment eligibility card effective January 2018, which demonstrates a comprehensive background check has been completed and the employee is eligible to work in a licensed child care program. The card is valid for five years provided the employee does not have a break in employment in a New Hampshire child care program greater than six months.
- There is a \$25.00 fee for application for a voluntary credential, which is valid for three years. Fees vary at the community level.

### O\*Net Codes

39-9011.00 Child Care Worker

### Additional Information Sources

New Hampshire Early Childhood Credential  
DHHS/DCYF/Child Development Bureau  
<[www.dhhs.nh.gov/dcyf/cdb/profdev.htm](http://www.dhhs.nh.gov/dcyf/cdb/profdev.htm)>

Council for Professional Recognition (CDA)  
<[www.cdacouncil.org](http://www.cdacouncil.org)>

American Montessori Society  
<[www.amshq.org](http://www.amshq.org)>

North American Montessori Teachers' Association (NAMTA)  
<[www.montessori-namta.org](http://www.montessori-namta.org)>

National Head Start Association  
<[www.nhsa.org](http://www.nhsa.org)>

# Chiropractor

Examine patients to determine the nature and extent of disorders by using physical examinations, x-rays, and standard or special laboratory procedures or tests. Prescribe a treatment plan, which usually includes manipulations or adjustments of the spinal column. May also prescribe additional treatments such as heat, light, water or nutritional therapy. Chiropractors do not perform surgery or prescribe drugs.

**Legislation**

Statute: NH RSA 316-A  
 Administrative Rules: Chapter Ch 100 - 400

**Licensure Requirements**

- Graduated from a degree granting chiropractic college which is accredited by an established chiropractic accrediting body approved by the United States Department of Education; or
- Completed a chiropractic program at a chiropractic institution accredited by a regional accrediting agency approved by the United States Department of Education

**Examination**

Before submitting an application for licensure an applicant shall have taken and passed parts I, II, III and IV of the National Board of Chiropractic Examiners examinations and have the scores submitted directly to the state Board. An applicant shall take and pass with a score of at least 70 percent correct answers on a written jurisprudence examination testing knowledge of law and rules.

**Continuing Education**

Twenty hours of approved continuing education required for biennial renewal

**Reciprocity**

No, but license may be issued by endorsement pursuant to the Administrative Rules Chapter Ch 305

**Active Licenses**

423

Regulatory Agency
<p><b>New Hampshire Board of Chiropractic Examiners</b>                      Office of Professional Licensure and Certification                      121 South Fruit Street                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-9482  <i>fax</i> (603) 271-6702  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/chiropractic">www.oplc.nh.gov/chiropractic</a>&gt;  <i>contact</i> Doreen Wittenberg  <i>e-mail</i> <a href="mailto:chiropractic@oplc.nh.gov">chiropractic@oplc.nh.gov</a></p>

Fees	
License fee . . . . .	\$300.00
Biennial renewal fee . . . . .	\$300.00
Verification of good standing . . . . .	\$25.00
Mailing list fee . . . . .	\$25.00

O*Net Codes	
29-1011.00	Chiropractors

Additional Information Sources
<p>National Board of Chiropractic Examiners                      &lt;<a href="http://www.nbce.org">www.nbce.org</a>&gt;</p>

**Related Training**

Chiropractic



# Cosmetologist

Help people look attractive by giving shampoos, cutting and styling hair, and giving advice on hair care. Straighten, curl, bleach, or dye hair. Give manicures and facials, advise on the use of makeup, and clean and style wigs and hairpieces. Make appointments and keep records of products used by their regular customers. Work in shops with manicurists and estheticians. Those who run their own shops hire and supervise workers, keep business records, and order supplies.

## Legislation

Statute: NH RSA 313-A:11  
 Administrative Rules: Chapter Bar 100 - 500

## Licensure Requirements

- Must be of good professional character
- Complete high school or its equivalent
- Receive training of a minimum of 1,500 hours in a school of cosmetology approved by the Board; or a minimum of 3,000 hours distributed over a period of at least 18 months under a licensed cosmetologist
- Pass an examination conducted by the Board
- Pay a fee established by the Board

## Examination

Written and practical examinations required

## Continuing Education

Not required

## Reciprocity

Permitted if the other state's licensing requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

10,000

## Related Training

Cosmetology/Cosmetologist, General; Make-Up Artist/Specialist; Hair Styling/Stylist and Hair Design; Facial Treatment Specialist/Facialist; Salon/Beauty Salon Management

## Regulatory Agency

### New Hampshire Board of Barbering, Cosmetology and Esthetics

Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608

*fax* (603) 271-8889

*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>

*contact* Kathryn Wantuck, Executive Director

*e-mail* Not provided

## Fees

Apprentice registration . . . . .	\$25.00
Biennial apprentice renewal . . . . .	\$85.00
Examination . . . . .	\$184.00
Biennial renewal . . . . .	\$40.00

*Licenses expire on the last day of in the licensee's birth month in the even year next succeeding its date of issuance*

## O\*Net Codes

39-5012.00 Hairdressers, Hairstylists, and Cosmetologists

## Additional Information Sources

DL Roope Administrations Inc. (exam administrator)  
 <[dlroope.com](http://dlroope.com)>

National-Interstate Council of State Boards of Cosmetology  
 <[www.nictesting.org](http://www.nictesting.org)>

# Cosmetology, Barbering, Esthetics, or Manicurist Instructor

Teach students in public or private schools. Organize programs of practical and technical instruction, involving demonstrations of skills required in cosmetology, barbering, esthetics or manicure. Lecture on practices, methods, processes and terminology. Instruct students in subject areas such as safety precautions, use and maintenance of tools and equipment, and codes or regulations related to the trade. Plan and supervise work of students in training, and test and evaluate progress.

## Legislation

Statute: NH RSA 313-A:9  
 Administrative Rules: Chapter Bar 100 - 500

## Licensure Requirements

- High school graduate
- Must be currently licensed as a barber, cosmetologist, manicurist, or esthetician and have completed one of the following:
  1. At least 800 hours of instructor training in a school for barbering and cosmetology, 700 hours of instructor training in a school for esthetics, or 550 hours of instructor training in a school for manicuring; or
  2. At least 12 months of actual employment in a shop and have completed 500 hours of instructor training in a school for barbering and cosmetology, 400 hours of instructor training in a school for esthetics, or 250 hours of instructor training in a school for manicuring; or
  3. Have at least eight years of actual employment in a shop

## Examination

Written and practical examinations required

## Continuing Education

Instructor license renewal requires continuing education of 28 hours per renewal period

## Reciprocity

Permitted if the other state's requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

222

## Regulatory Agency

### New Hampshire Board of Barbering, Cosmetology and Esthetics

Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608  
*fax* (603) 271-8889  
*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>  
*contact* Kathryn Wantuck, Executive Director  
*e-mail* Not provided

## Fees

Examination . . . . .	\$250.00
Biennial renewal . . . . .	\$55.00

*Licenses expire on the last day of the licensee's birth month in the even year next succeeding its date of issuance*

## O\*Net Codes

25-1194.00 Vocational Education Teachers, Postsecondary

## Additional Information Sources

DL Roope Administrations Inc. (exam administrator)  
 <[dlroope.com](http://dlroope.com)>

National-Interstate Council of State Boards of Cosmetology  
 <[www.nictesting.org](http://www.nictesting.org)>

## Related Training

Cosmetology, Barber/Styling, and Nail Instructor

# Court Reporter

Court reporters participate in judicial proceedings and at meetings where the spoken word must be preserved in written transcript. Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Create verbatim transcripts of speeches, conversations, legal proceedings, meetings, and other events when written accounts of spoken words are necessary for correspondence, records, or legal proof, ensuring a complete, accurate, and secure legal record. Court reporters work in a variety of settings, such as attorney’s offices, meetings, conventions, and government agencies at all levels from federal to state and local government bodies. Includes stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers.

## Legislation

Statute: NH RSA 310-A:161-181  
 Administrative Rules: Chapter Rep 100-500

## Licensure Requirements

- Must be at least 18 years of age
- Must be of good moral character
- U.S. citizenship or the legal ability to work in the United States
- Meet the qualifications of and hold the title of Registered Professional Reporter (RPR) issued by the National Court Reporters Association or Certified Voice Reporter (CVR) issued by the National Verbatim Reporters Association

## Examination

National Court Reporters Association or National Verbatim Reporters Association examination

## Continuing Education

To be in compliance with requirements of the National Court Reporters Association or the National Verbatim Reporters Association

## Reciprocity

Not permitted

## Active Licenses

83

## Related Training

Court Reporting/Court Reporter

## Regulatory Agency

**New Hampshire Board of Court Reporters**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-6990  
*web* <[www.oplc.nh.gov/court-reporters/](http://www.oplc.nh.gov/court-reporters/)>  
*contact* Linda Balich, License Clerk  
*e-mail* [linda.balich@oplc.nh.gov](mailto:linda.balich@oplc.nh.gov)

## Fees

Application for licensure . . . . .	\$300.00
License bond . . . . .	\$1,000.00
Certificate of licensure . . . . .	\$50.00
Verification of licensure . . . . .	\$30.00
Biennial renewal . . . . .	\$200.00

## O\*Net Codes

23-2091.00 Court Reporters

## Additional Information Sources

National Court Reporters Association  
 <[www.ncraonline.org](http://www.ncraonline.org)>

National Verbatim Reporters Association  
 <[www.nvra.org](http://www.nvra.org)>

# Dental Auxiliary, Expanded Function (EFDA)

A person that in addition to performing the normal duties of a dental assistant will perform additional duties related to dental restorations. Standard duties of dental assistants are prepare materials and dental equipment as well as assisting dentist during dental procedures. Will also record treatment information in patient record

**Legislation**

Statute: NH RSA 317-A:23  
 Administrative Rules: Chapter Den 302.06

**Licensure Requirements**

- Must be a dental hygienist or certified or graduate dental assistant
- Must have taken an expanded function dental auxiliary course in dental restorations
- Must have a minimum of 4,500 hours of dental clinical experience
- Must be recommended for the course by a dentist with an active NH dental license
- Must have current certification in basic life support for healthcare providers (BLS-HCP), which has a hands-on component
- Must provide proof of approved course in infection control

**Examination**

Not provided

**Continuing Education**

- 10 CEUs each biennium in restorative dentistry

**Reciprocity**

Not specified

**Active Permits**

12

**Regulatory Agency**

**New Hampshire Board of Dental Examiners**  
 Office of Professional Licensure and Certification  
 121 S. Fruit Street, Suite 302  
 Concord, New Hampshire 03301-2412

*phone* (603) 271-4561  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/dental/](http://www.oplc.nh.gov/dental/)>  
*contact* Constance N. Stratton or Jeanne T. Clement  
*e-mail* dental.board@nh.gov

**Fees**

Application and certificate for EFDA . . . . . \$25.00

**O\*Net Codes**

29-2021.00 Dental Hygienists  
 31-9091.00 Dental Assistants

**Additional Information Sources**

American Dental Association  
 <[www.ada.org](http://www.ada.org)>

The Commission on Dental Competency Assessments  
 <[www.cdcaexams.org](http://www.cdcaexams.org)>

**Related Training**

Dental Hygiene/Hygienist

# Dental Hygienist

Provides educational, clinical, and therapeutic services supporting total health through the promotion of optimal oral health. Responsible for providing treatment that helps to prevent oral disease, including cavities and periodontal disease. This professional is especially knowledgeable about the preventive aspects of dental disease and helps educate patients to improve oral health. They may work in settings such as private dental offices and clinics, public health agencies, hospitals, nursing homes, private industry, or serve as civilian employees of the military.

## Legislation

Statute: NH RSA 317-A:7 and NH RSA 317-A:21-e  
 Administrative Rules: Chapter Den 100 - 500

## Licensure Requirements

- Must be at least 18 years of age
- Must be of good professional character
- High school graduate
- Complete an educational dental hygiene program of at least two years that is recognized by the Commission on Dental Accreditation (CODA)

Certified Public Health Dental Hygienists

- Must have education and training of:
  - A Bachelor’s degree in dental hygiene, with a minimum of 6 hours in community health; or a Master’s degree in public health; or
  - Have obtained a Master’s degree in public health; or
  - Be a registered Dental Hygienist who has successfully completed courses in caries stabilization, evidence based dentistry, infection control in public health settings, medical management in public health dental settings and management of medical records. See Den 302.07 for specific requirements.
- Must have 3,200 hours practice as a dental hygienist, 1,600 hours of which shall be within the two years prior to certification
- Must have qualified in dental sealants pursuant to Den 302.05 if similar training was not received as part of the dental hygiene school curriculum.

## Examination

Must pass national and regional examinations acceptable to the Board

## Continuing Education

Twenty continuing education units (CEUs) every two years with 15 CEUs in clinical dental hygiene care, including two CEUs in infection control, and successful completion of a basic life support course for health care providers (BLS-HCP), which has a hands-on component.

## Regulatory Agency

### New Hampshire Board of Dental Examiners

Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 302  
 Concord, New Hampshire 03301-2412

*phone* (603) 271-4561

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/dental/](http://www.oplc.nh.gov/dental/)>

*contact* Constance N. Stratton or Jeanne T. Clement

*e-mail* dental.board@oplc.nh.gov

## Fees

Application and examination . . . . .	\$100.00
Active biennial registration . . . . .	\$165.00
Inactive biennial registration . . . . .	\$65.00
Application for hygienist to administer local anesthesia	\$25.00
Application for CPHDH Certificate . . . . .	\$25.00
Biennial certificate renewal fee for CPHDH . . . . .	\$25.00
Late renewal fee for CPHDH . . . . .	\$25.00
Reinstatement fee for lapsed CPHDH certification . . .	\$25.00

# Dental Hygienist (continued)

## Reciprocity

Endorsement certification shall be considered for any person holding a current, unsuspended, unrestricted license to practice dental hygiene in another state and who has practiced clinical dental hygiene in one or more states for not less than three years immediately prior to submitting the application, and deposits the required credentials with the Board.

## Active Licenses

1,460 Dental Hygienist and 40 Certified Public Health Dental Hygienists (CPHDH)

## Related Training

Dental Hygiene/Hygienist

## O\*Net Codes

29-2021.00 Dental Hygienists

## Additional Information Sources

American Dental Association  
<[www.ada.org](http://www.ada.org)>

The Commission on Dental Competency Assessments  
<[cdcaexams.org](http://cdcaexams.org)>

# Dentist

Diagnoses and treats diseases of the oral cavity and adjacent structures. Supervises individuals in the care of the mouth and instructs them in the ways to prevent dental disease. Most practice general dentistry, oral surgery, orthodontics, or periodontics. Some dentists teach in dental schools, do research, conduct dental programs, or serve as military commissioned officers.

**Legislation**

Statute: NH RSA 317-A:7  
 Administrative Rules: Chapter Den 100 - 500

**Licensure Requirements**

- Graduate of a dental school general dentistry program of at least two years duration accredited by the Commission on Dental Accreditation (CODA) and awarded the degree of DMD or DDS
- A permit and an application fee are required to administer general anesthesia, deep sedation, and moderate sedation (restricted or unrestricted)

**Examination**

Must pass national and regional examinations acceptable to the Board, unless credentials qualify applicant for licensure

**Continuing Education**

Forty continuing education units (CEUs) every two years, with 30 CEUs in clinical dental care subjects, including two CEUs in infection control and three CEUs in the area of pain management, addiction disorder or a combination of both or successful completion of an online exam in these areas. Successful completion of a basic life support course for health care providers (BLS-HCP), which has a hands-on component.

**Reciprocity**

Endorsement certification shall be considered for each applicant who holds a current, unsuspended, unrestricted license to practice dentistry who deposits with the Board the required credentials the applicant has taken and passed the American Board of Dental Examiners (ADEX) examination, or other similar U.S. regional or state board clinical examination for dentists, including a periodontal/scaling exam; and for the three years immediately prior to submitting the application, the applicant: (1) has practiced clinical dentistry in one or more states; (2) has been in dental specialty training; (3) has been in active military dental service; or (4) has been in any combination thereof.

**Regulatory Agency**

**New Hampshire Board of Dental Examiners**  
 Office of Professional Licensure and Certification  
 Board of Dental Examiners  
 121 South Fruit Street, Suite 302  
 Concord, New Hampshire 03301-2412

*phone* (603) 271-4561  
*fax* (603) 271-6702  
*web* <[www.nh.gov/dental/](http://www.nh.gov/dental/)>  
*contact* Constance N. Stratton or Jeanne T. Clement  
*e-mail* dental.board@oplc.nh.gov

**Fees**

Application . . . . .	\$200.00
Biennial registration . . . . .	\$365.00
Inactive registration (biennial) . . . . .	\$145.00
Application to administer general anesthesia and sedation . . . . .	\$35.00
Reinstatement fee for lapsed active dental license . . . . .	\$225.00
Reinstatement fee for lapsed inactive license . . . . .	\$35.00
Duplicate license certificate . . . . .	\$25.00
Duplicate registration certificate . . . . .	\$25.00
Letter of good standing. . . . .	\$25.00

## Dentist (continued)

### Active Licenses

1,172

### Related Training

Dentistry; Advanced/Graduate Dentistry  
and Oral Sciences

### O\*Net Codes

29-1021.00	Dentist
29-1023.00	Orthodontist
29-1024.00	Prosthodontist

### Additional Information Sources

American Dental Association  
<[www.ada.org](http://www.ada.org)>

The Commission on Dental Competency Assessments  
<[cdcaexams.org](http://cdcaexams.org)>



# Dietitian

Dietitians organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer the activities of a department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

## Legislation

Statute: NH RSA 326-H  
 Administrative Rules: Chapter Diet 100 - 500

## Licensure Requirements

- Must be of good character
- Hold a baccalaureate or higher degree from a college or university approved by the board with a major course of study in human nutrition, nutrition education, food and nutrition, dietetics, public health nutrition, or food systems management
- Successfully complete a dietetic internship of no less than 900 hours, pre-professional practice program, or coordinated program with documented experience in the practice of dietetics under supervision of a registered, certified, or licensed dietitian
- Successfully pass the examination administered by the Commission on Dietetic Registration
- Maintain continuing professional education requirements

## Examination

Written examination required

## Continuing Education

Twenty hours of continuing professional education related to the relevant practice in the 24 months prior to renewal

## Active Licenses

557

## Regulatory Agency

**New Hampshire Board of Licensed Dietitians**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-9254  
*fax* (603) 271-6702  
*web* < [www.oplc.nh.gov/dietitians/](http://www.oplc.nh.gov/dietitians/) >  
*contact* Roberta MacLean  
*e-mail* [roberta.maclean@oplc.nh.gov](mailto:roberta.maclean@oplc.nh.gov)

## Fees

New license . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00

## O\*Net Codes

29-1031.00	Dietitians and Nutritionists
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## Additional Information Sources

Commission on Dietetic Registration  
 <[www.cdrnet.org](http://www.cdrnet.org)>

## Reciprocity

Permitted provided the requirements or standards for certification or licensure in that state are equivalent to, or greater than, those of New Hampshire

## Related Training

Dietetics/Dietitian; Clinical Nutrition/Nutritionist

## Driver Education Instructor, Public or Commercial Motor Vehicle Schools

Successfully instruct students to safely operate a motor vehicle in various traffic environments and conditions. Attain student familiarity and understanding of laws, rules and regulations and the natural laws and limitations that foster their development. Work towards a socially responsible vehicle operator, who minimizes risk factors through positive decision making. Use the latest best practices in instruction to obtain objectives from a clearly defined curriculum. Employ a variety of instructional techniques in the classroom and in-vehicle to ensure student comprehension and success. Support an understanding of attitude and health-related issues on the thought and driving process and obtaining competence in safely operating a motor vehicle.

### Legislation

Statutes: NH RSA 21-P:14,l(a)-(h) and 263:45  
Administrative Rules: Chapter Saf-C 3100

### Certification Requirements

Provisional Certificate (valid two years)

- High school graduate or high school equivalency
- Complete three, three-credit courses at Keene State College with a grade of 75 or higher: Introduction to Traffic Safety, Methods of Teaching Driver Education and Traffic Safety, In-Vehicle Driver Education Methods
- Valid driver's license for the class of vehicle in which applicant desires to instruct
- A minimum of five consecutive years of licensed driving experience
- Must be of good character, reputation, and fitness to instruct driver education
- Current physical exam, repeated every three years
- Submit a notarized criminal history record release form and a complete set of fingerprints

#### **Standard Certificate (valid three years)**

1. Meet the standards for a provisional secondary school certificate (above)
2. Complete a supervised teaching experience in New Hampshire during the past two years including a minimum of 60 hours of classroom and 240 hours of behind-the-wheel instruction
3. Obtain six credits of college-level courses designed to meet competencies in Saf-C 3103.05 e–f with a grade of 75 or higher

#### **Commercial Motor Vehicle School Certificate**

1. *Provisional Certificate (valid two years)*
  - High school diploma or equivalent
  - Complete a minimum of eight credits in courses designed to meet competencies in Saf-C 3103.05 a–d with a grade of 75 or higher (college level courses)
2. *Standard Certificate (valid three years)*
  - *Meet the standards for a provisional commercial school certificate (above)*
  - *Complete a supervised teaching experience in New Hampshire during the past two years including a minimum of 60 hours of classroom and 240 hours of behind-the-wheel instruction*
  - *minimum of 60 hours of classroom and 240 hours of behind-the-wheel instruction*
  - Obtain eight credits of college-level courses designed to meet competencies in Saf-C 3103 e–f with a grade of 75 or higher

### Regulatory Agency

#### Division of Motor Vehicles

New Hampshire Department of Safety  
23 Hazen Drive  
Concord, New Hampshire 03305

*phone* (603) 271-4075

*fax* (603) 271-0307

*web* <[www.nh.gov/safety/divisions/dmv/driver-licensing/education-training/instructor.htm](http://www.nh.gov/safety/divisions/dmv/driver-licensing/education-training/instructor.htm)>

*contact* Russ Bailey, Supervisor of Driver Education

*e-mail* russell.bailey@dos.nh.gov

## Driver Education Instructor, Public or Commercial Motor Vehicle Schools (Continued)

### **Certification Competencies (Saf-C 3103.05 a - d)**

1. **Standard A**  
*The program shall provide the student with knowledge of the basic elements of driver and traffic safety education, including:*
  - *Theories of accident causation;*
  - *Interpretation of the elements of the Highway Transportation System;*
  - *Components of the driving task;*
  - *Psychological and physiological factors affecting driver behavior; and*
  - *Laws and rules that regulate motor vehicle operation*
2. **Standard B**  
*The program shall provide teacher candidates with experiences which expand skills in operating motor vehicles under normal and adverse weather conditions*
3. **Standard C**  
*The program shall provide supervised, professional teacher experiences*
4. **Standard D**  
 The program shall provide the student with knowledge of the organization and management of a driver and traffic safety education program
5. **Standard E**  
 The program shall provide the student with knowledge of:
  - *Processes of human growth, development, and learning including the characteristics of particular age groups such as adolescents or adults;*
  - *Skills used in recognizing, analyzing, evaluating, and employing specific teaching and diagnostic techniques and instructional materials appropriate to the classroom and behind-the-wheel environments; and*
  - *Skills needed to work effectively with educationally or physically handicapped students in the regular classroom*
6. **Standard F**  
 The program shall provide the student with knowledge of the effects of alcohol and other drug use, particularly as they relate to decision-making and driving behaviors

### **Examination**

Physical exam; written exam on traffic and driver education regulations; and road test on driving skills are all required

Fees	
Provisional certification . . . . .	\$25.00
Standard certification . . . . .	\$40.00

### **Continuing Education**

Professional growth activities totaling 75 hours

O*Net Codes	
25-2031.00	Secondary School Teachers, Except Special and Vocational Education
25-3021.00	Self-Enrichment Education Teachers

### **Reciprocity**

Yes, provided applicant has required courses and credits

### **Active Licenses**

260 secondary and commercial instructors

Additional Information Sources
American Driver and Traffic Safety Education Association <a href="http://www.adtsea.org/adtsea/">www.adtsea.org/adtsea/</a>

### **Related Training**

Driver and Safety Teacher Education

# Education Administrator

Education Administrators are school professionals required to hold an administrator certificate whose duties involve the development, supervision, or internal management of a school, school system, or school program rather than the furnishing of direct instructional or other services to pupils. Includes superintendents, assistant superintendents, special education administrators, business administrators, principals, associate principals, curriculum administrators, district administrators, and career and technical education directors.

## Legislation

Statute: NH RSA 186  
 Administrative Rules: Chapter Ed 500

## Certification Requirements

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.

There are multiple Education Administrator endorsements, each with varying certification requirements:

- **Superintendent**
  - Have completed at least three years of experience as an education administrator in a K-12 setting;
  - Have completed a State Board of Education approved educational administration collegiate program at the post-Master’s certificate of advanced graduate study (CAGS), educational specialist, or doctoral level; or
  - Hold a certificate of advanced graduate study, educational specialist, or doctoral degree and have acquired the competencies, skills, and knowledge itemized in Ed 506.01 (d) through experience in comparable leadership positions in education or other professions if qualifying under Ed 505.03 Submit completed application with appropriate materials and documents.
- **Assistant Superintendent**
  - Have completed at least three years of experience as an educational administrator in a K-12 setting; and
  - Be enrolled in a State Board of Education approved school administration program at the post-Master’s certificate of advanced graduate study (CAGS), educational specialist, or doctoral level
- **Business Administrator**
  - Bachelor’s degree or Master’s degree in a State Board of Education approved program in business administration; or
  - Have acquired the competencies, skills, and knowledge itemized in Ed 506.03 through experience in comparable business management positions; or have demonstrated the equivalent of completing an approved program in business administration through experience in comparable business management position(s) and have successfully completed an individualized professional development plan as specified in Ed 505.04

Regulatory Agency	
<b>Bureau of Credentialing</b>	
Division of Program Support	
New Hampshire Department of Education	
101 Pleasant Street	
Concord, New Hampshire 03301-3860	
<i>phone</i>	(603) 271-2409
<i>fax</i>	(603) 271-4134
<i>web</i>	< <a href="http://www.education.nh.gov/certification/">www.education.nh.gov/certification/</a> >
<i>contact</i>	Administrator
<i>e-mail</i>	cert.info@doe.nh.gov

## Education Administrator (continued)

- **Principal**
  - Have completed at least five years' experience as an educator; and
  - Completed a Master's program in educational leadership or a related area approved by the State Board of Education and been recommended for this certification by the designated official of the preparing collegiate department of education; or
  - Completed a Master's program in education, and demonstrated the competencies, skills, and knowledge as listed in Ed 505.03 or have experience in comparable educational leadership positions in education or other professions as specified in Ed 505.03
  
- **Associate Principal**
  - Have completed at least three years of experience as an educator; and
  - Completed a Master's program in school administration/leadership or a related area approved by the State Board of Education and been recommended for this certification by the designated official of the preparing collegiate department of education; or
  - Be enrolled in master's program in school administration/leadership or a related area approved by the state board of education for no longer than a period of 3 years leading to a recommendation for this certification by the designated official of the preparing collegiate department of education upon completion of the program; or
  - Hold a bachelor's degree in education from a college or university approved by the New Hampshire Higher Education Commission, and have
    - Received the recommendation of the superintendent who shall submit the candidate's individualized professional development plan to the Bureau of Credentialing; or
    - Experience in comparable educational leadership positions in education or other professions in accordance with Ed 505.03
  
- **District Administrator**
  - Have completed at least five years of experience as a certified Principal, and
  - Have the ability to provide the administrative services listed in RSA 194-C:4
  
- **Curriculum Administrator**
  - A minimum of five years of experience as a classroom teacher; and
  - At least a Master's degree in either curriculum and instruction or in a related area; and
  - Have acquired the competencies, skill and knowledge as itemized in Ed 505.03 through experience in comparable positions as specified in Ed 505.03.
  
- **Special Education Administrator**
  - Must have at least a Master's degree in special education, or a related area; and
  - A minimum of five years of experience as a special educator or in a related field.

## Education Administrator (continued)

- **Career and Technical Education Director**

- Must have completed at least three years of successful paid and progressively responsible experience in the field of career and technical education, with experience within the five years prior to the application as an administrator, supervisor, or teacher; and
- Completion of a program approved by the State Board of Education in career and technical education or administration at the Master's degree level or higher and recommendation for this certification by the designated official of the preparing collegiate Department of Education; or
- Demonstrate the competencies, skills, and knowledge as listed in Ed 507.01 (b) through experience in comparable leadership positions in career and technical education or other professions as specified in Ed 505.03

There are multiple levels of credentials, each with varying requirements:

- **Intern License**

- Have met the requirements for a Statement of Eligibility
- Currently be employed in the field of education in a New Hampshire public or non-public school
- Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
- Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan

- **Beginning Educator Certificate**

- Beginning educator certificates are issued for an initial period of three years
- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.

- **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

### Examination

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

### Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

### Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

# Education Administrator (continued)

## Active Licenses

Not provided

## Related Training

Educational Leadership and Administration; Administration of Special Education; Educational, Instructional, and Curriculum Supervision; Elementary and Middle School Administration/Principalship; Secondary School Administration/Principalship; Superintendentcy and Educational System Administration

## Fees

Three-year certificate . . . . .	\$130.00
Three-year renewal . . . . .	\$130.00

*Additional fees vary by pathway for certification and number of endorsements applied for. Go to <[www.education.nh.gov/certification/documents/fee\\_sched.pdf](http://www.education.nh.gov/certification/documents/fee_sched.pdf)> Exam fees are set by each testing company.*

## O\*Net Codes

11-9032.00	Education Administrators, Elementary and Secondary School
25-9031.00	Instructional Coordinators

## Additional Information Sources

National Association of State Directors of Teacher Education and Certification (NASDTEC)  
<[www.nasdtec.org](http://www.nasdtec.org)>

New Hampshire Association of School Principals  
<[www.nhasp.org](http://www.nhasp.org)>

New Hampshire Association of Special Education Administrators  
<[www.nhasea.org](http://www.nhasea.org)>

New Hampshire School Administrators Association  
<[www.nhsaa.org](http://www.nhsaa.org)>

New Hampshire School Boards Association  
<[www.nhsba.org](http://www.nhsba.org)>

# Educational Interpreter/Transliterater

Educational Interpreters/Transliteraters provide translation services for persons ages three to 21. An interpreter is a person who provides interpretation services, which is the process of conveying information between American Sign Language (ASL) and English. Transliteration is the process of conveying messages via visual or tactile manual representations of the English language such as manually coded English, cued speech, Signed English, Signing Exact English (SEE), and oral transliterating. This process conveys information from one mode of English, spoken or signed, to another mode of English.

**Legislation**

Statute: NH RSA 186  
 Administrative Rules: Chapter Ed 500

**Certification Requirements**

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.
- Hold a minimum of an Associate’s degree
- Receive a passing grade as determined by the State Board of Education on the practical examination in signing for the EIPA Performance Test (EIPA-PT)
- Hold a current national certification from either the national office of the Registry of Interpreters of the Deaf (RID) or National Association of the Deaf (NAD) of at least level III

**Examination**

Educational Interpreter Performance Assessment Written Test (EIPA-WT), and a practical examination in signing as specified in Ed 507.35 (c) for those qualifying by examination

**Continuing Education**

Staff development activities totaling 50 continuing education units during the three-year certification period

**Reciprocity**

Permitted when certification from another state is equivalent to New Hampshire’s standards

**Active Licenses**

Not provided

**Regulatory Agency**

**Bureau of Credentialing**  
 Division of Program Support  
 New Hampshire Department of Education  
 101 Pleasant Street  
 Concord, New Hampshire 03301-3860

*phone* (603) 271-2409  
*fax* (603) 271-4134  
*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>  
*contact* Administrator  
*e-mail* cert.info@doe.nh.gov

**Fees**

Three-year certificate . . . . .	\$25.00
Three-year renewal . . . . .	\$25.00

**O\*Net Codes**

27-3091.00 Interpreters and Translators

**Additional Information Sources**

Registry of Interpreters for the Deaf  
 <[www.rid.org](http://www.rid.org)>

National Association of the Deaf  
 <[www.nad.org](http://www.nad.org)>

**Related Training**

American Sign Language (ASL); Sign Language Interpretation and Translation



# Electrician, Apprentice

Electricians install, repair, alter and maintain electrical conductors, fittings, devices and fixtures for heating, lighting or power purposes. They must comply with the current edition of the National Electric Code. Apprentice electricians learn to perform above duties under direct supervision of a Master or Journeyman Electrician.

## Legislation

Statute: NH RSA 319-C  
 Administrative Rules: Chapter Elec 100-400

## Identification Card Requirements

Must possess high school diploma or equivalent or be enrolled in a Board approved "youth apprenticeship program for high school students"

## Examination

Not required

## Continuing Education

A 30-hour course, based on areas of deficiency in the exam, shall be required yearly for apprentices, after completion of the 600 hours of schooling, starting with their fifth renewal.

## Reciprocity

Not permitted

## Active Licenses

1,635

## Related Training

Electrician; Electrical and Power Transmission Installation/Installer, General

## Regulatory Agency

**New Hampshire Electricians' Board**  
 Office of Professional Licensure and Certification  
 New Hampshire Electricians' Board  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/electricians/](http://www.oplc.nh.gov/electricians/)>  
*contact* Pamela Olin, Administrative Assistant  
*e-mail* [pamela.olin@oplc.nh.gov](mailto:pamela.olin@oplc.nh.gov)

## Fees

Initial fee . . . . . \$30.00

## O\*Net Codes

47-2111.00 Electricians

## Additional Information Sources

United States Department of Labor  
 Office of Apprenticeship  
 <[www.doleta.gov/oa/](http://www.doleta.gov/oa/)>

Apprenticeship Office  
 New Hampshire Department of Education  
 <[www.education.nh.gov/career/career/apprenticeship.htm](http://www.education.nh.gov/career/career/apprenticeship.htm)>

Joint Apprenticeship and Training  
 IBEW Local 490  
 <[www.ibew490.org/node/32](http://www.ibew490.org/node/32)>

# Electrician, High Medium Voltage

High Medium Voltage Electricians install, repair, alter and maintain electrical conductors, fittings, devices, fixtures and equipment, from the source of supply to the first disconnecting means of a building or structure, for over 600 volt power distribution systems including associated controls and metering. They must comply with the current edition of the National Electric Code.

## Legislation

Statute: NH RSA 319-C  
 Administrative Rules: Chapter Elec 100-400

## Licensure Requirements

Show proof of completion of a state, federal, or employer certification program approved by the Board

## Examination

Not required

## Continuing Education

Not required at this time

## Reciprocity

Not permitted

## Active Licenses

221

## Related Training

Electrical and Power Transmission  
 Installation/Installer, General; Lineworker

## Regulatory Agency

**New Hampshire Electricians' Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/electricians/](http://www.oplc.nh.gov/electricians/)>  
*contact* Pamela Olin, Administrative Assistant  
*e-mail* [pamela.olin@oplc.nh.gov](mailto:pamela.olin@oplc.nh.gov)

## Fees

Initial application fee . . . . .	\$50.00
3-year license . . . . .	\$270.00

## O\*Net Codes

49-9051.00	Electrical Power Line Installers and Repairers
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## Additional Information Sources

National Fire Protection Association  
 <[www.nfpa.org](http://www.nfpa.org)>

# Electrician, High Medium Voltage Trainee

High Medium Voltage Electricians install, repair, alter and maintain electrical conductors, fittings, devices, fixtures and equipment, from the source of supply to the first disconnecting means of a building or structure, for over 600 volt power distribution systems including associated controls and metering. They must comply with the current edition of the National Electric Code. High Medium Voltage Trainee electricians learn to perform above duties under supervision of a High Medium Voltage Electrician, Master or Journeyman Electrician.

## Legislation

Statute: NH RSA 319-C  
 Administrative Rules: Chapter Elec 100-400

## Identification Card Requirements

Must be employed by a High Medium Voltage or Master Electrician

## Examination

Not required

## Continuing Education

Not required at this time

## Reciprocity

Not permitted

## Active Licenses

35

## Related Training

Electrical and Power Transmission Installation/Installer, General; Lineworker

## Regulatory Agency

**New Hampshire Electricians' Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/electricians/](http://www.oplc.nh.gov/electricians/)>  
*contact* Pamela Olin, Administrative Assistant  
*e-mail* [pamela.olin@oplc.nh.gov](mailto:pamela.olin@oplc.nh.gov)

## Fees

Initial fee . . . . . \$30.00

## O\*Net Codes

49-9051.00 Electrical Power Line Installers and Repairers

## Additional Information Sources

United States Department of Labor  
 Office of Apprenticeship  
 <[www.doleta.gov/oa/](http://www.doleta.gov/oa/)>

# Electrician, Journeyman

Electricians install, repair, alter and maintain electrical conductors, fittings, devices and fixtures for heating, lighting or power purposes. They must comply with the current edition of the National Electric Code. Journeyman Electricians are employed by and perform the above duties under the direction of a Master Electrician and each may directly supervise one Apprentice Electrician.

## Legislation

Statute: NH RSA 319-C  
 Administrative Rules: Chapter Elec 100-400

## Licensure Requirements

- Four years (8,000 hours) of practical experience as an apprentice to a licensed electrician
- Four years of schooling (150 hours per year) in electricity

## Examination

Written examination required through PROV. Exam fee paid to PROV.

## Continuing Education

A 15-hour course on each new edition of the National Electric Code (proof required the first year the code is out)

## Reciprocity

Permitted with Alaska, Arkansas, Colorado, Maine, Massachusetts, Montana, North Dakota (pending), South Dakota, Utah, Vermont, Wisconsin

## Active Licenses

4,153

## Related Training

Electrician; Electrical and Power Transmission Installation/Installer, General

## Regulatory Agency

**New Hampshire Electricians' Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/electricians/](http://www.oplc.nh.gov/electricians/)>  
*contact* Pamela Olin, Administrative Assistant  
*e-mail* [pamela.olin@oplc.nh.gov](mailto:pamela.olin@oplc.nh.gov)

## Fees

Initial application fee . . . . .	\$50.00
Three-year license . . . . .	\$150.00

## O\*Net Codes

47-2111.00 Electrician

## Additional Information Sources

National Fire Protection Association  
 <[www.nfpa.org](http://www.nfpa.org)>

# Electrician, Master

Master Electricians perform work as their principal or auxiliary business or as businesses hire; they may employ others to do electrical work. Electricians install, repair, alter, and maintain electrical conductors, fittings, devices, and fixtures for heating, lighting, or power purposes. They must comply with the current edition of the National Electric Code.

## Legislation

Statute: NH RSA 319-C  
 Administrative Rules: Chapter Elec 100-400

## Licensure Requirements

- Pass Journeyman’s examination
- One year (2,000 hours) of practical experience as a licensed journeyman

## Examination

Written examination required through PROV. Exam fee paid to PROV.

## Continuing Education

A 15-hour course on each new edition of the National Electric Code (proof required the first year the code is out)

## Reciprocity

Permitted with Maine, Massachusetts, Vermont

## Active Licenses

5,485

## Related Training

Electrician; Electrical and Power Transmission Installation/Installer, General

## Regulatory Agency

**New Hampshire Electricians’ Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/electricians/](http://www.oplc.nh.gov/electricians/)>  
*contact* Pamela Olin, Administrative Assistant  
*e-mail* [pamela.olin@oplc.nh.gov](mailto:pamela.olin@oplc.nh.gov)

## Fees

Initial application fee . . . . .	\$50.00
Three-year license . . . . .	\$270.00

## O\*Net Codes

47-2111.00	Electrician
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## Additional Information Sources

National Fire Protection Association  
 <[www.nfpa.org](http://www.nfpa.org)>

# Electrologist

Remove unwanted hair from patrons for cosmetic purposes by applying an electric current to the hair root. Prepare patron’s skin with antiseptic solution and insert sterile needles into hair follicle. Adjust equipment controls to regulate flow of electricity and then remove hair from follicle, using tweezers.

## Legislation

Statute: NH RSA 314  
 Administrative Rules: Chapter He-P 1300

## Licensure Requirements

- Must be of good professional character
- High school graduate
- Training of at least 1,100 hours in a school of electrology obtained no less than ten months prior to graduation and approved by the New Hampshire Department of Health and Human Services

## Examination

The American Electrology Association written examination and the New Hampshire electrology practical examination are required, except for applicants licensed through reciprocity

## Continuing Education

Completion of ten hours of continuing education during the previous two-year period is required for renewal, of which five hours must be through live, didactic courses. Two of the hours must be in one of the following: Infection control, blood-borne diseases, universal precautions, HIV/AIDS, or sanitation/sterilization.

## Reciprocity

Applicants who hold a license in another state may apply for licensure by reciprocity provided that state’s requirements are equivalent to or higher than New Hampshire’s requirements.

Regulatory Agency
<p><b>New Hampshire Office of Professional Licensure and Certification</b>                      121 South Fruit Street                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-3608  <i>fax</i> (603) 271-3950  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/electrology/">www.oplc.nh.gov/electrology/</a>&gt;  <i>contact</i> Janet McCully  <i>e-mail</i> <a href="mailto:janet.mccully@oplc.nh.gov">janet.mccully@oplc.nh.gov</a></p>

Fees	
Application . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00

O*Net Codes	
39-9099.00	Personal Care and Service Workers, All Other

Additional Information Sources
<p>American Electrology Association                      &lt;<a href="http://www.electrology.com">www.electrology.com</a>&gt;</p> <p>New Hampshire Electrolysis Association                      &lt;<a href="http://www.nhelectrolysis.org">www.nhelectrolysis.org</a>&gt;</p>

## Active Licenses

94

## Related Training

Electrolysis/Electrology and Electrolysis Technician

# Elevator or Accessibility Lift Mechanic and Inspector

Construct, maintain, or repair elevators or accessibility lifts, which are inclined stairway chairlifts and inclined and vertical wheelchair lifts, including gates, any doors, wells, enclosures, runway means and appurtenances required for operation. Elevator inspectors inspect and test elevators and accessibility lifts.

## Legislation

Statute: NH RSA 157-B

Administrative Rules: Chapter Lab 1300

## Licensure Requirements

### *Elevator Inspector or Accessibility Lift Inspector*

- File application
- Pass examination with a minimum score of 70 percent
- If applicable, provide current qualified elevator inspector (QEI) certification
- A minimum of two years' experience as an accessibility lift mechanic is required for an accessibility lift inspector license, and two years experience as an elevator mechanic for inspector
- Inspectors with experience in excess of five years within the state may be exempted from examination by the commissioner

### *Elevator Mechanic*

- File application
- Pass examination with a minimum score of 70 percent
- Have a minimum of two years' experience, with an average of 1,800 hours annually, as an elevator mechanic's helper or apprentice, working in New Hampshire directly under a licensed elevator mechanic; or
- Hold an elevator mechanic certificate or license of competency from another state for three consecutive years, working as an elevator mechanic, with an average of 1,800 hours each year over the three-year period.

### *Accessibility Lift Mechanic*

- File application
- Pass examination specific to technical knowledge on accessibility lifts with a minimum score of 70 percent
- Have a minimum of two years' experience, with an average of 1,800 hours annually, as an accessibility lift mechanic's helper or apprentice, working in New Hampshire directly under a licensed accessibility lift mechanic; or
- Hold an accessibility lift mechanic certificate or license of competency from another state for three consecutive years, working as an accessibility lift mechanic, with an average of 1,800 hours each year over the three-year period.

## Regulatory Agency

### Inspection Division

New Hampshire Department of Labor

95 Pleasant Street

Concord New Hampshire 03301

*phone* (603) 271-2585

*fax* (603) 271-2668

*web* <[www.nh.gov/labor/inspection/elevators-lifts.htm](http://www.nh.gov/labor/inspection/elevators-lifts.htm)>

*contact* Michele Small, Administrator

*e-mail* [inspectiondiv@dol.nh.gov](mailto:inspectiondiv@dol.nh.gov)

## Elevator or Accessibility Lift Mechanic and Inspector (continued)

### Examination

Written and oral examinations required

### Continuing Education

Not required

### Reciprocity

Anyone holding a certificate or license of competency as an elevator mechanic or accessibility lift mechanic issued by another state may, upon approval of a completed application, be issued a license without examination with payment of a \$35.00 fee, provided licensees of New Hampshire are not subject to greater requirements in that state than in New Hampshire.

### Active Licenses

Not provided

### Related Training

Industrial Mechanics and Maintenance Technology

### Fees

New application fee . . . . .	\$50.00
Biennial renewal . . . . .	\$35.00
Reinstatement fee . . . . .	\$50.00

### O\*Net Codes

47-4021.00	Elevator Installers and Repairers
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### Additional Information Sources

NAESA International  
<[www.naesai.org](http://www.naesai.org)>

American Society of Mechanical Engineers (ASME)  
<[www.asme.org](http://www.asme.org)>



# Embalmer

Prepare bodies for interment in conformity with legal requirements. Embalm the body if requested to do so by the family. Prepare the deceased for viewing, dress bodies and place them in caskets, and may arrange funeral details.

## Legislation

Statute: NH RSA 325  
 Administrative Rules: Chapter Frl 100 - 400

## Licensure Requirements

- Must be at least 18 years of age
- Must be of good professional character
- Complete a one-year course in apprenticeship under the supervision of a duly licensed or registered embalmer actively engaged in embalming within the state
- Complete a full course of instruction in an embalming school, maintaining at that time a standard satisfactory to the Board
- Pass such examinations as the Board may deem proper to ascertain his or her efficiency and qualifications to engage in embalming
- Obtain the appropriate license from the Board

## Examination

Practical examination required

## Continuing Education

Minimum of seven credit hours per year

## Reciprocity

Applicants licensed in another state may apply for licensure if requirements in the state they were licensed in are equivalent or superior to those of New Hampshire

## Regulatory Agency

### New Hampshire Board of Registration of Funeral Directors and Embalmers

Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-4648  
*fax* (603) 271-5056  
*web* <[www.oplc.nh.gov/funeral/](http://www.oplc.nh.gov/funeral/)>  
*contact* Board Secretary  
*e-mail* [funeral.board@oplc.nh.gov](mailto:funeral.board@oplc.nh.gov)

## Fees

License . . . . .	\$110.00
Practical examination . . . . .	\$150.00
Biennial renewal - embalmer . . . . .	\$110.00

## Embalmer (continued)

### Active Licenses

None

### Related Training

Mortuary Science and Embalming/  
Embalmer

### O\*Net Codes

39-4011.00    Embalmers

### Additional Information Sources

New Hampshire Funeral Directors and Embalmers Association  
<[www.nhfda.org](http://www.nhfda.org)>

# Emergency Medical Services (EMS) Provider

Emergency Medical Services Providers at the Emergency Medical Responder (EMR) level and higher administer emergency medical treatment and transport sick or injured persons to medical facilities, working as a member of a licensed emergency medical team. Licensed providers assist in removal of victims from the scenes of accidents, determine the nature and extent of illness or injury, and establish priorities for emergency treatment. They also administer first aid such as the application of splints, treatment of wounds, administration of artificial resuscitation, giving initial care to poison and burn victims, and assisting in childbirth. If injury or illness requires a higher level of intervention, they contact hospital personnel by radio for medical direction. Helicopters can be requested to transport critically ill or injured patients to a trauma center.

## Legislation

Statute: NH RSA 153-A  
 Administrative Rules: Chapter Saf-C 5900

## Licensure Requirements

- Must be at least 18 years of age
- Must complete a criminal background check
- Applicant must be affiliated with a licensed New Hampshire EMS unit
- Training programs which will qualify applicant for certification and licensing:
  - Emergency Medical Responder
  - Emergency Medical Technician
  - Advanced Emergency Medical Technician
  - Paramedic

## Examination

New Hampshire EMS practical examinations and National Registry of EMTs (NREMT) computer-adaptive testing is required for certification

## Continuing Education

Biennial requirements (once certified) must equal 72 hours as per National Registry policy for each of the following levels:

- Emergency Medical Responder
- Emergency Medical Technician
- Advanced Emergency Medical Technician
- Paramedic

## Regulatory Agency

**Bureau of Emergency Medical Services**  
 Division of Fire Standards and Training and  
 Emergency Medical Services  
 New Hampshire Department of Safety  
 33 Hazen Drive  
 Concord, New Hampshire 03305

*phone* (603) 223-4200  
*fax* not available  
*web* <[www.nh.gov/safety/divisions/fstems/ems/](http://www.nh.gov/safety/divisions/fstems/ems/)>  
*contact* Capt. Kathy Doolan, EMS Operations  
*e-mail* [kathy.doolan@dos.nh.gov](mailto:kathy.doolan@dos.nh.gov)

## Fees

Commercial EMS Unit license . . . . .	\$100.00
Ambulance vehicle - for profit (per vehicle) . . . . .	\$20.00
Ambulance service - not for profit . . . . .	No fee
Renewal fee for paid service providers (individual license) . . . . .	No fee
Volunteer ambulance and rescue providers (individual license) . . . . .	No fee

## O\*Net Codes

29-2041.00    Emergency Medical Technicians  
                     and Paramedics

# Emergency Medical Services (EMS) Provider (continued)

## Reciprocity

Not permitted — must be nationally registered

## Active Provider Licenses

5,400

## Related Training

Emergency Medical Technology/  
Technician—EMT Paramedic

## Additional Information Sources

National Registry of Emergency Medical Technicians (NREMT)  
<[www.nremt.org](http://www.nremt.org)>

# Engineer, Professional

Determine how to combine raw materials to produce goods or build projects such as roads, dams, and bridges. Their duties vary with engineering fields, but may include planning and overseeing construction and research projects, designing equipment and machinery, and inspecting and testing materials and products. Examples of engineering fields include civil, industrial, nuclear, chemical, electrical, and mechanical.

## Legislation

Statute: NH RSA 310-A:12  
 Administrative Rules: Chapter Eng 100 - 500

## Licensure Requirements

- Must be of good professional character
- A minimum of a Bachelor of Science degree, or the equivalent, from an Accreditation Board for Engineering and Technology (ABET) accredited university in an engineering curriculum
- Certification as an “engineer-in-training” as a result of an NCEES fundamentals of engineering examination
- Four years of accumulated experience under the direction of a Licensed Professional Engineer

## Examination

Written examination required, offered twice a year (April and October)

## Continuing Education

Thirty professional development hours per biennium

## Reciprocity

Permitted, provided that the other state’s licensure requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

6,670

## Related Training

Engineering, all engineering fields

## Regulatory Agency

**New Hampshire Board of Professional Engineers**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-6990  
*web* <[www.oplc.nh.gov/engineers/](http://www.oplc.nh.gov/engineers/)>  
*contact* Donna Lobdell, Program Specialist  
*e-mail* donna.lobdell@oplc.nh.gov

## Fees

Professional engineer application . . . . .	\$150.00
Biennial renewal . . . . .	\$150.00
Engineer-in-training application . . . . .	\$75.00
Reciprocity . . . . .	\$250.00
Certificate of licensure . . . . .	\$50.00

## O\*Net Codes

17-2000.00 Engineers (more than 30 specialties)

## Additional Information Sources

Accreditation Board for Engineering and Technology (ABET)  
 <[www.abet.org](http://www.abet.org)>

National Council of Examiners for Engineering and Surveying (NCEES)  
 <[www.ncees.org](http://www.ncees.org)>

# Esthetician

Provides beauty services for customers. Give facials, apply makeup, give therapeutic skin care treatments, remove superfluous hair, and apply eyelashes. Keep up with current trends in beauty care and use cosmetic preparations and appliances. Work in beauty salons with cosmetologists and manicurists.

**Legislation**

Statute: NH RSA 313-A:13  
 Administrative Rules: Chapter Bar 100 - 500

**Licensure Requirements**

- Must be of good professional character
- Complete high school or its equivalent
- Pay a fee established by the Board
- Complete a course of at least 600 hours of training in a school approved by the Board or 1,200 hours in a shop apprenticeship program and pass an examination conducted by the Board, or have proof of professional practice for three years prior to July 1, 1989
- Credit towards hours requirement for esthetician training may be given to a licensed cosmetologist or barber for equivalent training in the cosmetology or barber program in a school approved by the Board upon certification of the training school. Cosmetologists licensed by the Board may obtain the training hours in subjects required by the Board in increments at separate schools but must present certifications to the Board for all required hours and curriculum subjects.

**Examination**

Written and practical examination required

**Continuing Education**

Not required

**Regulatory Agency**

**New Hampshire Board of Barbering, Cosmetology and Esthetics**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608  
*fax* (603) 271-8889  
*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>  
*contact* Kathryn Wantuck, Executive Director  
*e-mail* Not provided

**Fees**

Apprentice registration . . . . .	\$25.00
Biennial apprentice renewal . . . . .	\$85.00
Examination . . . . .	\$184.00
Biennial renewal . . . . .	\$40.00
<i>Licenses expire on the last day of the licensee's birth month in the odd year next succeeding its date of issuance</i>	

**O\*Net Codes**

39-5094.00	Skin Care Specialists
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**Reciprocity**

The Board shall license any applicant who is similarly licensed in any other state, provided the other state's licensing requirements are substantially equivalent to or higher than those of this state

## Esthetician (continued)

### Active Licenses

1,500

### Related Training

Aesthetician/Esthetician and Skin Care Specialist; Facial Treatment Specialist/Facialist; Cosmetology/Cosmetologist, General

### Additional Information Sources

DL Roope Administrations Inc. (exam administrator)  
<[dlroope.com](http://dlroope.com)>

National-Interstate Council of State Boards of Cosmetology  
<[www.nictesting.org](http://www.nictesting.org)>

# Explosives Worker/Blaster

Place and detonate explosives to demolish structures or to loosen, remove, or displace earth, rock, or other materials. May perform specialized handling, storage, and accounting procedures. Includes seismograph shooters. Explosives are defined as any material or container containing a chemical compound or mixture that is commonly used or intended for the purpose of producing an explosion and that contains any oxidizing or combustible materials or other ingredients in such proportions, quantities, or packing that an ignition by fire, friction, concussion, or detonation of any part of the compound or mixture may cause such a sudden generation of highly heated gases that the resultant gaseous pressure is capable of producing destructive effects on contiguous objects.

**Legislation**

Statute: NH RSA 158  
 Administrative Rules: Chapter Saf-C 1600

**Certificate of Competency Requirements**

- Must be 21 years of age or older
- Submit an application in person
- Obtain a passing grade on the competency test
- Demonstrate familiarity with applicable rules and laws, and obtain endorsements from two persons who are holders of a valid certificate of competency and who have knowledge of the applicant’s competency to conduct blasting operations. The endorser must have been present when explosives were used and the applicant must have assisted the endorser with the loading and firing of the explosive.
- Applicants for a certificate of competency with no restriction shall also submit documentation verified by an endorser and copies of blast records establishing experience with at least 25 separate blasting operations that had a combined weight of at least 10,000 pounds

**Examination**

Written competency examination required

**Continuing Education**

Not required

**Reciprocity**

Not permitted

**Regulatory Agency**

**Permits and Licensing Unit**  
 New Hampshire State Police  
 33 Hazen Drive Room 106  
 Concord, New Hampshire 03302

*phone* (603) 223-3873  
*fax* (603) 271-0306  
*web* <[www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/](http://www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/)>  
*contact* Sgt. Michael J. Quade  
*e-mail* [permitsandlicensing@dos.nh.gov](mailto:permitsandlicensing@dos.nh.gov)

**Fees**

Certificate of Competency – Blasting . . . . .	\$100.00
Certificate renewal (every four years) . . . . .	\$100.00
Explosives regulation book . . . . .	\$5.00
Duplicate certificate . . . . .	\$3.00

**O\*Net Codes**

47-5031.00	Explosives Workers, Ordnance Handling Experts, and Blasters
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**Additional Information Sources**

Society of Explosives Engineers, Inc.  
 <[www.isee.org](http://www.isee.org)>

**Active Licenses**

312

**Related Training**

Blasting/Blaster



# Family Mediator, Certified

Family mediators are impartial third persons who, with the consent of the parties to divorce or other parental rights and responsibilities matters, assist and enable the parties to work together to reach a mutually satisfactory settlement of the issues in a dispute.

## Legislation

Statute: NH RSA 328-C  
 Administrative Rules: Chapter Fam 100 - 700

## Certification Requirements

- Bachelor’s degree or higher in any field
- One of the following:
  1. Core training taken within the three years preceding the date of application which includes:
    - At least 48 hours of mediation training, including at least 24 hours of core mediation training and given by a New Hampshire certified program or a family mediator training program in another state, provided the trainers are Advanced Practitioner/Educator members of the Association for Conflict Resolution
    - At least 16 hours of mediation training specific to New Hampshire and at least eight hours of domestic violence training given by a currently certified New Hampshire family mediator training program
  2. Core training taken more than three years preceding the date of application which includes at least 48 hours of core mediation training, including 24 hours of core mediation, 16 hours of mediation training specific to New Hampshire and eight hours of domestic violence training given by a New Hampshire certified family mediator training program plus at least 12 hours of Family Mediator Certification Board approved continuing education taken within one year of the date of the application and including at least three hours focusing on each of the following topics: recent changes in law and procedure in matters related to divorce and parental rights and responsibilities, ethics for mediators, domestic violence, and mediation skills
- Completion of a 20 hour internship with certified family mediators who qualify as an internship supervisor and/or with mediators approved by the Association for Conflict Resolution as an advanced practitioner/advanced educator member who will then submit intern evaluations and letters of recommendation directly to the Board. (Note: length of internship is reduced to ten hours for family lawyers or therapists who have practiced for at least seven years.)
- Submission of a completed application
- Submission of a total of three letters of recommendation from internship supervisors, core training providers or people who have worked with applicant during the internship attesting to the applicant’s honesty and competence as a mediator

## Regulatory Agency

**New Hampshire Family Mediator Certification Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/family-mediator/](http://www.oplc.nh.gov/family-mediator/)>  
*contact* Christine Horne, Supervisor II  
*e-mail* [christine.horne@oplc.nh.gov](mailto:christine.horne@oplc.nh.gov)

## Examination

Not required

# Family Mediator, Certified (continued)

**Continuing Education**

At least 24 hours of Board-approved continuing education is required during each three-year certification period. At least 16 hours must be obtained through attendance at live presentations. Included must be at least four hours in mediation skills and three hours on each of the following topics: recent changes in law and procedure in matters related to divorce and parental rights and responsibilities, ethics for mediators, and domestic violence. Those who serve as intern supervisors and those who present Board-approved continuing education courses are eligible for additional credit hours.

**Reciprocity**

Not permitted

**Active Licenses**

75

**Related Training**

Dispute Resolution; Law

Fees	
Certification application . . . . .	\$300.00
Certification renewal . . . . .	\$300.00
Reinstatement fee . . . . .	\$400.00
Family Mediator Training Program certification . . . .	\$900.00
Family Mediator Training Program certification renewal . . . . .	\$900.00
<i>Certifications must be renewed every three years</i>	

O*Net Codes	
23-1022.00	Arbitrators, Mediators, and Conciliators

Additional Information Sources	
Association for Conflict Resolution < <a href="http://www.acrnet.org">www.acrnet.org</a> >	
New Hampshire Conflict Resolution Association < <a href="http://www.nhcra.org">www.nhcra.org</a> >	
Association of Family and Conciliation Courts < <a href="http://www.afccnet.org">www.afccnet.org</a> >	

# Firefighter

Control and extinguish fires, protect life and property, and maintain equipment as volunteers or paid employees of city, township, state, or federal government. Required certification applies to only full-time career firefighters who are employed as a member of a fire department. There are no state training or certification requirements for call and volunteer firefighters.

**Legislation**

Statute: NH RSA 21-P:12-a  
 Administrative Rules: Chapter Fire 100 - 900

**Certification Requirements**

- Must be at least 18 years of age
- Must be of good character
- High school diploma or equivalent
- Must pass medical and physical fitness requirements
- Background check — no felony convictions
- Must pass an oral interview
- Complete a program of fire training within the first year of hire as a career firefighter

**Examination**

- Physical agility test
- Written exam (general knowledge)

**Continuing Education**

Not required

**Reciprocity**

Permitted, with individual review of out-of-state credentials

**Active Licenses**

Firefighters are not licensed, but full-time career firefighters are certified within the first year of hire. There are 1,400 certified firefighters in New Hampshire.

**Related Training**

Fire Science/Firefighting

Regulatory Agency
<p><b>Bureau of Fire Training and Administration</b>                      Division of Fire Standards and Training and Emergency Medical Services                      New Hampshire Department of Safety                      33 Hazen Drive                      Concord, New Hampshire 03305</p> <p>Physical Location:                      98 Smokey Bear Boulevard                      Concord, New Hampshire</p> <p><i>phone</i> (603) 223-4200  <i>fax</i> (603) 271-1091  <i>web</i> &lt;<a href="http://www.nh.gov/safety/divisions/fstems/">www.nh.gov/safety/divisions/fstems/</a>&gt;  <i>contact</i> Jeffrey Phillips, Bureau Chief  <i>e-mail</i> jeffrey.phillips@dos.nh.gov</p>

Fees
Firefighter I and II Certification . . . . . \$5,000.00

O*Net Codes
33-2011.01 Municipal Firefighters

Additional Information Sources
<p>National Volunteer Fire Council                      &lt;<a href="http://www.nvfc.org">www.nvfc.org</a>&gt;</p> <p>US Fire Administration                      &lt;<a href="http://www.usfa.fema.gov">www.usfa.fema.gov</a>&gt;</p>

# Fireworks Display Specialist

Assembles and sets off fireworks displays at fairs, expositions, or celebrations. Display fireworks are large professional fireworks designed primarily to produce visible or audible effects by combustion, deflagration, or detonation, including ground or aerial pieces, or special effects.

## Legislation

Statute: NH RSA 160-B  
 Administrative Rules: Chapter Saf-C 5000

## Certification of Competency Requirements

- Must be 21 years of age or older
- Submit proof of identification
- Submit a completed application form in person
- Pass a written competency test
- Have been present and assisted an endorser with the display of Class B fireworks for a combined amount of at least ten separate displays comprising of a minimum each of 100 shells of three inches in diameter or larger
- Supply the endorsement of at least two persons who hold a valid certificate of competency for the display of Class B fireworks, attest that the applicant was present and assisted the endorsers with the display of Class B fireworks, and submit documentation of the displays at which the applicant assisted

## Examination

Written competency examination required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

200

## Regulatory Agency

### Fireworks Enforcement and Safety Unit

New Hampshire Department of Safety  
 Office of the New Hampshire State Fire Marshal  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4289

*fax* (603) 223-4295

*web* <[www.nh.gov/safety/divisions/firesafety/special-operations/fireworks/](http://www.nh.gov/safety/divisions/firesafety/special-operations/fireworks/)>

*contact* Christopher Wyman, Investigator

*e-mail* [fmo.fireworks@dos.nh.gov](mailto:fmo.fireworks@dos.nh.gov)

## Fees

Certificate of Competency – Fireworks . . . . .	\$100.00
Certificate renewal (every four years) . . . . .	\$100.00
Fireworks regulation book . . . . .	online
Duplicate certificate . . . . .	\$3.00

## O\*Net Codes

27-2099.00 Entertainers and Performers, Sports, and Related Workers, All Other

## Additional Information Sources

American Pyrotechnics Association  
 <[www.americanpyro.com](http://www.americanpyro.com)>

## Related Training

No related training

# Forester, Professional

Plan, develop, and control environmental factors affecting forests, range land, and farm land and their resources for economic and recreational purposes through activities such as researching soil erosion, conducting fire-prevention programs, reforestation, and preservation of natural resources.

## Legislation

Statute: NH RSA 310-A:104  
 Administrative Rules: Chapter Fors 100 - 500

## Licensure Requirements

- Good professional character
- A four-year forestry degree and two years of experience; or a two-year forestry degree and four years of experience; or a four-year related degree and four years of experience; or a two-year related degree and six years of experience; or no degree and eight years of experience
- Application with residence, education, summary of technical experience, and five references

## Examination

Written examination is required

## Continuing Education

Twenty hours of continuing education required for biennial renewal

## Reciprocity

Granted to licensed foresters from states whose requirements are comparable to the requirements of RSA 310-A as it relates to forestry and the practice of forestry

## Active Licenses

273

## Related Training

Forestry, General; Forest Management/  
 Forest Resource Management

## Regulatory Agency

**New Hampshire Board of Foresters**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-6990  
*web* <[www.oplc.nh.gov/foresters/](http://www.oplc.nh.gov/foresters/)>  
*contact* Christine Horne, Program Assistant  
*e-mail* [christine.horne@oplc.nh.gov](mailto:christine.horne@oplc.nh.gov)

## Fees

Application fee . . . . .	\$60.00
Licensure fee . . . . .	\$60.00
Examination . . . . .	\$100.00
Re-examination . . . . .	\$100.00
Biennial renewal . . . . .	\$120.00
Replacement of license certificate . . . . .	\$30.00

## O\*Net Codes

19-1032.00 Foresters

## Additional Information Sources

Society for the Protection of New Hampshire Forests  
 <[www.forestsociety.org](http://www.forestsociety.org)>

Society of American Foresters  
 <[safnet.org](http://safnet.org)>

# Fuel Gas Fitter

Fuel Gas Fitters install, repair, alter, service, demolish, or remove pipes, fixtures, fittings, appliances, or apparatus necessary for supplying natural gas or propane for residential or non-residential use from the point of delivery. This includes all gas piping from the supply tank or gas meter to the connection to the combustion zone, the installation of all fuel gas fired appliances, the applicable venting of flue gases to the outside atmosphere, and the provisions for air for combustion and ventilation. Fuel Gas Fitters may be known as hearth system installation and service technicians, liquefied propane installation technicians, liquefied propane service technicians, natural gas installation technicians, natural gas service technicians, or piping installers.

## Legislation

Statute: NH RSA 153:27 through 153:358  
 Administrative Rules: Chapter Saf-Mec 100-500

## Licensure Requirements

### Fuel Gas Trainees

Licensed fuel gas fitters shall sponsor as trainees only those individuals who:

- Work under a licensed New Hampshire fuel gas fitter who shall sponsor the trainee and oversee his/her educational and work experience meeting the requirements for fuel gas fitting licensing; and
- Hold a currently valid trainee registration license issued by the board.

The board shall issue trainee registration licenses to those individuals who:

- Enter into an agreement between the employer / licensed fuel gas sponsor to enroll under an approved fuel gas training program meeting the requirements of the board;
- Complete the board's apprentice / trainee registration form; and
- Pay the specified fee

### Fuel Gas Piping Installer

- Fuel gas piping installers install liquefied propane gas or natural gas piping, or is a New Hampshire licensed plumber, approved by the board through affidavit, experience, and education or training in the use of NFPA 54, National Fuel Gas Code. The fuel gas piping installer shall install propane gas or natural gas piping from the outlet of the first stage regulator for liquefied propane, or the outlet of the natural gas meter to any and all fuel gas appliance(s) or other gas utilization equipment.
- To qualify for a fuel gas piping installer specialty license, an individual shall provide the following:
  1. Proof of successful completion of a minimum of 60 hours of educational training as specified in Saf-Mec 305.02 (b)(1)
  2. A minimum of 1,000 working hours of on-the-job experience in the trade or its equivalent in an approved educational setting as defined in Saf-Mec 301.18, relevant to the installation of gas piping within 60 consecutive months, 500 hours of which may be applied with proof of relevant field experience installing, servicing, and repairing heating oil fired equipment.
  3. A New Hampshire licensed plumber in good standing, shall be qualified for a fuel gas piping installer license upon demonstration of successful completion of the educational requirements specified in Saf-Mec 305.02 (b)(1).

## Regulatory Agency

### Mechanical Safety and Licensing Board

New Hampshire Department of Safety, Division of Fire Safety  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4289

*fax* (603) 223-4294

*web* <[www.nh.gov/safety/divisions/firesafety/building/mechanical/](http://www.nh.gov/safety/divisions/firesafety/building/mechanical/)>

*contact* Jeffrey Cyr, Chief

*e-mail* [jeffrey.cyr@dos.nh.gov](mailto:jeffrey.cyr@dos.nh.gov)

## Fuel Gas Fitter (continued)

### ***Fuel Gas Installation Technician***

- Fuel gas installation technicians are engaged in the installation of inside and outside piping from the outlet of the gas meter or first stage regulator, or residential and non-residential heating equipment systems or water heating systems, using liquefied propane gas or natural gas. The fuel gas installation include gas piping, gas appliances, other gas utilization equipment, the venting and vent systems for gas appliances/gas utilization equipment and performance of safety checks.
- To qualify for a fuel gas installation technician specialty license, an individual shall provide proof of successful completion the following:
  1. A minimum of 100 hours of educational training in subject matter specified in Saf-Mec 305.03 (b)(1);
  2. A minimum of 1,000 working hours of on-the-job experience in the trade or its equivalent in an approved educational setting as defined in Saf-Mec 301.18, relevant to the installation, service, and repair of gas appliances or equipment within 60 consecutive months, 500 hours of which may be applied with proof of relevant field experience installing, servicing and repairing heating oil fired appliances or equipment.
- An individual holding a fuel gas piping installer's license per Saf-Mec 305.02 may qualify for an installation technician license by providing proof of:
  1. Successful completion of a formal educational program of at least 40 hours in the matter specified in Saf-Mec 305.03(b)(1) f through k and
  2. A minimum of 1,000 working hours of on-the-job experience in the trade or its equivalent in an approved educational setting as defined in Saf-Mec 301.18, relevant to the installation, service, and repair of gas appliances or equipment within 60 consecutive months, 500 hours of which may be applied with proof of relevant field experience installing, servicing and repairing heating oil fired appliances or equipment.

### ***Fuel Gas Service Technician***

- Fuel gas service technicians service and repair inside and outside piping from the outlet of the gas meter or first stage regulator, or residential and non-residential heating equipment systems, or water heating systems using liquefied propane gas or natural gas.
- To qualify for a fuel gas service technician specialty license, individuals must provide proof of successful completion of:
  1. A minimum of 140 hours of educational training in subject matter specified in Saf-Mec 305.04(b)(1).
  2. A minimum of 2,000 working hours of on-the-job experience in the trade or its equivalent in an approved educational setting as defined in Saf-Mec 301.18, relevant to the installation, service, and repair of gas appliances or equipment within 60 consecutive months, 750 hours of which may be applied with proof of relevant field experience installing, servicing, and repairing heating oil fired appliances or equipment.
- An individual holding a fuel gas installation technician license per Saf-Mec 305.03 may qualify for a fuel service technician license by providing proof of:
  1. Successful completion of a formal educational program of at least 40 hours in the subject matter specified in Saf-Mec 305.04(b)(1) k through r; and
  2. A minimum of 2,000 working hours of on-the-job experience in the trade or its equivalent in an approved educational setting as defined in Saf-Mec 301.18, relevant to the installation, service, and repair of gas appliances or equipment within 60 consecutive months, 750 hours of which may be applied with proof of relevant field experience installing, servicing and repairing heating oil fired appliances or equipment.

# Fuel Gas Fitter (continued)

## Hearth System Installer

- Hearth system installation and service technicians install, service, and repair liquefied propane gas or natural gas hearth appliances and venting systems.
- To qualify for the hearth system installation and service technician specialty license, an individual shall provide proof of successful completion of:
  1. A minimum of at least 60 hours of educational training which covers the subject matter specified in Saf-Mec 305.05 (b)(1)
  2. A minimum of 2,000 hours of field experience relevant to the installation and service of hearth appliances and hearth appliance venting systems within 60 consecutive months.

## Examination

Required — all new applicants must pass a written examination with a score of 70 percent or higher relevant to the educational requirements, including NFPA 54, National Fuel Gas Code, as outlined for each specialty license

## Continuing Education

A minimum of three hours per year of continuing education totaling six hours for each two-year licensing cycle, is required for license renewal

## Reciprocity

Permitted, however, an out-of-state licensee with proof of licensure and/or certification from the state they claim to have worked is eligible for the licensing examination relevant to the educational requirement as outlined for each specialty license

## Active Licenses

4,600

## Related Training

Pipefitting/Pipefitter and Sprinkler Fitter  
Appliance Installation and Repair Technology/Technician

## Fees

Gas fitting license, with:	
Piping installer endorsement . . . . .	\$190.00
Hearth system installation endorsement . . . . .	\$190.00
Fuel gas installation endorsement . . . . .	\$190.00
Fuel gas service technician endorsement . . . . .	\$190.00
Domestic appliance technician license . . . . .	\$170.00
Renewal fee, domestic appliance technician . . . . .	\$160.00
Renewal fee, all other. . . . .	\$180.00
Reinstatement fee . . . . .	\$350.00

*Licenses expire on the last day of the licensee's month of birth, two years from the date of issuance*

## O\*Net Codes

47-2152.01	Pipefitters and Steamfitters
49-9031.00	Home Appliance Repairers

## Additional Information Sources

National Fire Protection Association  
<[www.nfpa.org](http://www.nfpa.org)>

Certified Employee Training Program (CETP)  
Propane Gas Association of New England  
<[www.pgane.org](http://www.pgane.org)>

North American Technician Excellence (NATE)  
<[www.natex.org](http://www.natex.org)>

Granite State Trade School  
<[www.granitestatetradeschool.com](http://www.granitestatetradeschool.com)>

National Fireplace Institute (NFI)  
<[www.nficertified.org](http://www.nficertified.org)>

The New Hampshire School of Mechanical Trades  
<<http://nhtradeschool.com/>>

New Hampshire Gasfitters Continuing Education Online  
<[www.nhgfceonline.com](http://www.nhgfceonline.com)>



# Funeral Director

Assist the family and friends of the deceased in making business and personal arrangements for the funeral service and burial. Obtain the information needed for the death certificate. Arrange to have the body transported to the funeral home and prepare it for disposition either by burial or cremation. Embalm the deceased if requested. Discuss details of the funeral with the family and other parties involved, such as making arrangements with the cemetery, placing obituary notices in the newspaper, ordering flowers, etc. Contact the clergyman if there is to be a religious service, provide cars for the service, receive and usher guests to their seats and organize the funeral procession. Complete the various forms necessary for benefits including veterans, social security and other insurance papers.

## Legislation

Statute: NH RSA 325  
 Administrative Rules: Chapter Frl 100 - 400

## Licensure Requirements

- Must hold an embalmer’s license
- Pass such examinations as the Board may deem proper to ascertain his/her efficiency and qualifications to engage in funeral directing
- Obtain the appropriate license from the Board

## Examination

Written examination required

## Continuing Education

Minimum of fourteen credit hours every biennial licensing period

## Reciprocity

According to the provisions of RSA 325

## Active Licenses

200

## Related Training

Funeral Service and Mortuary Science, General; Funeral Direction/Service

## Regulatory Agency

### New Hampshire Board of Registration of Funeral Directors and Embalmers

Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-4648  
*fax* (603) 271-5056  
*web* <[www.oplc.nh.gov/funeral/](http://www.oplc.nh.gov/funeral/)>  
*contact* Board Secretary  
*e-mail* [funeral.board@oplc.nh.gov](mailto:funeral.board@oplc.nh.gov)

## Fees

License . . . . .	\$300.00
Examination . . . . .	\$150.00
Biennial renewal . . . . .	\$300.00

## O\*Net Codes

39-4031.00 Morticians, Undertakers, and Funeral Directors

## Additional Information Sources

New Hampshire Funeral Directors and Embalmers Association  
 <[www.nhfda.org](http://www.nhfda.org)>

# Game Operator (Professional), Employer

Professional Game Operators operate games of chance on behalf of charitable organizations licensed to host such games. A Game Operator Employer employs, supervises, and controls game operators. A Primary Game Operator may serve as the Game Operator Employer.

## Legislation

Statute: NH RSA 287-D  
 Administrative Rules: Chapter Pari 1200  
 (being renumbered as Lot 7200)

## Application Requirements

To obtain a Primary Game Operator license, an applicant must submit:

- A completed license application form
- Supporting documentation including:
  1. A description of the licensed premises where the games will be played;
  2. A copy of the entity's certificate of good standing from the New Hampshire Department of Revenue Administration; and
  3. A copy of all required bonds, as established by the Commission based on the applicant's normal outstanding obligations of charity payments and state taxes
- The application fee
- A complete and notarized Criminal Records Release Authorization Form, along with a complete set of fingerprints taken by a qualified law enforcement agency and payment of the applicable fee (please refer to State Police for additional information or to confirm current charges)

## Examination

Not required

## Continuing Education

Not required

## Regulatory Agency

**Racing and Charitable Gaming Division**  
 New Hampshire Lottery Commission  
 14 Integra Drive  
 Concord, New Hampshire 03301

*phone* (603) 271-3391  
*fax* (603) 271-1160  
*web* <www.racing.nh.gov>  
*contact* Paul M. Kelley, Director  
*e-mail* rcgdivision@lottery.nh.gov

## Fees

Application . . . . . \$750.00  
*Licenses expire on December 31 of the licensed year.*

## O\*Net Codes

11-9071.00 Gaming Managers

## Additional Information Sources

Not available

## Reciprocity

Not permitted

## Active Licenses

10 (Issued in Fiscal Year 2017)

## Related Training

Casino Management

# Game Operator (Professional), Primary

Professional Game Operators operate games of chance on behalf of charitable organizations licensed to host such games. Primary Game Operators are employed by Game Operator Employers to conduct, manage, supervise, direct, or run games of chance and include general managers, floor managers, room managers, pit bosses, and consultants. A Primary Game Operator may also serve as the Game Operator Employer.

## Legislation

Statute: NH RSA 287-D  
 Administrative Rules: Chapter Pari 1200  
 (being renumbered as Lot 7200)

## Application Requirements

To obtain a Primary Game Operator license, an applicant must submit:

- A completed license application form
- The application and badge fees
- A complete and notarized Criminal Records Release Authorization Form, along with a complete set of fingerprints taken by a qualified law enforcement agency and payment of the applicable fee (please refer to State Police for additional information or to confirm current charges)
- A photograph, meeting passport standards

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

80 (Issued in Fiscal Year 2017)

## Related Training

Casino Management

## Regulatory Agency

### Racing and Charitable Gaming Division

New Hampshire Lottery Commission  
 14 Integra Drive  
 Concord, New Hampshire 03301

*phone* (603) 271-3391

*fax* (603) 271-1160

*web* <www.racing.nh.gov>

*contact* Paul M. Kelley, Director

*e-mail* rcgdivision@lottery.nh.gov

## Fees

Application . . . . . \$500.00

Badge . . . . . \$10.00

*Licenses expire on the last day of the licensee's birth month.*

## O\*Net Codes

11-9071.00 Gaming Managers

## Additional Information Sources

Not available

# Game Operator (Professional), Secondary

Professional Game Operators operate games of chance on behalf of charitable organizations licensed to host such games. Secondary Game Operators are supervised by a Primary Game Operator, and are involved in dealing, running a roulette wheel, handling chips, or providing accounting services or security functions.

## Legislation

Statute: NH RSA 287-D  
 Administrative Rules: Chapter Pari 1200  
 (being renumbered as Lot 7200)

## Application Requirements

To obtain a Secondary Game Operator license, an applicant must submit:

- A completed license application form
- The application and badge fees
- A complete and notarized Criminal Records Release Authorization Form, along with a complete set of fingerprints taken by a qualified law enforcement agency and payment of the applicable fee (please refer to State Police for additional information or to confirm current charges)
- A photograph, meeting passport standards

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

351 (Issued in Fiscal Year 2017)

## Related Training

No related training

## Regulatory Agency

**Racing and Charitable Gaming Division**  
 New Hampshire Lottery Commission  
 14 Integra Drive  
 Concord, New Hampshire 03301

*phone* (603) 271-3391  
*fax* (603) 271-1160  
*web* <www.racing.nh.gov>  
*contact* Paul M. Kelley, Director  
*e-mail* rcgdivision@lottery.nh.gov

## Fees

Application . . . . .	\$30.00
Badge . . . . .	\$10.00

*Licenses expire on the last day of the licensee's birth month.*

## O\*Net Codes

39-3011.00	Gaming Cage Workers
39-3012.00	Gaming and Sport Book Writers and Runners

## Additional Information Sources

Not available

# Genetic Counselor

Genetic Counselors advise an individual client, a client’s family, or other licensed health care professional by obtaining and evaluating individual, family, and medical histories to determine genetic risk for genetic or medical conditions and diseases in a patient, his or her offspring, and other family members. Discuss means of diagnosis, genetic and environmental factors, and management of risk for genetic or medical conditions and diseases. Identify and coordinate genetic laboratory tests and other diagnostic studies as appropriate for the genetic assessment. Integrate and explain laboratory test results and other diagnostic studies with personal and family medical history to assess and communicate risk factors for genetic or medical conditions and diseases. Provide written documentation of medical, genetic, and counseling information for families and health care professionals.

## Legislation

Statutes: NH RSA 326-K and 328-F  
 Administrative Rules: Chapter Ahp 100 – 300 and Gen 100 - 500

## Licensure Requirements

- Good professional character and reliability
- An academic degree which is at least a master’s degree
- A currently valid certificate issued by the American Board of Genetic Counseling or the American Board of Medical Genetics

## Examination

To be determined

## Continuing Education

Completion of 50 hours of professional education is required biennially for license renewal. At least half of the contact hours shall be directly related to the practice of genetic counseling.

## Reciprocity

Permitted, the requirements or standards for certification or licensure in that state are equivalent to, or greater than those of New Hampshire

## Active Licenses

89

## Related Training

Genetic Counseling / Counselor

## Regulatory Agency

**New Hampshire Genetic Counselors’ Governing Board**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/allied-health/](http://www.oplc.nh.gov/allied-health/)>  
*contact* Billie Jo Richardson  
*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00

*Licenses expire on December 31 of each odd-numbered year*

## O\*Net Codes

29-9092.00 Genetic Counselors

## Additional Information Sources

National Society of Genetic Counselors  
 <[www.nsgc.org](http://www.nsgc.org)>  
  
 American Board of Genetic Counseling  
 <[www.abgc.net](http://www.abgc.net)>

# Geologist, Professional

Professional Geologists study composition, structure, and history of the earth's crust; examine rocks, minerals, and fossil remains to identify and determine the sequence of processes affecting the development of the earth; apply knowledge of chemistry, physics, biology, and mathematics to explain these phenomena and to help locate mineral and petroleum deposits and underground water resources; prepare geologic reports and maps, and interpret research data to recommend further action for study.

## Legislation

Statute: NH RSA 310-A:118  
 Administrative Rules: Chapter Geo 100 - 500

## Licensure Requirements

- Must be of good professional character
- A Bachelor's degree in geology or a related field which included 30 credit hours or 45 quarter hours in geology from an accredited four-year college
- All candidates must pass the Fundamentals of Geology and the Practice of Geology written examinations
- Five years of experience in the practice of geology, of which at least three years must have been under the supervision of a professional geologist

## Examination

Written examination required, offered twice a year (March and September)

## Continuing Education

A minimum of 24 professional development hours per biennium

## Reciprocity

Permitted, providing requirements of the licensing jurisdiction are substantially equivalent to those of this state, and verification of licensure and examination are submitted to the Board

## Active Licenses

645

## Related Training

Geology/Earth Science, General; Geochemistry; Geophysics and Seismology; Geochemistry and Petrology

## Regulatory Agency

**New Hampshire Board of Professional Geologists**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301-2412

*phone* (603) 271-2219  
*fax* (603) 271-6990  
*web* <[www.oplc.nh.gov/geologists/](http://www.oplc.nh.gov/geologists/)>  
*contact* Dawn Couture, Program Assistant II  
*e-mail* dawn.couture@oplc.nh.gov

## Fees

Professional geologist application . . . . .	\$225.00
Fundamentals of geology examination . . . . .	\$250.00
Practice of geology examination . . . . .	\$250.00
Biennial renewal . . . . .	\$150.00
Certificate of licensure . . . . .	\$50.00
Verification of licensure . . . . .	\$25.00

## O\*Net Codes

19-2042.00	Geoscientists, Except Hydrologists and Geographers
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## Additional Information Sources

National Association of State Boards of Geology (ASBOG)  
 <[www.asbog.org](http://www.asbog.org)>

Geological Society of New Hampshire  
 <[www.gsnhonline.org](http://www.gsnhonline.org)>

American Institute of Professional Geologists  
 <[www.aipg.org](http://www.aipg.org)>

# Guardian ad Litem

A Guardian ad Litem is any person who is appointed by the court to represent the best interest of a child or incompetent adult in any proceeding where the court deems it is necessary to appoint such a person.

## Legislation

Statute: NH RSA 490-C

Administrative Rule: Chapter Gal 100 - 500

## Certification Requirements

- Be at least 25 years of age
- Possess a current telephone number
- Have access to reliable transportation
- Hold either:
  1. A Bachelor's degree from an accredited college or university plus at least three years of experience in professional or volunteer activities dealing with children or incapacitated adults, consisting of at least 200 hours of experience in each of the three years;
  2. An Associate's degree from an accredited college or university plus at least five years of experience in professional or volunteer activities dealing with children or incapacitated adults, consisting of at least 200 hours of experience in each of the five years; or
  3. An advanced degree from an accredited college or university beyond the Bachelor's degree, for which a Bachelor's degree is a prerequisite, plus at least one year of experience in professional or volunteer activities dealing with children or incapacitated adults, consisting of at least 200 hours of experience in that year
- Complete the following training:
  1. Board-commissioned general overview Guardian Ad Litem training of at least 16 hours
  2. At least one Board commissioned area-specific training
- Never have been convicted or pled guilty to any felony in any jurisdiction which has not been reversed or overturned on appeal or annulled
- Not currently be an individual listed on the central registry of founded abuse and neglect reports
- Never have been suspended from any activity as a guardian ad litem in any jurisdiction other than New Hampshire as the result of misconduct in the performance of his/her duties as guardian ad litem, or as the result of a failure to be of good character, unless such suspension was reversed or overturned on appeal
- Never have had any certification, registration, approval, or appointment as a guardian ad litem revoked as the result of misconduct in the performance of his/her duties as guardian ad litem, or as the result of a failure to be of good character, unless such suspension was reversed or overturned on appeal
- Never have been convicted of, or pled guilty to, any misdemeanour involving a child as a victim which has not been annulled; or any misdemeanour which has not been annulled related to false swearing, indecent exposure, forgery, or stalking; or the law of a jurisdiction other than the State of New Hampshire, if the misdemeanour would constitute any of the offenses listed
- If presently or formerly authorized to practice as an attorney in this or any other jurisdiction, never have been disbarred
- Submit completed application

## Regulatory Agency

**New Hampshire Guardian ad Litem Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219

*fax* (603) 271-7928

*web* <[www.oplc.nh.gov/guardian-ad-litem/](http://www.oplc.nh.gov/guardian-ad-litem/)>

*contact* Christine Horne, Supervisor II

*e-mail* christine.horne@oplc.nh.gov

## Guardian ad Litem (continued)

**Examination**

Not required

**Continuing Education**

Thirty continuing education credits within the expiring period of certification giving rise to the request for renewal

**Reciprocity**

Not permitted

**Active Licenses**

81

**Related Training**

Legal Support Services, Other

Fees	
Certification . . . . .	\$75.00
Certificate renewal . . . . .	\$75.00
Recertification or reinstatement . . . . .	\$150.00
Filing fee, provision of continuing education . . . . .	\$50.00
<i>Certifications expire three years after the date of issue</i>	

O*Net Codes	
23-2099.00	Legal Support Workers, All Other

Additional Information Sources
<p>CASA (Court Appointed Special Advocates) for Children of New Hampshire &lt;<a href="http://www.casanh.org">www.casanh.org</a>&gt;</p> <p>National CASA (Court Appointed Special Advocates) for Children &lt;<a href="http://www.nationalcasa.org">www.nationalcasa.org</a>&gt;</p>



# Guide, Hunting and Fishing

Plan, organize, and conduct hunting and fishing trips for individuals and groups. Plan the itinerary for trips, applying knowledge of the countryside to determine best routes and sites. May arrange for transportation, instruct party members in laws or use of gear, prepare meals, care for animals, sell or rent equipment, administer first aid to the injured, and pilot airplanes or drive land or water vehicles.

**Legislation**

Statute: NH RSA 215  
 Administrative Rules: Chapter Fis 1300

**Licensure Requirements**

- Must be at least 18 years of age
- Skilled in use, management, and handling of firearms, boats and canoes
- Be safe and competent under all circumstances
- Certified in First Aid and CPR in a course which requires individuals to perform the practical skill in the course to be certified
- Hunting guides must show proof of completing a Hunter’s Safety Course
- Possess a license for the species for which guiding is being done
- Pass a 50-question written exam and oral examination
- Pass criminal and Fish and Game records check

**Examination**

Written and oral examinations required — administered through the Law Enforcement Division

**Continuing Education**

Not required

**Reciprocity**

Not permitted

**Active Licenses**

205

Regulatory Agency
<p><b>Law Enforcement Division</b>                      New Hampshire Fish and Game Department                      11 Hazen Drive                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-3128  <i>fax</i> (603) 271-8859  <i>web</i> &lt;<a href="http://wildlife.state.nh.us/licensing/guides-reqs.html">wildlife.state.nh.us/licensing/guides-reqs.html</a>&gt;  <i>contact</i> Secretary  <i>e-mail</i> law@wildlife.nh.gov</p>

Fees
Resident hunting or fishing guide . . . . . \$100.00
Resident hunting or fishing guide, over age 65 . . . . . \$5.00
Non-resident hunting or fishing guide . . . . . \$100.00
<i>Licenses expire on December 31 of each year</i>

O*Net Codes
39-7012.00      Travel Guides
45-3021.00      Hunters and Trappers

Additional Information Sources
American Red Cross < <a href="http://www.nhredcross.org">www.nhredcross.org</a> >
New Hampshire Guides’ Association < <a href="http://www.nhguidesassociation.com">www.nhguidesassociation.com</a> >

**Related Training**

No related training

# Hawker/Peddler

Travel from town to town or from place to place in the same town selling or bartering goods, or offering to perform personal services for household repairs or improvements, or keep a regular place of business and sell and deliver to another location. The following are exempted from this regulation: itinerant vendors; those who sell products of their own labor or the labor of his family or the product of his own farm or the one he tills; anyone selling personal goods on their personal property; sales conducted by nonprofit organizations for benefit of the organization; industry or association trade show sales; or sellers of antique, used, or vintage goods.

## Legislation

Statute: NH RSA 320

## Registration Requirements

- Must apply for a license made upon applications prepared by the Secretary of State requiring such information regarding the applicant's character and qualifications as the Secretary shall deem pertinent
- Licensees are permitted to do business in any city or town of this state providing the licensee complies with all local ordinances, bylaws and regulations
- If an applicant, not a natural person, applies for a license under this chapter, the sum of \$5,000 deposited with the Secretary of State in cash or surety bond is required

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

500

## Related Training

No related training

## Regulatory Agency

### New Hampshire Department of State

State House, Room 204  
Concord, New Hampshire 03301

*phone* (603) 271-3242

*fax* (603) 271-6316

*web* <sos.nh.gov/admin.aspx>

*contact* Office Secretary

*e-mail* elections@sos.nh.gov

## Fees

License (annual) . . . . . \$50.00

## O\*Net Codes

41-9091.0 Door-To-Door Sales Workers,  
News and Street Vendors, and Related Workers

## Additional Information Sources

Not available

# Hazardous Waste Coordinator

Certified Hazardous Waste Coordinators are responsible for ensuring that the generator is aware of applicable requirements relating to hazardous waste management, including but not limited to storage, transportation, and disposal. Full quantity generators (FQG) or any other generators that generate more than 220 pounds of hazardous waste per month must have a Certified Hazardous Waste Coordinator on staff at the facility where the hazardous waste is generated.

## Legislation

Statute: NH RSA 147-A:5 III  
 Administrative Rules: Chapter Env-Hw  
 509.04, Env-Hw 515

## Certification Requirements

Completion of the New Hampshire  
 Department of Environmental  
 Services Hazardous Waste Coordinator  
 Certification Training

## Examination

Written examination required for initial  
 certification

## Continuing Education

Annual training required — either a basic  
 class or any advanced training module

## Reciprocity

Not permitted at this time

## Active Licenses

1,092

## Related Training

Hazardous Materials Management  
 and Waste Technology/Technician;  
 Hazardous Materials Information  
 Systems Technology/Technician

## Regulatory Agency

**Hazardous Waste Management Bureau**  
 New Hampshire Department of Environmental Services  
 29 Hazen Drive  
 Concord, New Hampshire 03301-6503

*phone* (603) 271-2967  
*fax* (603) 271-2456  
*web* <[des.nh.gov/organization/divisions/waste/hwcb/](http://des.nh.gov/organization/divisions/waste/hwcb/)>  
*contact* Tim Prospert, Administrator, Certification Programs  
*e-mail* [timothy.prospert@des.nh.gov](mailto:timothy.prospert@des.nh.gov)

## Fees

Program fee . . . . .	\$125.00
Course fee . . . . .	\$175.00
Total annual fee . . . . .	\$300.00

## O\*Net Codes

47-4041.00	Hazardous Materials Removal Workers
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## Additional Information Sources

Office of Resource Conservation and Recovery  
 <[www.epa.gov/epawaste/hazard](http://www.epa.gov/epawaste/hazard)>

# Hearing Aid Dealer

Fit and sell hearing amplification systems to individuals in retail establishments. Test auditory system of hearing-impaired individuals, using test equipment and applying standardized evaluation procedures. Interpret and evaluate auditory test results and confer with hearing-impaired individuals to demonstrate, select, fit, adapt, and modify hearing amplification systems. May replace defective parts or make repairs to hearing amplification systems returned by customers.

## Legislation

Statute: NH RSA 137-F  
 Administrative Rules: Chapter Hcp 100-500

## Registration Requirements

- Have an Associate’s degree in any field; have earned 60 credits toward a baccalaureate in any field; or have earned Board Certification by the National Board for Certification in Hearing Instrument Sciences
- A training course no longer than six months approved by the National Institute of Hearing Instrument Studies (NIHIS), with home study acceptable; or a training program supervised by a licensed audiologist or registered hearing aid dealer with a minimum of two years’ experience
- Complete and file application
- Pass written and practical examinations

## Examination

Written and practical examinations required

## Continuing Education

Sixteen credit hours biennially

## Reciprocity

Applicants who are Board Certified by the National Institute of Hearing Instrument Studies and have completed and passed the National Institute of Hearing Instrument Studies examination in another state are exempt from examination but must submit application and fees

## Regulatory Agency

**New Hampshire Board of Hearing Care Providers**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-9482  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/hearing-care/](http://www.oplc.nh.gov/hearing-care/)>  
*contact* Doreen Wittenberg  
*e-mail* hearingcare@oplc.nh.gov

## Fees

Initial registration . . . . .	\$300.00
Annual renewal . . . . .	\$300.00

## O\*Net Codes

29-2092.00 Hearing Aid Specialists

## Additional Information Sources

International Hearing Society  
 <[www.ihinfo.org](http://www.ihinfo.org)>

National Board for Certification Hearing Instrument Sciences  
 <[www.nbc-his.com](http://www.nbc-his.com)>

## Active Licenses

76

## Related Training

Hearing Instrument Specialist

# Heating Equipment Technician

Heating Equipment Technicians install, service, or repair residential or non-residential heating equipment systems, water heating systems, or appliances using heating oil.

Note: Certification of individuals is voluntary and not required by law

## Legislation

Statute: NH RSA 153:16-b  
 Administrative Rules: Chapter Saf-Mec 100-500

## Certification Requirements

- Heating Equipment Installation Certificate, Heating Oil Endorsement
  1. Provide a signed affidavit by the employer documenting 4,000 hours of appropriate field experience
  2. One of the following valid certificates:
    - ◆ National Oil Heat Research Alliance (NORA) Silver Certificate
    - ◆ National Oil Heat Research Alliance (NORA) Gold Certificate
    - ◆ North American Technician Excellence (NATE) modules including both Oil Heating Installation and Oil Heating Service Technician
  
- Heating Equipment Service Technician Certificate, Heating Oil Endorsement
  1. Provide a signed affidavit by the employer documenting 4,000 hours of appropriate field experience
  2. One of the following valid certificates:
    - ◆ National Oil Heat Research Alliance (NORA) Silver Certificate
    - ◆ National Oil Heat Research Alliance (NORA) Gold Certificate
    - ◆ North American Technician Excellence (NATE) modules including both Oil Heating Installation and Oil Heating Service Technician
  
- Submit application and pay fee

## Examination

As required for NORA or NATE certification

## Continuing Education

As required for NORA or NATE certification

## Regulatory Agency

**Division of Fire Safety, Mechanical Safety and Licensing Board**  
 New Hampshire Department of Safety  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4289  
*fax* (603) 223-4295  
*web* <[www.nh.gov/safety/divisions/firesafety/building/mechanical/heating/](http://www.nh.gov/safety/divisions/firesafety/building/mechanical/heating/)>  
*contact* Jeffrey Cyr, Chief  
*e-mail* jeffrey.cyr@dos.nh.gov

## Fees

Initial certificate . . . . . \$50.00  
 Renewal certificate . . . . . \$50.00  
 Late renewal fee (31 days and over) . . . . . \$15.00  
*All certificates expire on the last day of the month, two years from the date of issuance*

# Heating Equipment Technician (continued)

## Reciprocity

A certificate may be issued to an applicant who presents evidence of being authorized to perform these duties by another state, jurisdiction, or country that maintains professional standards equivalent to or higher than those of this state. Applicants must submit an application form, documentation of 4,000 hours of field experience, copies of the certificate issued by another state, jurisdiction, or country, and documentation of professional standards required by the other state, jurisdiction, or country, and pay the applicable licensing fee.

## Active Licenses

500

## Related Training

Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance Technology/  
Technician

## O\*Net Codes

49-9021.01	Heating and Air Conditioning Mechanics and Installers
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## Additional Information Sources

National Oil Heat Research Alliance (NORA)  
<[www.nora-oilheat.org](http://www.nora-oilheat.org)>

North American Technician Excellence (NATE)  
<[www.natex.org](http://www.natex.org)>

# Home Inspector

Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.

## Legislation

Statute: NH RSA 310-A:182-201  
 Administrative Rules: Chapter Home 100-700

## Licensure Requirements

- Must be at least 18 years of age
- Have successfully completed high school or its equivalent
- Complete no less than 80 hours of board-approved education covering core components of residential buildings of four units or less
- Provide proof of passing the board-adopted examination required for licensure
- Any person engaged in the design or installation of airborne radon mitigation devices in New Hampshire shall hold a current certification from either the National Radon Proficiency Program offered by the American Association of Radon Scientists and Technologists, Inc., or the National Radon Safety Board
- No person shall perform residential mold assessment services for remuneration unless that person possesses a valid national third party certification for mold assessment from the American Council for Accredited Certification

## Regulatory Agency

**New Hampshire Board of Home Inspectors**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-6990  
*web* <[www.oplc.nh.gov/home-inspectors/](http://www.oplc.nh.gov/home-inspectors/)>  
*contact* Linda Balich, License Clerk  
*e-mail* linda.balich@oplc.nh.gov

## Examination

Successfully pass the National Home Inspectors examination created and graded by the Examination Board of Professional Home Inspectors

## Fees

License/Application . . . . .	\$200.00
Certificate fee . . . . .	\$50.00
Biennial Renewal . . . . .	\$200.00

## Continuing Education

Completion of 20 hours of continuing education in each two-year renewal period on appropriate building regulations including any recent revisions to regulations

## Reciprocity

Permitted if the other state's licensing requirements equal or exceed those of New Hampshire as determined by the board

## Active Licenses

298

## Home Inspector (continued)

### Related Training

Building/Home/Construction Inspection/  
Inspector

### O\*Net Codes

47-4011.00 Construction and Building Inspectors

### Additional Information Sources

American Society of Home Inspectors, Inc.  
<[www.homeinspector.org](http://www.homeinspector.org)>

International Association of Certified Home Inspectors  
<[www.nachi.org](http://www.nachi.org)>

American Council for Accredited Certification  
<[www.acac.org/certify/NH.aspx](http://www.acac.org/certify/NH.aspx)>

National Radon Safety Board  
<[www.nrsb.org](http://www.nrsb.org)>



# Individual Sewage Disposal System Designer/Installer

Individual sewage disposal system installers and designers design, install, and repair septic systems, which are required for any structure to which a water supply is connected and that is not connected to a municipal sewage collection system. Septic systems must be designed and installed by individuals holding a valid permit issued by the New Hampshire Department of Environmental Services Subsurface Systems Bureau. Additionally, repair or replacement of an existing septic system must be conducted by a permit holder as well. Exception: A homeowner may design and/or install a septic system for his/her primary domicile.

**Legislation**

Statute: NH RSA 485-A:35-36  
 Administrative Rules: Chapter Env-Wq 1000

**Permit Requirements**

- Designers must pass a written examination and a field test for soil interpretation
- Installers must pass a written examination

**Examination**

Required. Installers must pass a two-part written exam, held twice each year. Designers must pass a three-part written exam, plus a field exam, held twice each year.

**Continuing Education**

Three hours of DES-approved continuing education must be completed annually, for a total of six hours for renewal. Three of the six hours must be attained at educational seminars offered by Subsurface Systems Bureau staff, or pre-approved by the Bureau.

**Reciprocity**

Not permitted

**Active Licenses**

Not provided

**Related Training**

None

Regulatory Agency	
<b>Subsurface Bureau</b>	
New Hampshire Department of Environmental Services Water Division 29 Hazen Drive, PO Box 95 Concord, New Hampshire 03301-8518	
<i>phone</i>	(603) 271-3501
<i>fax</i>	(603) 271-6683
<i>web</i>	<des.nh.gov/organization/divisions/water/ssb/>
<i>contact</i>	Robert Tardif, Administrator
<i>e-mail</i>	robert.tardif@des.nh.gov

Fees	
Exam . . . . .	\$80.00
Biennial renewal . . . . .	\$80.00
<i>Licenses expire on December 31 of every other year</i>	

O*Net Codes	
17.2081.01	Water/Wastewater Engineers
47.4071.00	Septic Tank Servicers and Sewer Pipe Cleaners

Additional Information Sources
Not provided

# Insurance Adjuster

Study insurance claims to see whether clients' policies cover them for particular losses and determine the amount of loss suffered. Talk with claimants to try to settle claims and may approve payments to them. Use reports, physical evidence, and witnesses' reports to investigate claims. Some workers travel to gather information about claims, while others work mostly at their desks. Many insurance adjusters specialize in a certain type of claim, such as auto, home, property damage or loss, or workers' compensation.

## Legislation

Statute: NH RSA 402-B  
 Administrative Rules: Chapter Ins 1300

## Licensure Requirements

- Must be of good moral character
- Must state age, sex, domicile, line or lines of insurance for which the applicant desires a license, and a place of business of the applicant

## Examination

Written examination required. Examinations are administered for the Department by Prometric. A separate examination fee is payable to Prometric. Exams may not be scheduled until the registration process is complete. Registration is electronic and links are available on the Department's web site.

## Continuing Education

Twenty hours of continuing education are required for renewal

## Reciprocity

Non-residents permitted, as long as applicant has been engaged in business for at least six months or is licensed in their home state

## Active Licenses

64,337

## Related Training

Insurance

## Regulatory Agency

### Licensing Division

New Hampshire Insurance Department  
 21 South Fruit Street, Suite 14  
 Concord, New Hampshire 03301

*phone* (603) 271-0203

*fax* (603) 271-7029

*web* <[www.nh.gov/insurance/producers/](http://www.nh.gov/insurance/producers/)>

*contact* Joan LaCourse, Licensing Supervisor

*e-mail* [producerquestions@ins.nh.gov](mailto:producerquestions@ins.nh.gov)

## Fees

Resident license . . . . .	\$75.00
Biennial renewal . . . . .	\$75.00
Property and casualty exam . . . . .	\$65.00
Worker's compensation exam . . . . .	\$50.00
<i>Licenses expire on the second October 1st after issuance</i>	

## O\*Net Codes

13-1031.00 Insurance Adjuster, Examiners,  
 and Investigators

## Additional Information Sources

Prometric  
 <[www.prometric.com/NewHampshire/](http://www.prometric.com/NewHampshire/)>

# Insurance Producer

An Insurance Producer is a person required to be licensed under the laws of this state in the capacity of agent, broker, or consultant who sells, solicits or negotiates insurance.

## Legislation

Statutes: NH RSA 402-J  
 Administrative Rules: Chapter Ins 1300

## Licensure Requirements

- Must be at least 18 years of age
- Must be a resident of this state or another state that grants similar licenses to residents of this state

## Examination

Written examination required. Examinations are administered for the Department by Prometric. A separate examination fee is payable to Prometric. Exams may not be scheduled until the registration process is complete. Registration is electronic and links are available on the Department's web site.

## Continuing Education

Continuing education of 24 credits including at least three but not more than ten credits in ethics are required for renewal. Continuing education credits must be completed at least 60 days prior to the license expiration date.

## Reciprocity

Non-residents permitted, with evidence of being licensed and evidence of having completed educational requirements

## Active Licenses

73,966

## Related Training

Insurance

## Regulatory Agency

### Licensing Division

New Hampshire Insurance Department  
 21 South Fruit Street, Suite 14  
 Concord, New Hampshire 03301

*phone* (603) 271-0203

*fax* (603) 271-7029

*web* <[www.nh.gov/insurance/producers/](http://www.nh.gov/insurance/producers/)>

*contact* Joan LaCourse, Licensing Supervisor

*e-mail* [producerquestions@ins.nh.gov](mailto:producerquestions@ins.nh.gov)

## Fees

Original license . . . . .	\$210.00
Biennial renewal . . . . .	\$150.00
Amendment to license . . . . .	\$50.00
New Hampshire laws and regulations exam . . . . .	\$50.00
Life or accident/health exam . . . . .	\$50.00
Life, accident, and health exam . . . . .	\$65.00
Property and casualty exam . . . . .	\$65.00
Title insurance exam . . . . .	\$50.00
Credit exam . . . . .	\$50.00

## O\*Net Codes

41-3021.00 Insurance Sales Agents

## Additional Information Sources

Prometric  
 <[www.prometric.com/NewHampshire/](http://www.prometric.com/NewHampshire/)>

# Interpreter for the Deaf and Hard of Hearing

A person who provides English-based transliteration, which is conveying information from one mode of English to another; American Sign Language-based interpreting, and/or intermediary interpreting, which means interpreting services rendered by a deaf person for other deaf persons.

## Legislation

Statute: NH RSA 326-I

Administrative Rules: Chapter Int 100 - 500

## Licensure Requirements

- Must be at least 18 years of age
- Must demonstrate adherence to the Code of Professional Conduct Standards (Int 501.03) and the Code of Professional Principles (Int 501.04)
- Pay the appropriate license fee
- Possess minimum standards of performance and training of one of the following pursuant to rules adopted by the Board:
  1. Certification by the Registry of Interpreters for the Deaf, Inc. (RID), or the New Hampshire Interpreter Classification System program (NHICS)
  2. Interpreters licensed or approved in other jurisdictions may submit proof of licensure in another state in which the licensure requirements are equivalent to or greater than those required by this state
  3. Applicants not certified by the Registry of Interpreters for the Deaf, Inc. or by the New Hampshire Interpreter Classification System program must complete 30 hours of oral transliterating training in topics specified in Int 301.01
- The following are exempted from licensure:
  1. Nonresident interpreters certified by the National Registry of Interpreters of the Deaf (RID) who have completed RID-approved legal training or who hold a legal specialty certificate (RID SC:L) when working in court settings, provided that such interpreter shall be subject to disciplinary proceedings of the board
  2. Interpreters for the deaf and hard of hearing working in religious settings
  3. Interpreters working in emergency situations where the parties determine that the delay to obtain a licensed interpreter is likely to cause injury or loss
  4. Students enrolled in a school or courses in interpreting for the deaf and hard of hearing
  5. Interpreters employed by a school district for a K-12 program

## Regulatory Agency

### Office for the Deaf and Hard of Hearing

Bureau of Vocational Rehabilitation  
 New Hampshire Department of Education  
 21 South Fruit Street, Suite 20  
 Concord, New Hampshire 03301

*phone* (603) 271-3471 (Voice/TTY) or 1-800-973-5416  
 or (603) 463-0728 (video phone)

*fax* (603) 271-7095

*web* <[www.education.nh.gov/career/vocational/deaf\\_hh.htm](http://www.education.nh.gov/career/vocational/deaf_hh.htm)>

*contact* H. Dee Clanton

*e-mail* [hobert.clanton@doe.nh.gov](mailto:hobert.clanton@doe.nh.gov) or  
[licensureboard@doe.nh.gov](mailto:licensureboard@doe.nh.gov)

## Examination

Written and performance examinations required

# Interpreter for the Deaf and Hard of Hearing (continued)

**Continuing Education**

Eight continuing education units every four years as required by the Registry of Interpreters for the Deaf, Inc. (RID)

**Reciprocity**

The Board may waive licensure requirements for an applicant who is licensed by another jurisdiction where the requirements for licensure are greater than or equal to those required in this state

**Active Licenses**

Not provided

**Related Training**

American Sign Language (ASL); Sign Language Interpretation and Translation

Fees	
Application fee . . . . .	\$50.00
License fee . . . . .	\$150.00
License renewal . . . . .	\$175.00
License restoration . . . . .	\$200.00
Reinstatement of license fee. . . . .	\$250.00
<i>Licenses expire on September 1 three years after the date of issue</i>	

O*Net Codes	
27-3091.00	Interpreters and Translators

Additional Information Sources
Registry of Interpreters for the Deaf, Inc. < <a href="http://www.rid.org">www.rid.org</a> >

# Investment Adviser Agent

An Investment Adviser Agent is someone who, for compensation, advises others either directly or through publications, about the value of securities or other investments, or about the advisability of investing in, purchasing or selling securities or other investments. They may, for compensation and as a part of a regular business, issue or promulgate analyses or reports concerning securities, or other investments. Included are financial planners and others who, as part of other financially related services, provide investment advisory services to others for compensation and as part of a business, or who hold themselves out as providing investment advisory services to others for compensation.

**Legislation**

Statute: NH RSA 421-B

**Licensure Requirements**

- Federal-covered advisers, those registered and regulated by the US Securities and Exchange Commission, are not subject to the investment adviser licensing provisions of the State of New Hampshire. Every federal covered adviser doing business in New Hampshire must file a notice and pay a fee prior to conducting investment adviser business in New Hampshire. There is no “de minimus” exception from the notice filing requirement.
- As a state-regulated investment adviser, a firm is subject to the investment adviser licensing provisions of the State of New Hampshire. Required documents are available on New Hampshire’s Secretary of State’s web site at: <http://sos.nh.gov/StateIA.aspx>
- Investment adviser agents (individuals) must submit a complete Form U-4 and a fee of \$130 to the Web CRD/IARD (Central Registration Depository/Investment Adviser Registration Depository)

Regulatory Agency
<p><b>Bureau of Securities Regulation</b>                      New Hampshire Department of State                      State House, Room 204                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-1463  <i>fax</i> (603) 271-7933  <i>web</i> &lt;<a href="http://sos.nh.gov/sec_reg.aspx">sos.nh.gov/sec_reg.aspx</a>&gt;  <i>contact</i> Kevin B. Moquin, Senior Staff Attorney  <i>e-mail</i> <a href="mailto:kmoquin@sos.nh.gov">kmoquin@sos.nh.gov</a></p>

**Examination**

Financial Industry Regulatory Authority (FINRA) Series 65, or Series 66 and Series 7 examinations

**Continuing Education**

Not specified

**Reciprocity**

Not permitted

**Active Licenses**

2,089 Investment Advisers  
 4,231 Investment Adviser Agents

Fees	
Initial license fee (State-covered) . . . . .	\$200.00
Application fee (State-covered) . . . . .	\$50.00
License renewal (State-covered) . . . . .	\$200.00
Amended license fee (State-covered) . . . . .	\$100.00
Initial notice filing fee (Federal-covered) . . . . .	\$250.00
Annual notice filing renewal (Federal-covered) . . . .	\$200.00
Name change amendment notice . . . . .	\$100.00
<i>All licenses expire annually on December 31</i>	

O*Net Codes	
41-3031.00	Securities, Commodities, and Financial Services Sales Agents
13-2052.00	Personal Financial Advisors

## Investment Adviser Agent (continued)

### Related Training

Financial Planning and Services; Investments and Securities

### Additional Information Sources

Financial Industry Regulatory Authority  
<[www.finra.org](http://www.finra.org)>

US Securities and Exchange Commission  
<[www.sec.gov](http://www.sec.gov)>

# Itinerant Vendor

All persons, both principals and agents, including those persons whose principal place of business is not in this state, who engage in a temporary or transient business in this state, either in one locality or travelling from place to place, selling goods, wares and merchandise, with a total value greater than \$500, from stock or by sample for future delivery, and who, for the purposes of carrying on such business, hire or occupy a temporary place of business. A “temporary place of business” means any public or quasi-public place including, but not limited to, a hotel, motel, rooming house, storeroom, building, part of a building, tent, vacant lot, railroad car, or trailer temporarily occupied for the purpose of making retain sales of goods to the public.

## Legislation

Statute: NH RSA 321

## Licensure Requirements

Employees and agents of an itinerant vendor must apply for a license made upon applications prepared by the Secretary of State requiring such information regarding the applicant’s character as the Secretary shall deem pertinent

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

50

## Related Training

No related training

Regulatory Agency
<p><b>New Hampshire Department of State</b>                      State House, Room 204                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-3242  <i>fax</i> (603) 271-6316  <i>web</i> &lt;sos.nh.gov/admin/&gt;  <i>contact</i> Office Secretary  <i>e-mail</i> elections@sos.nh.gov</p>

Fees
License (annual) . . . . . \$250.00
Surety bond . . . . . \$5,000.00

O*Net Codes
41-9091.00 Door-To-Door Sales Workers, News and Street Vendors, and Related Workers

Additional Information Sources
Not available



# Land Surveyor

Establish official land boundaries and help determine the value of plots of land. Research deeds, write legal descriptions of land, measure plots of land, and collect information for maps and charts. May head up a survey party, where they are responsible for its activities and the accuracy of its work. Plan fieldwork, select survey reference points, determine the exact location of land features, and prepare survey reports. Select survey staffs, prepare budgets, and buy survey equipment.

**Legislation**

Statute: NH RSA 310-A:53  
 Administrative Rules: Chapter Lan 100 - 500

**Licensure Requirements**

- Complete at least one college level course in land surveying; or engage in land surveying work as a land surveyor-in-training under the supervision of a licensed land surveyor
- At least six years accumulated experience/education in land surveying work

**Examination**

Written examinations required

**Continuing Education**

Eight continuing education units (CEUs) are required biennially

**Reciprocity**

Permitted

**Active Licenses**

375

**Related Training**

Surveying Technology/Surveying

**Regulatory Agency**

**New Hampshire Board of Land Surveyors**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-6990  
*web* <[www.oplc.nh.gov/land-surveyors/](http://www.oplc.nh.gov/land-surveyors/)>  
*contact* Donna Lobdell, Program Specialist  
*e-mail* donna.lobdell@oplc.nh.gov

**Fees**

Application . . . . .	\$120.00
Examination - New Hampshire Legal Aspects . . . . .	\$125.00
Examination - Professional Land Surveyor . . . . .	\$310.00
Biennial renewal . . . . .	\$150.00
Surveyor-in-training application . . . . .	\$75.00

**O\*Net Codes**

17-1022.00	Surveyors
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**Additional Information Sources**

National Council of Examiners for Engineering and Surveyors (NCEES)  
 <[www.ncees.org](http://www.ncees.org)>

New Hampshire Land Surveyors Association  
 <[www.nhlsa.org](http://www.nhlsa.org)>

# Landscape Architect

Landscape Architects perform professional services in connection with the development of land areas. The main purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and aesthetic values, the setting, approaches or environment for structures of other improvements, natural drainage and the consideration and determination of inherent problems of the land relating to erosion, wear and tear, blight or other hazards, to the extent that such services protect public health, safety and welfare. The practice of landscape architecture includes the production of graphic and written material for use in the planning and design of land development programs, as well as consultation, research, stewardship, analysis, investigation, reconnaissance, and construction overview.

## Legislation

Statute: NH RSA 310 A:140 - 160  
Administrative Rules: Chapter Lsa 100 - 500

## Licensure Requirements

- Good professional character
- United States citizenship or the legal ability to work in the United States is required
- One of the following educational and experiential qualifications:
  1. An accredited four-year landscape architecture degree or equivalent and three years professional experience under the direct supervision of a licensed landscape architect; or
  2. A non-accredited four-year landscape architecture degree or a four-year degree in a related field including, but not limited to, engineering, architecture, geology, geography, planning, botany, forestry, environmental design, garden design, environmental studies, environmental science, ecology or soil science, and five years professional experience, three of which shall be under the direct supervision of a licensed landscape architect
- Landscape architecture teaching is considered experience for the above qualification; execution of work designed by a landscape architect as a contractor or the supervision of the construction of such work as a foreman or superintendent is not considered experience
- Initial applicants must provide the name and address of at least five references who are not related to the applicant, with at least three of the references having personal or professional knowledge of the applicant's experience as a landscape architect; and at least three licensed landscape architects having detailed knowledge of the applicant's landscape architecture experience

## Regulatory Agency

**New Hampshire Board of Landscape Architects**  
Office of Professional Licensure and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-2219

*fax* (603) 271-6990

*web* <[www.oplc.nh.gov/landscape-architects/](http://www.oplc.nh.gov/landscape-architects/)>

*contact* Donna Lobdell, Program Specialist

*e-mail* donna.lobdell@oplc.nh.gov

## Examination

All applicants for licensure shall have successfully passed all sections of the Landscape Architect Registration Examination (LARE) administered by the Council of Landscape Architectural Registration Boards (CLARB)

## Continuing Education

Thirty hours of continuing education are required for biennial renewal

# Landscape Architect (continued)

**Reciprocity**

Upon application and payment of a fee, a license may be issued to any person holding a Council of Landscape Architectural Registration Boards (CLARB) certificate, or to any person holding an unexpired license or certificate of registration issued by another state provided that the other state’s requirements are substantially equivalent to or higher than those of this state

**Active Licenses**

108

**Related Training**

Landscape Architecture; Environmental Design/Architecture

Fees	
Licensure by examination . . . . .	\$150.00
Application fee, reciprocal candidates with a CLARB certificate . . . . .	\$275.00
Application fee, reciprocal candidates without a CLARB council record . . . . .	\$325.00
Biennial renewal . . . . .	\$160.00
Reinstatement fee . . . . .	\$544.00
Roster fee . . . . .	\$25.00
Certificate fee . . . . .	\$50.00
Certificate replacement . . . . .	\$50.00
<i>All licenses expire on the last day of the licensee’s month of birth in the second year following the year of issuance</i>	

O*Net Codes	
17-1012.00	Landscape Architects

Additional Information Sources
Council of Landscape Architectural Registration Boards (CLARB) < <a href="http://www.clarb.org">www.clarb.org</a> >
American Society of Landscape Architects < <a href="http://www.asla.org">www.asla.org</a> >

# Lead Abatement Contractor

A Lead Abatement Contractor is a person or an entity engaged in lead base substance abatement. Contractors are responsible for lead abatement site supervision when a certified lead abatement supervisor is not available, and must be available to the site during any lead abatement activities. They prepare written lead exposure hazard reduction plans for abatement projects, interim controls, and in-place management.

## Legislation

Statute: NH RSA 130-A:12  
 Administrative Rules: Chapter He-P 1600

## Licensure Requirements

- File application
- Complete a certified training program specific to the discipline of lead abatement
- Pass examination with a score of 70 percent or higher
- Have at least two years experience in asbestos, lead, environmental remediation or in the building trades
- Owners of more than four dwelling units desiring or required to perform lead abatement must obtain a contractor’s license
- Owners of four or fewer rental units must pass a certified training program, but are exempt from licensure
- Owners with more than four but less than seven units may obtain their license at half the usual licensure fee; owners with seven or more units must pay the full licensure fee

Regulatory Agency	
<b>Healthy Homes and Lead Poisoning Prevention Program</b>	
New Hampshire Department of Health and Human Services	
29 Hazen Drive	
Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-4719
<i>fax</i>	(603) 271-3991
<i>web</i>	< <a href="http://www.dhhs.nh.gov/dphs/bchs/clpp/">www.dhhs.nh.gov/dphs/bchs/clpp/</a> >
<i>contact</i>	Knatalie Vetter
<i>e-mail</i>	knatalie.vetter@dhhs.nh.gov

## Examination

Written examination required, which must be conducted by a third party other than the accredited training entity, and must consist of a minimum of 100 multiple choice questions specific to the discipline being applied for; and at least 25 additional questions specific to the provisions of RSA 130-A and He-P 1600

Fees	
Initial license . . . . .	\$300.00
Annual renewal . . . . .	\$300.00
Initial license, owners of five or six units . . . . .	\$150.00
Annual renewal, owners of five or six units . . . . .	\$150.00

## Continuing Education

Refresher training program and a third-party exam, specific to the discipline, must be completed and an examination passed with a score of 70 percent or higher once every three years

## Reciprocity

Permitted with individuals licensed by another state or the federal Environmental Protection Agency (EPA), provided the requirements for licensure and training are equivalent to or higher than requirements of this state

## Lead Abatement Contractor (continued)

### Active Licenses

Not provided

### Related Training

Hazardous Materials Management and  
Waste Technology/Technician

### O\*Net Codes

47-1011.00 First-Line Supervisors and Manager/Supervisors,  
Construction Trades and Extraction Workers

### Additional Information Sources

National Lead Information Center  
<[www.epa.gov/lead](http://www.epa.gov/lead)>

Office of Healthy Homes and Lead Hazard Control  
<[www.hud.gov/offices/lead/index.cfm](http://www.hud.gov/offices/lead/index.cfm)>

# Lead Abatement Supervisor

Oversees employees of a lead abatement contractor or of the owner or manager of a leased or rented dwelling or dwelling unit, or of a childcare facility. They conduct abatement activities with a written lead exposure hazard reduction plan and as directed by the employing lead abatement contractor or qualified owner; and must be present at the abatement site at all times when abatement activities are being performed. They prepare written records and ensure that abatement activities are completed in accordance with standards and requirements of the OSHA Lead in Construction Standard.

## Legislation

Statute: NH RSA 130-A:12  
 Administrative Rules: Chapter He-P 1600

## Certification Requirements

- File application
- Complete a certified training program specific to the discipline of lead abatement
- Pass examination with a score of 70 percent or higher
- At least 12 months of work experience as a lead abatement worker
- At least 12 months of additional work experience in environmental remediation or the building trades

## Examination

Written examination required, which must be conducted by a third party other than the accredited training entity, and must consist of a minimum of 100 multiple choice questions specific to the discipline being applied for; and at least 25 additional questions specific to the provisions of RSA 130-A and He-P 1600

## Continuing Education

Refresher training program and a third-party exam, specific to the discipline, must be completed and an examination passed with a score of 70 percent or higher once every three years

## Reciprocity

Permitted with individuals licensed by another state or the federal Environmental Protection Agency (EPA), provided the requirements for licensure and training are equivalent to or higher than requirements of this state

## Active Licenses

Not provided

Regulatory Agency
<p><b>Healthy Homes and Lead Poisoning Prevention Program</b>                      New Hampshire Department of Health and Human Services                      29 Hazen Drive                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-4719  <i>fax</i> (603) 271-3991  <i>web</i> &lt;<a href="http://www.dhhs.nh.gov/dphs/bchs/clpp/">www.dhhs.nh.gov/dphs/bchs/clpp/</a>&gt;  <i>contact</i> Knatalie Vetter  <i>e-mail</i> knatalie.vetter@dhhs.nh.gov</p>

Fees
Initial certification . . . . . \$125.00
Annual renewal . . . . . \$125.00

## Lead Abatement Supervisor (continued)

### Related Training

Hazardous Materials Management and  
Waste Technology/Technician

### O\*Net Codes

47-1011.00 First-Line Supervisors and Manager/Supervisors,  
Construction Trades and Extraction Workers

### Additional Information Sources

National Lead Information Center  
<[www.epa.gov/lead](http://www.epa.gov/lead)>

Office of Healthy Homes and Lead Hazard Control  
US Department of Housing and Urban Development  
<[www.hud.gov/offices/lead/index.cfm](http://www.hud.gov/offices/lead/index.cfm)>

# Lead Abatement Worker

Lead Abatement Workers are employees of a lead abatement contractor or of the owner or manager of a leased or rented dwelling or dwelling unit, or of a childcare facility. They may take any set of measures designed to permanently eliminate a lead exposure hazard, including removal, containment, encapsulation, or replacement of surfaces or fixtures that present a lead exposure hazard and all preparation, cleanup, and post-abatement clearance testing associated with such measures.

## Legislation

Statute: NH RSA 130-A:12  
 Administrative Rules: Chapter He-P 1600

## Certification Requirements

- File application
- Must be 18 years of age or older
- Complete a certified training program specific to the discipline of lead abatement
- Lead abatement workers must perform lead abatement activities under the supervision of a lead abatement supervisor, a lead abatement contractor, or an owner qualified to perform lead abatement

## Examination

Not required

## Continuing Education

Refresher training program specific to the discipline must be completed once every three years

## Reciprocity

Permitted with individuals licensed by another state or the federal Environmental Protection Agency (EPA), provided the requirements for licensure and training are equivalent to or higher than requirements of this state

## Active Licenses

Not provided

## Regulatory Agency

**Healthy Homes and Lead Poisoning Prevention Program**  
 New Hampshire Department of Health and Human Services  
 29 Hazen Drive  
 Concord, New Hampshire 03301

*phone* (603) 271-4719  
*fax* (603) 271-3991  
*web* <[www.dhhs.nh.gov/dphs/bchs/clpp/](http://www.dhhs.nh.gov/dphs/bchs/clpp/)>  
*contact* Knatalie Vetter  
*e-mail* knatalie.vetter@dhhs.nh.gov

## Fees

Initial certification . . . . .	\$75.00
Annual renewal . . . . .	\$75.00

## O\*Net Codes

47-4041.00	Hazardous Materials Removal Workers
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## Additional Information Sources

National Lead Information Center  
 <[www.epa.gov/lead](http://www.epa.gov/lead)>

Office of Healthy Homes and Lead Hazard Control  
 US Department of Housing and Urban Development  
 <[www.hud.gov/offices/lead/index.cfm](http://www.hud.gov/offices/lead/index.cfm)>

## Related Training

Hazardous Materials Management and Waste Technology/  
 Technician



# Lead Inspector

Lead Inspectors are either a person or an entity that inspects for the presence of lead-based substances. They perform investigations to determine the presence of a lead-based substance, to evaluate an existing or potential lead exposure hazard, or to determine compliance with specific statutes and administrative rules. They implement standard written protocols or written inspection and analysis plans developed by a risk assessor, conduct inspections for lead-based substances and complete written inspection reports, conduct clearance inspections, and issue certificates of inspection.

**Legislation**

Statute: NH RSA 130-A:12  
 Administrative Rules: Chapter He-P 1600

**Licensure Requirements**

- File application
- Must be 18 years of age or older
- Complete a certified training program specific to the discipline of lead testing
- Pass examination with a score of 70 percent or higher
- Have a minimum of a high school diploma or equivalent
- Have conducted a minimum of 15 full inspections and ten clearance inspections over at least a three-month period of time under the supervision of a New Hampshire-licensed Risk Assessor

Regulatory Agency
<p><b>Healthy Homes and Lead Poisoning Prevention Program</b>                      New Hampshire Department of Health and Human Services                      29 Hazen Drive                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-4719  <i>fax</i> (603) 271-3991  <i>web</i> &lt;<a href="http://www.dhhs.nh.gov/dphs/bchs/clpp/">www.dhhs.nh.gov/dphs/bchs/clpp/</a>&gt;  <i>contact</i> Knatalie Vetter  <i>e-mail</i> knatalie.vetter@dhhs.nh.gov</p>

**Examination**

Written examination required, which must be conducted by a third party other than the accredited training entity, and must consist of a minimum of 100 multiple choice questions specific to the discipline being applied for; and at least 25 additional questions specific to the provisions of RSA 130-A and He-P 1600

Fees	
Initial license . . . . .	\$100.00
Annual renewal . . . . .	\$100.00

**Continuing Education**

Refresher training program and a third-party exam, specific to the discipline, must be completed and an examination passed with a score of 70 percent or higher once every three years

**Reciprocity**

Permitted with individuals licensed by another state or the federal Environmental Protection Agency (EPA), provided the requirements for licensure and training are equivalent to or higher than requirements of this state

**Active Licenses**

Not provided

## Lead Inspector (continued)

### Related Training

Hazardous Materials Management and Waste Technology/Technician

### O\*Net Codes

29-9011.00 Occupational Health and Safety Specialists

### Additional Information Sources

National Lead Information Center  
<[www.epa.gov/lead](http://www.epa.gov/lead)>

Office of Healthy Homes and Lead Hazard Control  
<[www.hud.gov/offices/lead/index.cfm](http://www.hud.gov/offices/lead/index.cfm)>

# Lead Risk Assessor

Lead Risk Assessors are individuals who conduct risk assessments, which are on-site investigations to determine the existence, nature, severity and location of lead-based paint hazards, and provide of a report explaining the results of the investigation and options for reducing lead-based paint hazards. In addition to being responsible for the same functions as a lead inspector, they develop standard written inspection protocols for inspections; interpret the results of lead inspections and make recommendations on hazard control options; prepare written lead exposure hazard reduction plans for lead hazard reduction projects; and issue certificates of inspection, certificates of lead free, certificates of lead safe and certificates of compliance.

## Legislation

Statute: NH RSA 130-A:12

Administrative Rules: Chapter He-P 1600

## Licensure Requirements

- File application
- Complete a certified training program specific to the discipline of lead testing
- Have conducted a minimum of 15 full inspections, ten clearance inspections, and five risk assessments over at least a three-month period of time under the supervision of a New Hampshire licensed Risk Assessor
- Have one of the following required combinations of education and experience:
  1. A Bachelor's degree in environmental science, environmental engineering, environmental remediation, or a related field; and a minimum of one year of experience by the applicant in lead, asbestos, or environmental remediation work; or
  2. Certification or licensure as an industrial hygienist; a civil, environmental, or structural engineer; an architect, or environmental health practitioner; or
  3. An Associate's degree, or higher, in one or more of the following disciplines: environmental project planning; environmental management; environmental sciences; civil, environmental or structural engineering; construction; architecture; industrial hygiene; occupational health; or architectural history or historical architecture; and a minimum of two years of experience in lead, asbestos, or environmental remediation work, including responsibility for project management or design; or
  4. A high school diploma or equivalent; and a minimum of three years of experience in lead, asbestos, or environmental remediation work, including responsibility for project management or design

## Regulatory Agency

**Healthy Homes and Lead Poisoning Prevention Program**  
 New Hampshire Department of Health and Human Services  
 29 Hazen Drive  
 Concord, New Hampshire 03301

*phone* (603) 271-4719

*fax* (603) 271-3991

*web* <[www.dhhs.nh.gov/dphs/bchs/clpp/](http://www.dhhs.nh.gov/dphs/bchs/clpp/)>

*contact* Knatalie Vetter

*e-mail* [knatalie.vetter@dhhs.nh.gov](mailto:knatalie.vetter@dhhs.nh.gov)

## Examination

Written examination required, which must be conducted by a third party other than the accredited training entity, and must consist of a minimum of 100 multiple choice questions specific to the discipline being applied for; and at least 25 additional questions specific to the provisions of RSA 130-A and He-P 1600

## Continuing Education

Refresher training program and a third-party exam, specific to the discipline, must be completed every three years

## Lead Risk Assessor (continued)

### Reciprocity

Permitted with individuals licensed by another state or the federal Environmental Protection Agency (EPA), provided the requirements for licensure and training are equivalent to or higher than requirements of this state

### Active Licenses

Not provided

### Related Training

Hazardous Materials Management and Waste Technology/Technician

### Fees

Initial license . . . . .	\$250.00
Annual renewal . . . . .	\$250.00

### O\*Net Codes

29-9011.00	Occupational Health and Safety Specialists
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### Additional Information Sources

National Lead Information Center  
<[www.epa.gov/lead](http://www.epa.gov/lead)>

Office of Healthy Homes and Lead Hazard Control  
<[www.hud.gov/offices/lead/index.cfm](http://www.hud.gov/offices/lead/index.cfm)>

# Library Media Specialist

Library Media Specialists/Coordinators guide and direct library media programs in schools and provide leadership in the planning, management and evaluation of school library media programs. Instruct students on a formal and informal basis in skills related to reading, research, productions of materials, and the use of information and instructional technologies. Provide access to information and ideas by assisting students and staff in identifying information resources and in interpreting and communicating intellectual content.

## Legislation

Statute: NH RSA 186  
Administrative Rules: Chapter Ed 500

## Certification Requirements

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.

There are two Library Media endorsements, each with different certification requirements:

- **Library Media Coordinator**
  - Have at least completed a master's degree program in library science, library and information studies, or a closely related field such as education, and
  - Have completed a minimum of three years' experience as a library media specialist as documented by positive recommendations or evaluations from the candidate's supervisor(s) which demonstrate that the candidate has acquired the competencies required in Ed 507.21
- **Library Media Specialist K-12**
  - Bachelor's degree
  - Have specific skills, competencies, and knowledge gained through a combination of academic and supervised practical experiences

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* cert.info@doe.nh.gov

# Library Media Specialist (continued)

- **Beginning Educator Certificate**

- Beginning educator certificates are issued for an initial period of three years
- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.

- **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

## Examination

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

## Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

## Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

## Active Licenses

Not provided

## Related Training

School Librarian/School Library Media Specialist

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal . . . . .	\$130.00
<i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt;</i>	
<i>Exam fees are set by each testing company.</i>	

O*Net Codes	
25-4021.00	Librarians

Additional Information Sources
<i>National Association of State Directors of Teacher Education and Certification (NASDTEC) &lt;<a href="http://www.nasdtec.org">www.nasdtec.org</a>&gt;</i>
<i>New Hampshire School Library Media Association &lt;<a href="http://www.nhslma.org">www.nhslma.org</a>&gt;</i>

# Lightning Protection Dealer

Sell, offer for sale, or install material used for the protection of buildings from damage by lightning. Agents may sell or install lightning rods, and are employees of a licensed dealer. All persons designing, installing, testing, modifying, repairing or maintaining lightning protection equipment must comply with the requirements of National Fire Protection Association 780, 2008 edition, and must be in accordance with the state fire code.

**Legislation**

Statute: NH RSA 323  
 Administrative Rules: Chapter Saf-C 6017

**Licensure Requirements**

- Submit application
- Certification of knowledge and intent to comply with state law and fire code
- File bond in the sum of \$5,000 with the commissioner of safety to guarantee all materials and their installation have the approval of the Underwriters’ Laboratories, Inc.

**Examination**

Not required

**Continuing Education**

Not required

**Reciprocity**

Not specified

**Active Licenses**

Not provided

**Related Training**

Not provided

Regulatory Agency
<p><b>Office of the New Hampshire State Fire Marshal</b>                      110 Smokey Bear Boulevard                      Concord, New Hampshire 03305</p> <p><i>phone</i> (603) 223-4289  <i>fax</i> (603) 223-4295  <i>web</i> &lt;<a href="http://www.nh.gov/safety/divisions/firesafety/administration/lightningrod/">www.nh.gov/safety/divisions/firesafety/administration/lightningrod/</a>&gt;&gt;  <i>contact</i> Michelle Thibeault  <i>e-mail</i> fmo@dos.nh.gov</p>

Fees
<p>Dealer application . . . . . \$50.00                      Agent application fee per agent . . . . . \$10.00  <i>Licenses expire annually</i></p>

O*Net Codes
<p>41-9099.00 Sales and Related Workers, All Other</p>

Additional Information Sources
<p>National Fire Protection Association                      &lt;<a href="http://www.nfpa.org">www.nfpa.org</a>&gt;</p>

# Lobbyist

Lobbyists contact and confer with members of legislature to persuade them to support legislation favorable to clients' interests. Study proposed legislation to determine possible effect on the interest of a client, who may be a person, a specific group, or the general public. Confer with legislators and officials to emphasize supposed weaknesses or merits of specific bills to influence passage, defeat, or amendment favorable to clients' interests.

## Legislation

Statute: NH RSA 15

## Registration Requirements

- Must register with the Secretary of State for each legislative session
- Wear a clearly visible name tag in hunter orange when lobbying in the State House or the legislative office building
- Must file a quarterly statement itemizing all fees received from any lobbying client, all expenditures made from lobbying fees or any honorarium or expense reimbursement, or political contribution made by the lobbyist in a professional or personal capacity

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Registrations

600+ per session

## Related Training

Political Communication

## Regulatory Agency

### New Hampshire Department of State

State House, Room 204  
Concord, New Hampshire 03301

*phone* (603) 271-3242

*fax* (603) 271-6316

*web* <sos.nh.gov/admin.aspx>

*contact* Office Secretary

*e-mail* elections@sos.nh.gov

## Fees

\$50.00 for each employer per legislative session  
*All registrations expire on December 31*

## O\*Net Codes

27-3031.00 Public Relations Specialists

## Additional Information Sources

Not available



# Manicurist

Clean, shape, and polish customer’s fingernails and toenails. Apply monomer liquid and polymer powder nail enhancements. Apply UV gel, silk and fiberglass nail wraps and enhancements.

## Legislation

Statutes: NH RSA 313-A:12  
 Administrative Rules: Chapter Bar 100 - 500

## Licensure Requirements

- Must be of good professional character
- Complete four years of high school or its equivalent
- Complete 300 hours of professional training in manicuring in a school approved by the Board or 600 hours in a shop apprenticeship program and pass an examination conducted by the Board; or complete an apprenticeship in a salon, and have received, in the opinion of the Board, the equivalent of the required course
- Pay a fee established by the Board

## Examination

Written and practical examinations required

## Continuing Education

Not required

## Reciprocity

Permitted if the other state’s licensing requirements are substantially equivalent to or higher than those of New Hampshire

## Active Licenses

1,700

## Related Training

Nail Technician/Specialist and Manicurist;  
 Cosmetology/Cosmetologist, General

## Regulatory Agency

### New Hampshire Board of Barbering, Cosmetology, and Esthetics

Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608

*fax* (603) 271-8889

*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>

*contact* Kathryn Wantuck, Executive Director

*e-mail* Not provided

## Fees

Apprentice registration . . . . .	\$25.00
Biennial apprentice renewal . . . . .	\$85.00
Examination . . . . .	\$184.00
Biennial renewal . . . . .	\$40.00

*Licenses expire on the last day of the licensee’s birth month in the odd year next succeeding its date of issuance*

## O\*Net Codes

39-5092.00      Manicurists and Pedicurists

## Additional Information Sources

DL Roope Administrations Inc. (exam administration)  
 <[dlroope.com](http://dlroope.com)>

National-Interstate Council of State Boards of Cosmetology  
 <[www.nictesting.org](http://www.nictesting.org)>

# Manufactured Housing Installer

Perform the installation of manufactured houses, which means the placement of a manufactured house on a permanent or temporary system. This includes, but is not limited to, supporting, restraining, blocking, levelling, securing, anchoring, and connection of plumbing, heating, cooling, and electrical systems and the multiple or expandable sections of the house. Installation includes site preparation. For purposes of this regulation, a manufactured house is any structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width and 40 body feet or more in length, or when erected on site is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to utilities. Excluded are campers and recreation vehicles, pre-site built housing, and modular buildings.

## Legislation

Statute: NH RSA 205-D  
Administrative Rules: Chapter Inst 100 - 700

## Licensure Requirements

- Must be at least 18 years of age
- Have two years experience as an installer of manufactured housing or equivalent installation experience
- Successfully complete six hours of installation training
- Submit bond or letter of credit in the amount of \$25,000 from a company licensed to do business in the State of New Hampshire

## Examination

Not required

## Continuing Education

Three hours of continuing education are required every three years for license renewal

## Reciprocity

Not permitted

## Active Licenses

101

## Related Training

Building/Construction Site Management/Manager

## Regulatory Agency

### New Hampshire Manufactured Housing Installation Standards Board

Office of Professional Licensure and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-2219

*fax* (603) 271-6990

*web* <[www.oplc.nh.gov/housing-installers/](http://www.oplc.nh.gov/housing-installers/)>

*contact* Linda Balich

*e-mail* linda.balich@oplc.nh.gov

## Fees

Original license . . . . . \$75.00

Triennial license . . . . . \$50.00

Duplicate license . . . . . \$10.00

*Licenses expire every three years on the last day of the licensee's month of birth*

## O\*Net Codes

49-9095.00 Manufactured Building and Mobile Home Installers

## Additional Information Sources

Not available

# Marriage and Family Therapist

Provide individual, marital, and family counseling to adults and children. Help clients identify personal and interactive problems to achieve personal, marital, and family development and adjustment.

## Legislation

Statute: NH RSA 330-A:21

Administrative Rules: Chapter Mhp 100 - 500

## Licensure Requirements

- Master’s degree or Doctorate in marriage and family therapy from an accredited program
- Pass national exam of the Association for Marriage and Family Therapy Regulatory Boards
- Complete at least a one-year practicum/ internship supervised by an AAMFT approved supervisor prior to the completion of the master’s degree. This experience shall total a minimum of 300 hours of face-to-face client contact hours with individuals, couples, and families for the purpose of assessment, diagnosis and treatment. At least half of these client contact hours shall have been completed with couples and families.

## Examination

Applicants for licensure must pass the national examination in marital and family therapy distributed by the American Association of Marital and Family Regulatory Boards.

## Continuing Education

Forty continuing education hours (CEUs) every two years, and 20 hours of collaboration per year

## Active Licenses

117

## Related Training

Marriage and Family Therapy/Counseling

## Regulatory Agency

### Board of Mental Health Practice

New Hampshire Office of Professional  
Licensure and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-2702

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/mental-health/](http://www.oplc.nh.gov/mental-health/)>

*contact* Board Administrator

*e-mail* [bdmhp@oplc.nh.gov](mailto:bdmhp@oplc.nh.gov)

## Fees

Application review . . . . .	\$150.00
Second year license fee (submitted with application review fee) . . . . .	\$135.00
Biennial renewal . . . . .	\$270.00
Inactive license (one year) . . . . .	\$67.50
License reinstatement . . . . .	\$300.00

## O\*Net Codes

21-1013.00 Marriage and Family Therapists

## Additional Information Sources

American Association for Marriage and Family Therapy  
(AAMFT)  
<[www.aamft.org](http://www.aamft.org)>

## Reciprocity

Permitted, according to the standards of other states. Must exceed or equal the New Hampshire Board’s requirements.

# Massage Therapist

Massage therapists use visual, kinesthetic, and palpatory skills to assess the body, and may evaluate the client's condition to the extent of determining whether massage is indicated or contraindicated. Massage is the application of a system of structured touch which includes holding, pressure, positioning, or causing movement, by manual means, for the purpose of promoting, maintaining, and restoring the health and well-being of the client. Massage is designed to promote general relaxation, improve movement, relieve somatic and muscular pain or dysfunction, stress and muscle tension, and provide for general health enhancement and the organization, balance, and integration of the body.

## Legislation

Statute: NH RSA 328-B  
 Administrative Rules: Chapter He-P 900

## Licensure Requirements

- Must be at least 18 years of age
- Submit evidence of being in good mental and physical health
- No conviction of sexually related crime, or crime involving moral turpitude in the ten years immediately preceding application
- Graduation from a massage school with a 750 hour curriculum meeting specific content areas outlined in the Administrative Rules
- Current certification from the National Certification Board of Therapeutic Massage and Bodywork
- Current Adult CPR and First Aid certifications

## Examination

Must pass the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) written examination or the Massage and Bodywork Licensing Examination (MBLEx)

## Continuing Education

At least 12 hours of continuing education in specific content areas are required biennially for renewal

## Reciprocity

Permitted if the massage practitioner is currently licensed in another state, and if that state's licensing requirements are substantially equivalent to the requirements of New Hampshire

## Regulatory Agency

**New Hampshire Advisory Board of Massage Therapy**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608  
*fax* (603) 271-3950  
*web* <[www.oplc.nh.gov/massage-therapy/](http://www.oplc.nh.gov/massage-therapy/)>  
*contact* Janet McCully  
*e-mail* janet.mccully@oplc.nh.gov

## Fees

Application . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00

## O\*Net Codes

31-9011.00	Massage Therapists
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## Additional Information Sources

National Certification Board for Therapeutic Massage and Bodywork  
 <[www.ncbtmb.com](http://www.ncbtmb.com)>

Federation of State Massage Therapy Boards  
 Licensing Exam Office  
 <[www.fsmtb.org](http://www.fsmtb.org)>

## Active Licenses

2,965

## Related Training

Massage Therapy/Therapeutic Massage; Asian Bodywork Therapy; Somatic Bodywork

# Medical Technician

A medical technician is any health care worker who assists licensed health care professionals in the diagnosis, treatment, and prevention of disease but who is not licensed or registered by a specific New Hampshire regulatory board. Under this regulation, Medical technicians are limited to health care workers with access to controlled substances and with access to or contact with patients in a health care facility or in a medical establishment. Medical technicians do not include a nurse licensed in another state who is working in New Hampshire under the Nurse Licensure Compact.

## Legislation

Statutes: NH RSA 328-I

Administrative Rules: Chapter Mtec 100-400

## Registration Requirements

- An applicant must submit:
  - A completed application and pay the appropriate fee
  - A two-inch by two-inch passport quality photograph taken within 90 days of the date of application
  - Criminal history records check form and fingerprint card, seeking both a New Hampshire and a federal records check in accordance with the procedure specified by the New Hampshire Department of Safety at Saf-C 5700, Operation of the Central Repository
- Individuals are provided with a temporary registration until the criminal background check is received by this office. Once the background check is received and the individual is deemed appropriate to be registered a full registration is granted. The temporary registration is good for 180 days.

## Examination

Not Required at this time

## Continuing Education

Not Required at this time

## Reciprocity

Not permitted

## Active Licenses

Full Registrations 1,719

## Regulatory Agency

### Board of Registration for Medical Technicians

New Hampshire Office of Professional  
Licensure and Certification  
121 South Fruit Street, Suite 303  
Concord, New Hampshire 03301

*phone* (603) 271-8389

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/medical-technicians/](http://www.oplc.nh.gov/medical-technicians/)>

*contact* Billie Jo Richardson

*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Registration Fee. . . . . \$110.00

Combined FBI and New Hampshire State Police Criminal  
Record Check - including fingerprints . . . . . \$49.75

Biennial renewal . . . . . \$110.00

*Registrations expire on at the last day of the month two years  
from date of issuance*

## O\*Net Codes

29-2011.00	Medical and Clinical Laboratory Technologists
29-2012.00	Medical and Clinical Laboratory Technicians
29-2099.00	Health Technologists and Technicians, All Other
29-2099.05	Ophthalmic Medical Technologists
29-2012.00	Ophthalmic Medical Technicians
29-2099.00	Healthcare Support Workers, All Other

## Additional Information Sources

None

## Related Training

None

# Medication Nursing Assistant (MNA)

A Medication Nursing Assistant (MNA) is a Licensed Nursing Assistant (LNA) who has completed a Board-approved medication administration program conducted by a Board-approved Registered Nurse. The MNA functions as a care partner of the RN/LPN in the task of administration of medication to stable clients, those whose health status is under control and raises no expectation that the client's symptoms, vital signs, or reactions to medications will suddenly change.

## Legislation

Statute: NH RSA 326-B  
 Administrative Rules: Chapter Nur 100-800

## Certification Requirements

- Ability to read and write the English language
- Hold a current unencumbered LNA license issued by the Board
- Have successfully met the eligibility requirements and successfully completed a Board-approved medication administration education program as described in Nur 800
- Pass the required examination described in Nur 300 and Nur 800
- Submit application and appropriate fees to the Board

## Examination

Written examination required

## Continuing Education

LNA renewals require 24 hours every two years on topics that enhance knowledge and skills; MNA renewals require that eight of those 24 hours be in a medication administration topic

## Reciprocity

Not permitted

## Active Licenses

544

## Related Training

Nursing Assistant/Aide and Patient Care Assistant/Aide; Medication Aide

## Regulatory Agency

**New Hampshire Board of Nursing**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-6282  
*fax* (603) 271-6605  
*web* <[www.oplc.nh.gov/nursing/](http://www.oplc.nh.gov/nursing/)>  
*contact* Denise Nies, MSN, RN, BC  
*e-mail* board.questions@oplc.nh.gov

## Fees

Certification . . . . .	\$10.00
Biennial renewal . . . . .	\$10.00
Late renewal . . . . .	\$25.00 (allowed up to 30 days only)

## O\*Net Codes

31-1014.00	Nursing Assistants
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## Additional Information Sources

National Council of State Boards of Nursing  
 <[www.ncsbn.org](http://www.ncsbn.org)>

New Hampshire Nurse's Association  
 <[www.nhnurses.org](http://www.nhnurses.org)>

# Mental Health Counselor, Clinical

Counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing support services designed to help persons understand, accept, and follow medical recommendations.

## Legislation

Statute: NH RSA 330-A:19

Administrative Rules: Chapter Mhp 100 - 500

## Licensure Requirements

- Sixty credit Master’s degree or Doctoral degree in clinical mental health counseling, including a 700-hour practicum or internship appropriate to mental health counseling
- Must pass the National Clinical Mental Health Counselor exam
- Complete a minimum of two years of paid, post-Master’s experience in a mental health setting including a minimum of 3,000 hours of post-master’s supervised clinical experience and a minimum of 100 hours of face-to-face supervision

## Examination

Written examination required — National Clinical Mental Health Counseling exam

## Continuing Education

40 hours of continuing education units (CEUs) every two years, and 20 hours of collaboration per year

## Active Licenses

807

## Related Training

Mental Health Counseling/Counselor

## Reciprocity

Permitted, according to the standards of other states. Must exceed or equal the New Hampshire Board’s requirements.

## Regulatory Agency

**New Hampshire Board of Mental Health Practice**  
Office of Professional Licensure and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-2702

*fax* (603)271-6702

*web* <[www.oplc.nh.gov/mental-health/](http://www.oplc.nh.gov/mental-health/)>

*contact* Board Administrator

*e-mail* bdmhp@oplc.nh.gov

## Fees

Application review . . . . .	\$150.00
Second year license fee (submitted with application review fee) . . . . .	\$135.00
Biennial renewal . . . . .	\$270.00
Inactive license (one year) . . . . .	\$67.50
License reinstatement . . . . .	\$300.00

## O\*Net Codes

21-1014.00 Mental Health Counselors

## Additional Information Sources

National Board for Certified Counselors  
<[www.nbcc.org](http://www.nbcc.org)>

# Midwife

Provide the necessary supervision, care and advice to women during pregnancy, labor and the postpartum period; conduct vaginal deliveries on the midwife's own responsibility, and care for the newborn and the infant. Care to mother and child includes preventive measures, detection of abnormal conditions, procurement of medical assistance when necessary, execution of emergency measures in the absence of medical help, and consulting with a physician whenever there are significant deviations from normal or if there is a medical emergency in either the mother or the infant.

## Legislation

Statute: NH RSA 326-D

Administrative Rules: Chapter Mid 100 - 500

## Certification Requirements

- Have completed high school or its equivalent
- Complete one college-level course in human anatomy and physiology, or pass a college-level equivalency program or credit by exam
- Neonatal resuscitation certification
- Adult and infant/child CPR certification issued by either the American Heart Association or the American Red Cross
- Have not been convicted of a crime involving theft, or injury or violence to others
- Have no condition or circumstance of character or mental or physical state that might discredit the applicant, or prevent the applicant from expected performance as a midwife
- Have made arrangements for medical back-up to support the applicant's practice
- Have made arrangements for prenatal laboratory testing; newborn metabolic screening; and any necessary administration of Rh(D) immune globulin
- Have experience, achieved within five years prior to date of application, under a preceptorship as follows:
  1. Perform at least 100 prenatal visits on at least 15 different clients, including at least five prenatal visits and postpartum follow-up on each of ten clients
  2. Attend at least 25 live out-of-hospital births as an observer or person assisting the midwife
  3. Attend at least 25 live out-of-hospital births at which the applicant is the primary birth attendant
  4. Observe at least five in-hospital births, which may include births of clients transferred to a hospital facility during labor
  5. Perform at least 25 newborn examinations
  6. Perform at least five repairs of lacerations
  7. Perform at least 30 postpartum home or office visits
- Pass all required examinations
- New Hampshire residency is not required, but must show intent to practice in New Hampshire

## Regulatory Agency

### New Hampshire Midwifery Council

Office of Professional Licensure and Certification

121 South Fruit Street

Concord, New Hampshire 03301

*phone* (603) 279-4197

*web* <[www.oplc.nh.gov/midwifery/](http://www.oplc.nh.gov/midwifery/)>

*contact* Sherry A. Stevens, CPM, NHCM

*e-mail* [newlifemidwifery@gmail.com](mailto:newlifemidwifery@gmail.com)

## Examination

The following exams are required: North American Registry of Midwives written and oral exam (midwifery knowledge), and New Hampshire written exam (state law)



# Midwife (continued)

## Continuing Education

The following are required for certificate renewal: 20 contact hours of continuing education; current NRP certification; current CPR certification; and participation in at least six peer reviews including at least one case presentation by the applicant for peer review

## Reciprocity

Those currently licensed or holding other legal recognition from one of the states approved by NARM can qualify for certification if the written examination has been taken

## Active Licenses

28

## Related Training

Nurse Midwife/Nursing Midwifery; Direct Entry Midwifery

### Fees

New Hampshire Examination . . . . .	\$20.00
Certification . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00

### O\*Net Codes

29-9099.09	Midwives
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### Additional Information Sources

New Hampshire Midwives Association  
<[www.nhmidwives.org](http://www.nhmidwives.org)>

North American Registry of Midwives (NARM)  
<[www.narm.org](http://www.narm.org)>

# Naturopath

Practice a system of primary health care for the prevention, diagnosis, and treatment of human health conditions, injuries, and diseases that uses education, natural medicines, and therapies to support and stimulate the individual's intrinsic self-healing processes. Utilize such treatments as vitamins, homeopathic preparations, acupuncture, and manipulative therapy. Specialty certificates in Naturopathic Childbirth or Acupuncture Specialty are also part of this regulation.

**Legislation**

Statute: NH RSA 328-E  
 Administrative Rules: Chapter Nat 100 - 400

**Licensure Requirements**

- Possess a good moral and professional reputation
- Be physically and mentally fit to practice naturopathic medicine
- Be a graduate of a naturopathic medical college accredited by the Council on Naturopathic Medical Education, and pass a competency-based examination prescribed by the Board covering the appropriate naturopathic subjects
- Be a graduate of a naturopathic medical college which has been approved by the Board as having appropriate education standards for naturopathic medical programs which granted degrees prior to 1981
- Have had no license, certification, or registration to practice naturopathic medicine refused, revoked, or suspended by any other state or country for reasons which relate to the applicant's ability to skillfully and safely practice naturopathic medicine
- File an application and pay the license fee
- Applicants for a specialty certification in Acupuncture must have at least 500 hours of acupuncture training
- Applicants for a specialty certification in Naturopathic Childbirth must have:
  1. A license as Doctor of Naturopathic Medicine
  2. 100 hours of training in naturopathic obstetrics, nurse midwifery, or traditional midwifery

Regulatory Agency
<p><b>New Hampshire Naturopathic Board of Examiners</b>                      Office of Professional Licensure and Certification                      121 South Fruit Street                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-9254  <i>fax</i> (603) 271-6702  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/naturopathic-examiners/">www.oplc.nh.gov/naturopathic-examiners/</a>&gt;  <i>contact</i> Roberta MacLean  <i>e-mail</i> roberta.maclea@oplc.nh.gov</p>

**Examination**

Written examination required —  
 Naturopathic Physicians Licensing Examinations (NPLEX); for Naturopathic Childbirth applicants, the American College of Naturopathic Obstetrics (ACNO) examination

Fees	
New license . . . . .	\$300.00
Biennial renewal . . . . .	\$300.00

**Continuing Education**

Complete 45 credit hours of continuing education every three years, with at least 12 of the 45 credit hours in pharmacology and/or pharmacognosy. For those with a childbirth or acupuncture specialty, at least 12 of the 45 credit hours must be in courses specifically related to the field.

# Naturopath (continued)

## Reciprocity

Permitted, provided applicant has all qualifications as required, and is licensed, certified, or registered in another state or the District of Columbia which requires a written examination which is substantially equivalent to the written examination required by this state

## Active Licenses

85

## Related Training

Naturopathic Medicine/Naturopathy;  
Homeopathic Medicine/Homeopathy

## O\*Net Codes

29-1199.04 Naturopathic Physicians

## Additional Information Sources

North American Board of Naturopathic Examiners (NABNE)  
<[www.nabne.org](http://www.nabne.org)>

Council on Naturopathic Medical Education  
<[www.cnme.org](http://www.cnme.org)>

# Nurse, Advanced Practice Registered (APRN)

An Advanced Practice Registered Nurse (APRN) is a Registered Nurse (RN) qualified to function independently. May perform physical examinations and diagnostic tests, develop and carry out treatment programs, or counsel patients. APRNs can diagnose, prescribe and treat as providers and may certify in a variety of areas. The categories of APRN recognized in New Hampshire are: Nurse Practitioner (NP), Certified Registered Nurse Anesthetist (CRNA), Certified Nurse Midwife (CNM) and Clinical Nurse Specialist (CNS) – in Psychiatric/Mental Health only.

## Legislation

Statute: NH RSA 326-B  
 Administrative Rules: Chapter Nur 100 - 800

## Licensure Requirements

- Must have a New Hampshire Registered Nurse license or a compact license from a party state
- Submit written application
- Be a graduate of an accepted program
- Ability to read and write the English language
- Submit evidence of passing a National certifying exam in the applicant’s category/specialty
- Applicants for initial permanent licensure or endorsement must submit a notarized criminal history record release form along with a complete set of fingerprints taken by a qualified law enforcement agency or authorized employee of the New Hampshire Department of Safety
- To continue or re-enter practice, validate 400 hours active-in-practice within four years prior to application

## Regulatory Agency

**New Hampshire Board of Nursing**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2323  
*fax* (603) 271-6605  
*web* <oplc.nh.gov/nursing/>  
*contact* Denise Nies, MSN, RN, BC  
*e-mail* board.questions@oplc.nh.gov

## Examination

National certification exam in specific area of expertise is required

## Continuing Education

In addition to requirements for a Registered Nurse renewal, 30 hours of continuing education specific to the APRN specialty are required for biennial renewal, which must include at least five hours of coursework in pharmacology. If a United States Drug Enforcement Administration (DEA) number specific to New Hampshire is acquired or in possession, the APRN must complete and provide three of the five contact hours in Pharmacology in the topics of Opioid Prescribing, Pain Management, or Substance Abuse Disorder at the time of renewal. APRN’s that possess a DEA number for New Hampshire must register and access the Prescription Drug Management Program (PDMP) before prescribing.

## Fees

Application . . . . .	.\$100.00
Combined FBI and New Hampshire State Police Criminal Record Check-Including fingerprints . . . . .	\$49.75
Biennial renewal (per specialty area with proof of continuing education). . . . .	.\$100.00
<i>Biennial renewal completed at the same time as Registered Nurse license renewal</i>	

## Reciprocity

Not permitted

# Nurse, Advanced Practice Registered (APRN) (continued)

## Active Licenses

2,268

## Related Training

Adult Health Nursing; Family Practice Nursing; Maternal, Child Health, and Neonatal Nursing; Pediatric Nursing; Psychiatric/Mental Health Nursing; Critical Care Nursing; Emergency Room/Trauma Nursing; Geriatric Nursing; Women's Health Nursing; Nurse Anesthetist; Nurse Midwife

## O\*Net Codes

29-1171.00 Nurse Practitioners

## Additional Information Sources

National Council of State Boards of Nursing  
<[www.ncsbn.org](http://www.ncsbn.org)>

New Hampshire Nurse's Association  
<[www.nhnurses.org](http://www.nhnurses.org)>

# Nurse, Licensed Practical (LPN)

Perform selected services in the care of ill, injured, convalescent, and handicapped persons. Work in hospitals, clinics, private homes, sanitariums, and similar institutions. Carry out activities under the direction of a physician, dentist or a registered professional nurse. This practice requires basic knowledge and skill acquired in an accredited school or program of practical nursing or comparable educational experience, that has been completed in New Hampshire.

## Legislation

Statute: NH RSA 326-B  
Administrative Rules: Chapter Nur 100 - 800

## Licensure Requirements

- Provide written evidence of good professional character and good physical and mental health
- Ability to read and write the English language
- Be a graduate of an approved program in practical nursing or demonstrate comparable education
- Applicants for initial permanent licensure or endorsement must submit a notarized criminal history record release form along with a complete set of fingerprints taken by a qualified law enforcement agency or authorized employee of the New Hampshire Department of Safety
- To continue or re-enter practice, validate 400 hours active-in-practice within four years prior to application

## Examination

Written examination required

## Continuing Education

Thirty hours of workshops, conferences, lectures, or in-service educational offerings per renewal period, designed to enhance nursing knowledge, judgement, and skills

## Reciprocity

The Nurse Licensure Compact allows nurses to have one multistate license, with the ability to practice in both their home state and other party states. Single state status occurs with discipline on license, and with comparable education licensing unless New Hampshire is considered the primary state of residence.

## Regulatory Agency

**New Hampshire Board of Nursing**  
Office of Professional Licensing and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-2323  
*fax* (603) 271-6605  
*web* <[www.oplc.nh.gov/nursing/](http://www.oplc.nh.gov/nursing/)>  
*contact* Denise Nies, MSN, RN, BC  
*e-mail* [board.questions@oplc.nh.gov](mailto:board.questions@oplc.nh.gov)

## Fees

NCLEX Examination . . . . .	\$200.00
Initial licensure . . . . .	\$120.00
Endorsement . . . . .	\$120.00
Reinstatement . . . . .	\$120.00
Biennial renewal . . . . .	\$80.00
Temporary licensure . . . . .	\$20.00
Verification . . . . .	\$25.00
Combined FBI and New Hampshire State Police Criminal Record Check-Including fingerprints . . . . .	\$49.75

## O\*Net Codes

29-2061.00	Licensed Practical and Licensed Vocational Nurses
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## Nurse, Licensed Practical (LPN) (continued)

### Active Licenses

3,125

### Related Training

Licensed Practical/Vocational Nurse Training

### Additional Information Sources

National Council of State Boards of Nursing  
<[www.ncsbn.org](http://www.ncsbn.org)>

New Hampshire Nurse's Association  
<[www.nhnurses.org](http://www.nhnurses.org)>

# Nurse, Registered (RN)

Use the principles of biological, physical and behavioral science in assessing and identifying the physical and psychosocial health status of the patient/consumer. Provide for the maintenance of health and the prevention of illness through teaching, counseling and services supportive to the continuance or improvement of health and well-being. The professional nurse teaches and directs the nursing care provider in implementing therapeutic plans of care to effectively carry out the nursing regimen and collaborates with the physician, advanced practice registered nurse or dentist in the implementation of the medical regimen.

## Legislation

Statute: NH RSA 326-B  
 Administrative Rules: Chapter Nur 100 - 800

## Licensure Requirements

- Provide written evidence of good professional character and good physical and mental health
- Ability to read and write the English language
- Be a graduate of an approved registered nursing program or demonstrate comparable education
- Applicants for initial permanent licensure or endorsement must submit a notarized criminal history record release form along with a complete set of fingerprints taken by a qualified law enforcement agency or authorized employee of the New Hampshire Department of Safety
- To continue or re-enter practice, validate 400 hours active-in-practice within four years prior to application

Regulatory Agency	
<b>New Hampshire Board of Nursing</b>	
Office of Professional Licensure and Certification	
121 South Fruit Street	
Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-2323
<i>fax</i>	(603) 271-6605
<i>web</i>	< <a href="http://www.nh.gov/nursing/">www.nh.gov/nursing/</a> >
<i>contact</i>	Denise Nies, MSN, RN, BC
<i>e-mail</i>	board.questions@oplc.nh.gov

## Examination

Written examination required

## Continuing Education

Thirty hours of workshops, conferences, lectures, or in-service educational offerings per renewal period designed to enhance nursing knowledge, judgement, and skills

## Reciprocity

The Nurse Licensure Compact allows nurses to have one multistate license, with the ability to practice in both their home state and other party states. Single state status occurs with discipline on license, and with comparable education licensing unless New Hampshire is considered the primary state of residence.

Fees	
NCLEX Examination . . . . .	\$200.00
Initial licensure . . . . .	\$120.00
Endorsement . . . . .	\$120.00
Reinstatement . . . . .	\$120.00
Biennial renewal . . . . .	\$80.00
Temporary licensure . . . . .	\$20.00
Verification . . . . .	\$25.00
Combined FBI and New Hampshire State Police Criminal Record Check-Including fingerprints . . . . .	\$49.75



## Nurse, Registered (RN) (continued)

### Active Licenses

22,739

### Related Training

Registered Nursing/Registered Nurse;  
 Adult Health Nurse/Nursing; Pediatric  
 Nurse/Nursing; Psychiatric/Mental Health  
 Nurse/Nursing; Public Health/Community  
 Nurse/Nursing; Critical Care Nursing;  
 Nursing Administration; Maternal/Child  
 Health and Neonatal Nurses/Nursing;  
 Nursing Science; Perioperative/operating  
 Room and Surgical Nurse/Nursing;  
 Occupational and Environmental Health  
 Nurse/Nursing; Emergency Room/Trauma  
 Nursing; Clinical Nurse Leader; Geriatric  
 Nurse/Nursing; Women's Health Nurse/  
 Nursing; Nursing Practice; Palliative Care  
 Nursing; Nursing Education/Nursing  
 Science

### O\*Net Codes

29-1141.00 Registered Nurses

### Additional Information Sources

National Council of State Boards of Nursing  
 <[www.ncsbn.org](http://www.ncsbn.org)>

New Hampshire Nurse's Association  
 <[www.nhnurses.org](http://www.nhnurses.org)>

# Nursing Assistant, Licensed (LNA)

Perform routine nursing-related services to patients in health care facilities and clinics, under the training or supervision of a registered nurse or licensed practical nurse. Duties of the LNA involve provision of direct care or assistance to care recipients. LNA nursing-related services may include personal care (bathing, grooming, or dressing); elimination; nutrition; positioning and transferring; transporting; and taking vital signs (temperature and blood pressure readings). They may work in hospitals, nursing homes, and in the community.

## Legislation

Statute: NH RSA 326-B  
 Administrative Rules: Chapter Nur 100 - 800

## Licensure Requirements

- Ability to read and write the English language
- Graduate from a Board-approved nursing assistant education program; or demonstrate comparable nursing educational preparation recognized by the Board
- To continue or re-enter practice, validate 200 hours active-in-practice within two years prior to renewal, reinstatement, or endorsement; or submit successful results of a nursing assistant competency test taken within two years immediately prior to application date
- Applicants for initial permanent licensure or endorsement must submit a notarized criminal history record release form along with a complete set of fingerprints taken by a qualified law enforcement agency or authorized employee of the New Hampshire Department of Safety

## Examination

Written examination required

## Continuing Education

Completion of twenty four (24) contact hours every two years at renewal that enhance knowledge and skills

## Reciprocity

No, but license may be issued by endorsement

## Active Licenses

13,601

## Regulatory Agency

**New Hampshire Board of Nursing**  
 Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-6282  
*fax* (603) 271-6605  
*web* <[www.oplc.nh.gov/nursing/](http://www.oplc.nh.gov/nursing/)>  
*contact* Denise Nies, MSN, RN, BC  
*e-mail* board.questions@oplc.nh.gov

## Fees

Initial license . . . . .	\$35.00
Verification . . . . .	\$25.00
Endorsement . . . . .	\$35.00
Biennial renewal . . . . .	\$25.00
Combined FBI and New Hampshire State Police Criminal Record Check-Including fingerprints . . . . .	\$49.75

## O\*Net Codes

31-1014.00 Nursing Assistants

## Additional Information Sources

National Council of State Boards of Nursing  
 <[www.ncsbn.org](http://www.ncsbn.org)>

New Hampshire Nurse's Association  
 <[www.nhnurses.org](http://www.nhnurses.org)>

## Related Training

Nursing Assistant/Aide and Patient Care Assistant/Aide

# Nursing Home Administrator

Responsible for the general administration of a nursing home whether or not such individual has an ownership interest in such home. Administers fiscal operations, directs hiring and training of personnel, and negotiates for improvement of and additions to buildings and equipment. Directs and coordinates activities of medical, nursing, and administrative staffs and services. Develops policies and procedures for various establishment activities. May represent establishment at community meetings and promote programs through news media.

## Legislation

Statute: NH RSA 151-A  
 Administrative Rules: Chapter Nuh 100 - 500

## Licensure Requirements

- Must be at least 21 years of age
- Provide evidence of citizenship or legal residence
- Bachelor’s degree, including a minimum of 15 credits in core knowledge subjects
- One year of experience as an administrator-in-training (AIT) in a nursing home of at least 50 beds, or equivalent experience
- Provide evidence of professional ethics

## Examination

Written examinations required — both State and National

## Continuing Education

40 clock hours of continuing education in subjects related to nursing home administration are required every two years. Licensees who have been licensed for a minimum for 15 consecutive years in New Hampshire, including the immediately preceding two-year registration, shall submit 30 clock hours of continuing education in subjects related to nursing home administration every two years.

## Reciprocity

Permitted with all states whose standards are equal to or higher than this state’s requirements, with payment of fee and passing examinations

## Active Licenses

177

## Regulatory Agency

**New Hampshire Board of Nursing Home Administrators**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-4728  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/nursing-home](http://www.oplc.nh.gov/nursing-home)>  
*contact* Penny Taylor, Administrator  
*e-mail* penny.taylor@oplc.nh.gov

## Fees

Application . . . . .	\$300.00
Temporary permit, including application fee . . . . .	\$300.00
NAB examination set by NAB/PES (Professional Examination Service)	
State examination set by NAB/PES (Professional Examination Service)	
Biennial renewal . . . . .	\$300.00
Reinstatement . . . . .	\$300.00
<i>All fees are subject to change</i>	

## O\*Net Codes

11-9111.00      Medical and Health Services Managers

## Additional Information Sources

National Association of Long Term Care Administrator Boards  
 <[www.nabweb.org](http://www.nabweb.org)>

## Related Training

Hospital and Health Care Facilities Administration/Management;  
 Long Term Care Administration/Management

# Occupational Therapist

Occupational Therapists apply the therapeutic use of purposeful and meaningful occupations or goal-directed activities to evaluate and treat individuals who have a disease or disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles, and to promote health and wellness. Occupational therapy services may include evaluation and remediation of the client as well as educating the client, family, and caregiver about techniques to enhance daily activities.

## Legislation

Statutes: NH RSA 326-C and 328-F  
 Administrative Rules: Chapters Ahp 100-300 and Occ 100-500

## Licensure Requirements

- Must be at least 17 years of age
- Be of good moral character
- Must complete an academic program in occupational therapy accredited by the American Council for Occupational Therapy Education (ACOTE) or its successor organization
- Complete a minimum of six months of supervised fieldwork experience
- Applicants for Certification for the use of Physical Agent Modalities (PAMs) who are not currently licensed in New Hampshire as a Physical Therapist must also either hold a currently valid certificate issued by the Hand Therapy Certification Commission or complete professional education consisting of six hours in ultrasound modalities and 15 hours relating to electrical stimulation modalities; and demonstrate competencies in a supervised clinical application (SCA)
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure

Regulatory Agency	
<b>New Hampshire Occupational Therapy Governing Board</b>	
Office of Professional Licensure and Certification	
121 South Fruit Street, Suite 303	
Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-8389
<i>fax</i>	(603) 271-6702
<i>web</i>	< <a href="http://www.oplc.nh.gov/allied-health/occupational-therapy.htm">www.oplc.nh.gov/allied-health/occupational-therapy.htm</a> >
<i>contact</i>	Billie Jo Richardson
<i>e-mail</i>	billie.richardson@oplc.nh.gov

## Examination

Written national certification exam required

## Continuing Education

Completion of 24 hours of professional education is required biennially for license renewal. At least half of the contact hours shall relate directly to the clinical application of occupational therapy skills.

Fees	
Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00
<i>Licenses expire on December 31 of each odd-numbered year</i>	

## Reciprocity

None, but there is endorsement by examination

O*Net Codes	
29-1122.00	Occupational Therapists

## Occupational Therapist (continued)

### Active Licenses

1,463

### Related Training

Occupational Therapy/Therapist

### Additional Information Sources

American Occupational Therapy Association, Inc.  
<[www.aota.org](http://www.aota.org)>

National Board for Certification in Occupational Therapy  
(NBCOT)  
<[www.nbcot.org](http://www.nbcot.org)>

Hand Therapy Certification Commission (HTCC)  
<[www.htcc.org](http://www.htcc.org)>

# Occupational Therapist Assistant

Occupational Therapists assist in providing occupational therapy under the supervision of an occupational therapist. They may assist in rehabilitating patients in hospitals and similar institutions and may assist in the evaluation of daily living skills and capacities of clients to determine extent of abilities and limitations.

## Legislation

Statute: NH RSA 326-C and 328-F  
 Administrative Rules: Chapters Ahp 100-300  
 and Occ 100-500

## Licensure Requirements

- Must be at least 17 years of age
- Be of good moral character
- Must complete an academic program in occupational therapy accredited by the American Council for Occupational Therapy Education (ACOTE) or its successor organization
- Complete a minimum of two months of supervised fieldwork experience
- Applicants for Certification for the use of Physical Agent Modalities (PAMs) who are not currently licensed in New Hampshire as a Physical Therapist Assistant must also either hold a currently valid certificate issued by the Hand Therapy Certification Commission or complete professional education consisting of six hours in ultrasound modalities and 15 hours relating to electrical stimulation modalities; and demonstrate competencies in a supervised clinical application (SCA)
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure

## Examination

Written national certification exam required

## Continuing Education

Completion of 24 hours of professional education is required biennially for license renewal. At least half of the contact hours shall relate directly to the clinical application of occupational therapy skills.

## Reciprocity

Not permitted

## Regulatory Agency

**New Hampshire Occupational Therapy Governing Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/allied-health/occupational-therapy.htm](http://www.oplc.nh.gov/allied-health/occupational-therapy.htm)>  
*contact* Billie Jo Richardson  
*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00
<i>Licenses expire on December 31 of each odd-numbered year</i>	

## O\*Net Codes

31-2011.00	Occupational Therapist Assistants
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## Occupational Therapist Assistant (continued)

### Active Licenses

348

### Related Training

Occupational Therapist Assistant

### Additional Information Sources

American Occupational Therapy Association, Inc.  
<[www.aota.org](http://www.aota.org)>

National Board for Certification in Occupational Therapy  
(NBCOT)  
<[www.nbcot.org](http://www.nbcot.org)>

Hand Therapy Certification Commission (HTCC)  
<[www.htcc.org](http://www.htcc.org)>

# Ophthalmic Dispenser

Design, verify, and deliver to the intended wearer lenses, frames, and other specially fabricated optical devices upon prescription. Activities include prescription analysis and interpretation; taking measurements to determine the size, shape, and specifications of the spectacle lenses, frames, or lens forms best suited to the wearer's needs; preparing and delivering of work orders to laboratory technicians to grind lenses and fabricate eyewear; verifying the quality of finished ophthalmic products; adjusting lenses or frames to the intended wearer's face; delivering ophthalmic products including instruction in hygiene and insertion and removal of contact lenses; and adjustment, replacement, and reproduction of previously prepared products.

## Legislation

Statute: NH RSA 327-A  
 Administrative Rules: Chapter He-P 6000

## Registration Requirements

- Must be at least 18 years of age
- Submit application and pay appropriate fee

## Examination

Not required

## Continuing Education

Completion of eight hours of continuing education during the previous two-year period is required for renewal, with five of those hours obtained through live, didactic courses

## Reciprocity

Not permitted

## Active Licenses

541

## Related Training

Opticianry/Ophthalmic Dispensing Optician

### Regulatory Agency

**New Hampshire Office of Professional Licensure and Certification**  
 121 South Fruit Street  
 Concord, New Hampshire 03301

phone (603) 271-9254  
 fax (603) 271-6702  
 web <[www.oplc.nh.gov/ophthalmic-dispensers/](http://www.oplc.nh.gov/ophthalmic-dispensers/)>  
 contact Roberta MacLean  
 e-mail [roberta.maclean@oplc.nh.gov](mailto:roberta.maclean@oplc.nh.gov)

### Fees

Application . . . . .	.\$110.00
Biennial renewal . . . . .	.\$110.00

### O\*Net Codes

29-2081.00	Opticians, Dispensing
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### Additional Information Sources

American Board of Opticianry and National Contact Lens Examiners  
 <[www.abo-ncle.org](http://www.abo-ncle.org)>



# Optometrist

Optometrists diagnose and treat optical defects, deficiencies, deformities, or diseases of the human eye, or any visual or muscular anomaly of the visual system. They adapt or prescribe spectacle lenses, contact lenses, prisms, or ocular exercises for correction, relief, or aid of visual functions. Some are certified to prescribe, administer, or dispense pharmaceutical agents and therapeutic contact lenses.

## Legislation

Statute: NH RSA 327  
 Administrative Rules: Chapter Opt 100 - 600

## Licensure Requirements

- Must be over 18 years of age
- Good moral character
- Complete a minimum of two years at a college of arts and sciences
- Graduate from an accredited college of optometry, maintaining a minimum of four years in optometric training
- Must pass the National Board examinations
- Cardiopulmonary resuscitation (CPR) certification
- Optometrists seeking authorization to treat glaucoma must complete 40 hours of classroom education approved by the board on topics related to glaucoma
- Letters of reference from two practicing optometrists who know the applicant professionally

Regulatory Agency
<p><b>New Hampshire Board of Registration in Optometry</b>                      Office of Professional Licensure and Certification                      121 South Fruit Street                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-2428  <i>fax</i> (603) 271-6702  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/optometry/">www.oplc.nh.gov/optometry/</a>&gt;  <i>contact</i> Penny Taylor, Administrator  <i>e-mail</i> penny.taylor@oplc.nh.gov</p>

## Examination

Written examinations required — National Board of Examiners in Optometry Exam Parts I, II, and III; and State examinations. An additional examination is required for optometrists seeking authorization to treat glaucoma.

Fees
Initial application (including state examination fee) . . . \$300.00
Biennial renewal . . . . . \$300.00
Application for TPA certification . . . . . \$25.00
License reinstatement . . . . . \$200.00
<i>All fees are subject to change</i>

## Continuing Education

All TPA (Therapeutic Pharmaceutical Agents) certified licensed optometrists shall complete a minimum of 50 credit hours of approved continuing education requirements every calendar year, at least 20 credit hours of which shall be in Class I, and the remainder of which shall be Class II. An optometrist with prescriptive authority to treat glaucoma shall complete ten of the required hours in glaucoma-specific education, with a minimum of seven hours in Class I, and the remainder in Class II. All non-TPA certified licensed optometrists shall complete 15 hours of Class I credits each calendar year.

# Optometrist (continued)

## Reciprocity

Not permitted, however, there is licensure by endorsement

## Active Licenses

287

## Related Training

Optometry

### O\*Net Codes

29-1041.00 Optometrists

### Additional Information Sources

National Board of Examiners in Optometry (NBEO)  
<[www.optometry.org](http://www.optometry.org)>

Association of Regulatory Boards of Optometry  
<[www.arbo.org](http://www.arbo.org)>

# Paraeducator

Perform instructional duties or deliver direct services to students and parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

**Legislation**

Statute: NH RSA 186  
 Administrative Rules: Chapter Ed 500

**Certification Requirements**

NOTE: The following levels of certification for paraeducators are considered by the New Hampshire State Board of Education as optional in nature, but may be required by local school districts.

***Paraeducator I***

- High school diploma or equivalent notarized or official high school transcript in sealed envelope.

***Paraeducator II***

- High school diploma or equivalent
- Documentation of one of the following:
  1. Official college transcript showing an Associate’s or higher degree; or
  2. Official college transcript showing at least two years of study at an institution of higher education with a minimum 48 college credits; or
  3. Passing score on a nationally recognized assessment such as the ParaPro offered by ETS; or
  4. Assessment of candidate’s strengths and professional development needs form. All competencies must be checked as met with evidence indicated in the assessment column. Activities used as evidence for sections C (2) a-g and C (4) a-i must be at the college level. All documentation of evidence indicating how all competencies have been met must be submitted for review.

**Examination**

Not required

Regulatory Agency
<p><b>Bureau of Credentialing</b>                      Division of Program Support                      New Hampshire Department of Education                      101 Pleasant Street                      Concord, New Hampshire 03301-3860</p> <p><i>phone</i> (603) 271-2409  <i>fax</i> (603) 271-4134  <i>web</i> &lt;<a href="http://www.education.nh.gov/certification/para_ed.htm">www.education.nh.gov/certification/para_ed.htm</a>&gt;  <i>contact</i> Administrator  <i>e-mail</i> cert.info@doe.nh.gov</p>

Fees	
Three-year certificate . . . . .	\$25.00
Three-year renewal. . . . .	\$25.00

## Paraeducator (continued)

### Continuing Education

A minimum of 50 continuing education units are required

### Reciprocity

Not permitted

### Active Licenses

Not provided

### Related Training

Teacher Assistant/Aide

### O\*Net Codes

25-9041.00	Teacher Assistants
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### Additional Information Sources

Not available
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# Pastoral Psychotherapist

Pastoral Psychotherapists are clergy persons with graduate training enabling them to provide psychotherapy, marital, and family therapy. Some also offer group therapy and sex therapy.

## Legislation

Statutes: NH RSA 330-A:17

Administrative Rules: Chapter Mhp 100 - 500

## Licensure Requirements

- Baccalaureate degree from an accredited college and
- A Master of Divinity degree, or an equivalent, from a school of theology accredited by the Association of Theological Schools; and
- A Doctorate in pastoral psychotherapy
- Have been authorized by a denomination or faith group to exercise specific leadership and service on its behalf
- Have completed one unit of full-time clinical pastoral education or its equivalent
- Give evidence of serving at least three years as a clergy person, demonstrating growing maturity in one's identity and role as a professional religious leader
- Complete two years of not less than 1,500 hours per year of supervised experience in pastoral psychotherapy
- Of the 3,000 hours specified above, have performed at least 1,375 hours of clinical pastoral counseling while receiving at least 250 hours of interdisciplinary supervision
- Give evidence of having undergone sufficient theological and psychotherapeutic investigation of one's own intrapsychic and interpersonal processes
- Give evidence of:
  1. An understanding of the counseling or psychotherapeutic process
  2. An ability to develop the counseling or psychotherapeutic relationship
  3. An ability to perform a leadership role in the context of the religious community
  4. An ability to integrate one's professional role and personal identity
- Have attained the level of Fellow in the American Association of Pastoral Counselors or an equivalent organization
- Pass a satisfactory examination in pastoral counseling as set and defined by the Board
- New Hampshire residency is not required, but must be principally employed in New Hampshire

## Examination

Written and oral examination required

## Regulatory Agency

**New Hampshire Board of Mental Health Practice**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2702

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/mental-health/](http://www.oplc.nh.gov/mental-health/)>

*contact* Board Administrator

*e-mail* [bdmhp@oplc.nh.gov](mailto:bdmhp@oplc.nh.gov)

# Pastoral Psychotherapist (continued)

### Continuing Education

Forty hours of continuing education credits are required every two years, plus 20 hours of collaboration per year

### Reciprocity

Permitted, according to the standards of other states. Must exceed or equal the New Hampshire Board’s requirements.

### Active Licenses

21

### Related Training

Clinical Pastoral Counseling/ Patient Counseling

Fees	
Application review . . . . .	\$150.00
Second year license fee (submitted with application review fee) . . . . .	\$135.00
Biennial renewal . . . . .	\$270.00
Inactive license (one year) . . . . .	\$67.50
License reinstatement . . . . .	\$300.00

O*Net Codes	
21-1013.00	Marriage and Family Therapists
21-2011.00	Clergy

Additional Information Sources	
American Association of Pastoral Counselors (AAPC) < <a href="http://www.aapc.org">www.aapc.org</a> >	
Association of Theological Schools < <a href="http://www.ats.edu">www.ats.edu</a> >	

# Pesticide Applicator

Identify pest problems in and about homes, hospitals, restaurants, lawns, golf courses, ornamental plantings, forestry plantings, agricultural crops, lakes, transmission and distribution lines, and other areas where pests are a problem. Select various pesticides and determine methods to control the pests by applying pesticides and assessing any hazards involved. Pesticide Applicators may work on a contract basis, on a farm raising agricultural commodities, on a golf course, for a school, for a governmental entity, or as part of their responsibilities as a landlord.

**Legislation**

Statute: NH RSA 430:33  
 Administrative Rules: Pes 100 - 1100

**Licensure Requirements**

- Registration of the business entity
- Supervisory level commercial for-hire licensees must meet requirements of Pes 300 for entrance into the examination, which includes a combination of education and practical experience over a five-year period.
- The supervisory pesticide license only for general use pesticides in the categories of B and G2, “Right of Way and Commercial Weed and Brush Control” and “Turf Pest Control”, respectively, is exempt for the five-year education/experience requirement. This licensure can be obtained through successful completion of 16 hours of training, and achieving successful scores on both the written and oral exam.
- Must pass written and oral examinations in both general aspects and category of endeavor
- Possess mandatory levels of liability insurance as defined in the statutes
- Operator level commercial for-hire licensees must pass written exam and work under a supervisor holding a commercial for-hire license
- Supervisory level commercial not-for-hire and operational level commercial not-for-hire must pass written examination in both general aspects and category of endeavor
- A restricted use private permit holder must pass a written examination in both general aspects and in category of endeavor
- Dealer license holders must pass written examination
- All applicants must complete the necessary applications, and submit applicable fees

**Regulatory Agency**

**Division of Pesticide Control**  
 New Hampshire Department of Agriculture, Markets, and Food  
 25 Capitol Street, P.O. Box 2042  
 Concord, New Hampshire 03302-2042

*phone* (603) 271-3550  
*fax* (603) 271-1109  
*web* <[agriculture.nh.gov/divisions/pesticide\\_control/](http://agriculture.nh.gov/divisions/pesticide_control/)>  
*contact* David J. Rousseau, Director  
*e-mail* david.rousseau@agr.nh.gov

**Examination**

Required — written and oral for supervisory level commercial for-hire; written for all others

**Continuing Education**

Must re-certify every five years. Commercial applicators must obtain 12 credits for each category, and Private applicators, 15 credits for each category.

Fees	
Commercial/private/dealer examination, per category . . .	\$5.00
Commercial or private non-profit license. . . . .	\$20.00
Dealer license . . . . .	\$20.00
Private permits . . . . .	\$20.00

## Pesticide Applicator (continued)

### Reciprocity

Not permitted

### Active Licenses

Commercial: 1,542; Private: 507; Dealer: 45

### Related Training

Landscaping and Groundskeeping; Plant Nursery Operations and Management; Turf and Turfgrass Management; Agricultural/ Farm Supplies Retailing and Wholesaling; Building and Structure Maintenance

### O\*Net Codes

37-3012.00	Pesticide Sprayers, Handlers, and Applicators, Vegetation
37-2021.00	Pest Control Workers

### Additional Information Sources

US Environmental Protection Agency, Region 1 Office  
<[www.epa.gov/pesticides/](http://www.epa.gov/pesticides/)>

Pesticide Safety Education Program  
UNH Cooperative Extension Education Center  
<[extension.unh.edu/Agriculture/Pesticide-Safety-Education-Program/](http://extension.unh.edu/Agriculture/Pesticide-Safety-Education-Program/)>



# Pharmacist

Pharmacists interpret and evaluate prescription orders; compound, dispense, label, and distribute drugs and devices; and participate in drug selection and drug-related device selection; drug evaluation; utilization or regimen review; monitoring drug therapy and use; and medication therapy management in accordance with collaborative pharmacy practice agreements. They are responsible for proper and safe storage and distribution of drugs and devices, and maintenance of records. They may advise patients of therapeutic values, hazards, and use of drugs and devices.

## Legislation

Statutes: NH RSA 318 and 318-B  
 Administrative Rules: Chapter Ph 100 - 1300

## Licensure Requirements

- Must be at least 18 years of age
- Must be of good professional character and temperate habits
- Conviction of a felony will dampen the chances of getting the license
- College, with a Professional Pharmacy Baccalaureate degree or Doctor of Pharmacy degree from a school accredited by the American Accreditation Council on Pharmaceutical Education or the Canadian Council for Accreditation of Pharmacy Programs and approved by the Board
- Complete a minimum of 1,500 hours in an internship in pharmacy or an equivalent program
- If a graduate of a foreign school of pharmacy, pass the Foreign Pharmacy Graduate Equivalency Examination (FPGEE) and Test of English as a Foreign Language (TOEFL) and be fully certified by the Foreign Pharmacy Graduate Equivalency Committee

## Examination

Written examinations required — NAPLEX (North American Pharmacy Licensing Examination) and NH MPJE (Multistate Pharmacy Jurisprudence Examination)

## Continuing Education

Fifteen hours of continuing education are required annually, with at least five hours obtained in a live setting

## Reciprocity

Permitted through the National Association of Boards of Pharmacy by passing an exam

## Regulatory Agency

### New Hampshire Board of Pharmacy

Office of Professional Licensing and Certification  
 121 South Fruit Street, Suite 401  
 Concord, New Hampshire 03301

*phone* (603) 271-2350  
*fax* (603) 271-2856  
*web* <[www.oplc.nh.gov/pharmacy/](http://www.oplc.nh.gov/pharmacy/)>  
*contact* Michael D. Bullek, R.Ph.,  
 Board Administrator/Chief of Compliance  
*e-mail* michael.bullek@oplc.nh.gov

## Fees

State licensing fee . . . . .	\$265.00
National Fee. . . . .	\$375.00
Multistate Pharmacy Jurisprudence Examination . . .	\$250.00
Law exam fee (submitted with examination fee). . .	\$210.00
North American Pharmacist Licensure Examination . .	\$505.00
Annual renewal . . . . .	\$125.00

*All licenses expire annually on December 31*

## O\*Net Codes

29-1051.00 Pharmacists

## Additional Information Sources

National Association of Boards of Pharmacy (NABP)  
 <[www.nabp.net](http://www.nabp.net)>  
 Accreditation Council for Pharmacy Education  
 <[www.acpe-accredit.org](http://www.acpe-accredit.org)>

## Active Licenses

2,550

## Related Training

Pharmacy, Pharmaceutical Sciences, and Administration

# Pharmacy Technician

Pharmacy Technicians assist in performing, under the supervision of a licensed pharmacist, manipulative, nondiscretionary functions associated with the practice of pharmacy. They are limited to performing tasks in the preparation of legend drugs and devices and to provide nonjudgmental technical support services. All tasks and functions undertaken by the pharmacy technician must be verified and confirmed for correctness, exactness, accuracy, and completeness by the pharmacist-in-charge.

## Legislation

Statutes: NH RSA 318:5-a  
Administrative Rules: Chapter Ph 800

## Registration Requirements

- Possess good moral character
- Be at least 16 years of age and either have a high school or equivalent diploma, or be working to achieve a high school or equivalent diploma
- Complete and file application
- Shall have 80 hours of on the job training and be registered with the board within 15 days
- Shall not have been convicted of a drug related felony
- Must wear a tag identifying them as a Pharmacy Technician while on duty
- Pharmacist-in-charge shall determine the duties of the pharmacy technician, and shall verify and confirm acts, tasks, and functions undertaken by the pharmacy technician
- Additional requirements have to be met to become a "certified pharmacy technician," including a nationally recognized certification exam recognized by the New Hampshire Board of Pharmacy

## Examination

Not required

## Continuing Education

Not required, however, certified pharmacy technicians must complete board approved continuing education

## Reciprocity

Not permitted

## Active Licenses

2,785

## Regulatory Agency

### New Hampshire Board of Pharmacy

Office of Professional Licensing and Certification  
121 South Fruit Street, Suite 401  
Concord, New Hampshire 03301-2412

*phone* (603) 271-2350

*fax* (603) 271-2856

*web* <[www.oplc.nh.gov/pharmacy/](http://www.oplc.nh.gov/pharmacy/)>

*contact* Michael D. Bullek, R.Ph.,  
Board Administrator/Chief of Compliance

*e-mail* michael.bullek@oplc.nh.gov

## Fees

Initial registration . . . . . \$50.00

Annual renewal . . . . . \$50.00

*All registrations expire annually on March 31*

## O\*Net Codes

29-2052.00 Pharmacy Technicians

## Additional Information Sources

Pharmacy Technician Certification Board  
<[www.ptcb.org](http://www.ptcb.org)>

New Hampshire Pharmacists Association  
<[www.nhpharmacists.net](http://www.nhpharmacists.net)>

Institute for the Certification of Pharmacy Technicians  
National Healthcare Association  
<[www.nhanow.com/pharmacy-technician.aspx](http://www.nhanow.com/pharmacy-technician.aspx)>

National Pharmacy Technician Association (NPTA)  
<[www.pharmacytechnician.org](http://www.pharmacytechnician.org)>

## Related Training

Pharmacy Technician/Assistant

# Physical Therapist

Physical Therapists test, examine and evaluate individuals for impairments, movement dysfunctions and disabilities to determine a diagnosis and plan of care to alleviate those impairments, movement dysfunctions, or disabilities. This is done through a variety of interventions including soft tissue and joint mobilization, individually designed exercise programs, and the use of modalities. Physical therapists work in cooperation other health professionals, as an integral member of the health care team in hospitals, private clinics, secondary schools, and other health care settings.

## Legislation

Statutes: NH RSA 328-A and 328-F  
 Administrative Rules: Chapter Ahp 100-300 and Phy 100-500

## Licensure Requirements

- Must be at least 18 years of age
- Must be of good moral character
- Must graduate from a professional physical therapy education program accredited by the Commission on the Accreditation of Physical Therapy Education (CAPTE) or by another Board-approved accrediting organization
- Pass the national proficiency examination
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure.

## Examination

Written examination required — National Physical Therapy Examination (NPTE)

## Continuing Education

A minimum of 24 hours of continuing education is required every two years

## Reciprocity

Not permitted

## Active Licenses

1,978

## Related Training

Physical Therapy/Therapist

## Regulatory Agency

### New Hampshire Physical Therapy Governing Board

Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/allied-health/physical-therapy](http://www.oplc.nh.gov/allied-health/physical-therapy)>

*contact* Billie Jo Richardson

*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Examination . . . . .	.\$370.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00

*Licenses expire on December 31st of each even-numbered year*

## O\*Net Codes

29-1123.00 Physical Therapists

## Additional Information Sources

Federation of State Boards of Physical Therapy  
 <[www.fsbpt.org](http://www.fsbpt.org)>

American Physical Therapy Association  
 <[www.apta.org](http://www.apta.org)>

# Physical Therapist Assistant

Working under the direction of a Physical Therapist, assist in providing treatments to help relieve patients' pain and develop or restore their physical health. Help persons with muscle, nerve, joint and bone diseases or injuries to overcome their disabilities. Their patients include accident victims, children with handicaps, and disabled older persons. Test and measure people's physical abilities and plan treatment programs to help them.

## Legislation

Statutes: NH RSA 328-A and 328-F  
 Administrative Rules: Chapter Ahp 100-300 and Phy 100-500

## Licensure Requirements

- Must be of good moral character
- Must graduate from a professional physical therapy education program accredited by the Commission on the Accreditation of Physical Therapy Education (CAPTE) or by another Board-approved accrediting organization
- Must pass national proficiency examination
- Can practice only under the direction of a licensed Physical Therapist
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure.

## Examination

Written examination required — National Physical Therapy Examination (NPTE)

## Continuing Education

A minimum of 24 hours of continuing education is required every two years

## Reciprocity

Not permitted

## Active Licenses

579

## Related Training

Physical Therapist Assistant

## Regulatory Agency

### New Hampshire Physical Therapy Governing Board

Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389

*fax* (603) 271-6702

*web* <[www.oplc.nh.gov/allied-health/physical-therapy](http://www.oplc.nh.gov/allied-health/physical-therapy)>

*contact* Billie Jo Richardson

*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Examination . . . . .	.\$370.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00

*Licenses expire on December 31st of each even-numbered year*

## O\*Net Codes

31-2021.00 Physical Therapist Assistants

## Additional Information Sources

Federation of State Boards of Physical Therapy  
 <[www.fsbpt.org](http://www.fsbpt.org)>

American Physical Therapy Association  
 <[www.apta.org](http://www.apta.org)>

# Physician Assistant

Provide patient services under direct supervision and responsibility of a doctor of medicine or osteopathy. Elicit detailed patient histories and do complete physical examinations. Reach tentative diagnosis and order appropriate laboratory tests. Counsel patient and family on health and disease. Suture minor wounds, assist in surgery, apply and remove cast and traction apparatus, and perform other therapeutic procedures under supervision of a doctor of medicine or osteopathy. May have special training in a particular medical specialty. Physician assistants are allowed to distribute prescription drugs.

## Legislation

Statute: NH RSA 328-D  
 Administrative Rules: Chapter Med 600

## Licensure Requirements

- Completion of a statement from the Registered Supervisory Physician and the Alternate Registered Supervisory Physician accepting responsibility
- Proof of graduation from a Physician Assistant program accredited by the American Medical Association's Committee on Allied Health Education and Accreditation, or the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by its successor
- Proof of current certification by the National Commission on Certification of Physician Assistants (NCCPA)
- Must work under the supervision of a licensed physician
- Applicants for initial permanent licensure or endorsement must submit a notarized criminal history record release form along with a complete set of fingerprints taken by a qualified law enforcement agency or authorized employee of the New Hampshire Department of Safety

## Examination

Written examination required — National Commission on Certification of Physician Assistants (NCCPA)

## Continuing Education

Continuing Medical Education (CME) as required by NCCPA to maintain current national certification

## Regulatory Agency

**New Hampshire Board of Medicine**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 301  
 Concord, New Hampshire 03301

*phone* (603) 271-1203  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/medicine/](http://www.oplc.nh.gov/medicine/)>  
*contact* Penny Taylor, Administrator  
*e-mail* penny.taylor@oplc.nh.gov

## Fees

License/application . . . . . \$115.00  
 Annual renewal . . . . . \$65.00  
 Combined FBI and New Hampshire State Police  
 Criminal Record Check-Including fingerprints . . . . . \$49.75  
*All fees are subject to change*

## O\*Net Codes

29-1071.00 Physician Assistants

## Additional Information Sources

National Commission on Certification of Physician Assistants  
 <[www.nccpa.net](http://www.nccpa.net)>

## Reciprocity

No, but license may be issued by endorsement

## Active Licenses

784

## Related Training

Physician Assistant

# Physician/Surgeon

Physicians diagnose, treat, perform surgery, or prescribe any treatment of medicine for any disease or human ailment. Surgery is any procedure, including but not limited to laser, in which human tissue is cut, shaped, burned, vaporized, or otherwise structurally altered.

## Legislation

Statute: NH RSA 329  
 Administrative Rules: Chapter Med 100 - 500

## Licensure Requirements

- Must be at least 21 years of age
- Must be of good professional character
- Complete at least two years of pre-medical coursework prior to acceptance into medical school
- Graduate from a US or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME)
- Must complete at least two years of post-graduate training at an institution accredited by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA)
- Applicants for initial permanent licensure or endorsement must submit a notarized criminal history record release form along with a complete set of fingerprints taken by a qualified law enforcement agency or authorized employee of the New Hampshire Department of Safety

## Regulatory Agency

**New Hampshire Board of Medicine**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-1203  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/medicine/](http://www.oplc.nh.gov/medicine/)>  
*contact* Penny Taylor, Administrator  
*e-mail* penny.taylor@oplc.nh.gov

## Examination

Successfully pass one of the following examinations: United States Medical Licensing Examination (USMLE); National Board of Medical Examiners (NBME); National Board of Osteopathic Medical Examiners (NBOME); Federation Licensing Examination (FLEX); or the Medical Council of Canada Examination (LMCC)

## Continuing Education

Continuing medical education through the New Hampshire Medical Society of 100 hours every two years.

## Reciprocity

No, but there is endorsement by examination

## Fees

License/application . . . . .	\$300.00
Biennial renewal . . . . .	\$350.00
License reinstatement . . . . .	\$350.00
Temporary license . . . . .	\$50.00
Courtesy license . . . . .	\$150.00
Special license . . . . .	\$75.00
Resident training license . . . . .	\$50.00
Combined FBI and New Hampshire State Police Criminal Record Check-Including fingerprints . . . . .	\$49.75
<i>All fees are subject to change</i>	

## Physician/Surgeon (continued)

### Active Licenses

6,881

### Related Training

Medicine; Medical Clinical Sciences;  
Osteopathic Medicine/Osteopathy

### O\*Net Codes

29-1061.00	Anesthesiologists
29-1062.00	Family and General Practitioners
29-1063.00	Internists, General
29-1064.00	Obstetricians and Gynecologists
29-1065.00	Pediatricians, General
29-1066.00	Psychiatrists
29-1067.00	Surgeons
29-1069.00	Physicians and Surgeons, All Other

### Additional Information Sources

Liaison Committee on Medical Education (LCME)  
<[www.lcme.org](http://www.lcme.org)>

Association of American Medical Colleges  
<[www.aamc.org](http://www.aamc.org)>

American Medical Association (AMA)  
<[www.ama-assn.org](http://www.ama-assn.org)>

Accreditation Council for Graduate Medical Education (ACGME)  
<[www.acgme.org](http://www.acgme.org)>

United State Medical Licensing Examination (USMLE)  
<[www.usmle.org](http://www.usmle.org)>

National Board of Osteopathic Medical Examiners (NBOME)  
<[www.nbome.org](http://www.nbome.org)>

Federation of State Medical Boards of the United States  
<[www.fsmb.org](http://www.fsmb.org)>

New Hampshire Medical Society  
<[www.nhms.org](http://www.nhms.org)>

# Plumber, Apprentice

Plumbers assemble, install, and repair in buildings the pipes, fittings, fixtures and other apparatus of water and drainage systems for bringing in the water supply and removing liquid and water-carried wastes, according to specifications and plumbing codes. Plumbing applies to pipes within the foundation wall of the building or within one length of pipe from the building. Apprentice plumbers learn to perform above duties under direct supervision of a Master or Journeyman Plumber.

## Legislation

Statute: NH RSA 153:27 through 153:38  
 Administrative Rules: Chapter Saf-Mec 100-500

## Identification Card Requirements

- Submit an application with an employer/ apprentice agreement letter to the Board
- Apprentice identification cards must be carried at all times and presented to an inspector upon request
- Apprentice plumbers must be currently enrolled in an apprenticeship program with the United States Department of Labor to obtain an identification card renewal

## Examination

Required upon completion of an approved apprenticeship program

## Continuing Education

Apprentice plumbers must be enrolled in an approved training program through the United States Department of Labor. They must remain current with their education and employment to remain in the program. Proof of training and employment may be required for renewal.

## Reciprocity

Not permitted

## Active Licenses

196

## Related Training

Plumbing Technology/Plumber

## Regulatory Agency

### Mechanical Licensing Board

New Hampshire Department of Safety, Division of Fire Safety  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4314

*fax* (603) 223-4295

*web* <[www.nh.gov/safety/divisions/firesafety/building/mechanical/](http://www.nh.gov/safety/divisions/firesafety/building/mechanical/)>

*contact* Jeffrey Cyr, Chief

*e-mail* [jeffrey.cyr@dos.nh.gov](mailto:jeffrey.cyr@dos.nh.gov)

## Fees

Initial apprentice registration fee . . . . . \$90.00

Renewal fee . . . . . \$80.00

*Identification cards expire on the last day of the month of the apprentice's birth*

## O\*Net Codes

47-2152.02 Plumbers

## Additional Information Sources

Office of Apprenticeship  
 <[www.doleta.gov/oa](http://www.doleta.gov/oa)>

Apprenticeship Office  
 <[www.education.nh.gov/career/career/apprenticeship.htm](http://www.education.nh.gov/career/career/apprenticeship.htm)>



# Plumber, Journeyman

Plumbers assemble, install, and repair in buildings the pipes, fittings, fixtures and other apparatus of water and drainage systems for bringing in the water supply and removing liquid and water carried wastes, according to specifications and plumbing codes. Plumbing applies to pipes within the foundation wall of the building or within one length of pipe from the building. A Journeyman Plumber customarily performs the work of installing plumbing and drainage under the direction of a Master Plumber.

## Legislation

Statute: NH RSA 153:27 through 153:38  
 Administrative Rules: Chapter Saf-Mec 100-500

## Licensure Requirements

- Must be at least 18 years of age
- Must have completed a four-year apprenticeship in plumbing (8,000 hours) and received a certificate of completion from the organization conducting the program; or
- Demonstrate proof of plumbing licensure from another state; and
- Upon completion of application and payment of fee, be entitled to examination, and if found qualified by the majority of the Board members, be licensed as a Journeyman Plumber

## Examination

Written examination required

## Continuing Education

A minimum of three hours per year of continuing education required for license renewal, totaling six hours of specified training for each two-year licensing cycle

## Reciprocity

Not permitted

## Active Licenses

815

## Related Training

Plumbing Technology/Plumber

## Regulatory Agency

### Mechanical Licensing Board

New Hampshire Department of Safety, Division of Fire Safety  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4314

*fax* (603) 223-4295

*web* <[www.nh.gov/safety/divisions/firesafety/building/mechanical/](http://www.nh.gov/safety/divisions/firesafety/building/mechanical/)>

*contact* Jeffrey Cyr, Chief

*e-mail* [jeffrey.cyr@dos.nh.gov](mailto:jeffrey.cyr@dos.nh.gov)

## Fees

Initial license . . . . .	.\$190.00
Biennial renewal . . . . .	.\$180.00
Late fees. . . . .	.\$25.00 per month

## O\*Net Codes

47-2152.02 Plumbers

## Additional Information Sources

International Code Council (ICC)  
 <[www.iccsafe.org](http://www.iccsafe.org)>

# Plumber, Master

Plumbers assemble, install, and repair in buildings the pipes, fittings, fixtures and other apparatus of water and drainage systems for bringing in the water supply and removing liquid and water carried wastes, according to specifications and plumbing codes. Plumbing applies to pipes within the foundation wall of the building or within one length of pipe from the building. A Master Plumber is any person, firm, or corporation that, as a business, hires or employs a person to do plumbing work, or without hiring any person does that work as a principal business or auxiliary to a principal business for his or its own account. In New Hampshire, a person must be a Master Plumber in order to be in business, and/or can act in the capacity of a journeyman plumber without a second license.

## Legislation

Statute: NH RSA 153:27 through 153:38  
 Administrative Rules: Chapter Saf-Mec 100-500

## Licensure Requirements

- Must be at least 18 years of age
- Hold a Journeyman plumber’s license for at least six months
- Pass examination

## Examination

Written examination required

## Continuing Education

A minimum of three hours per year of continuing education, totaling six hours for each two-year licensing cycle is required for license renewal

## Reciprocity

Not permitted, however, an out-of-state licensee with proof of licensure and/or certification from the state in which they claim to have worked is eligible for the licensing examination

## Active Licenses

2,400

## Related Training

Plumbing Technology/Plumber

## Regulatory Agency

**Mechanical Licensing Board**  
 New Hampshire Department of Safety, Division of Fire Safety  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4314  
*fax* (603) 223-4295  
*web* <[www.nh.gov/safety/divisions/firesafety/building/mechanical/](http://www.nh.gov/safety/divisions/firesafety/building/mechanical/)>  
*contact* Jeffrey Cyr, Chief  
*e-mail* [jeffrey.cyr@dos.nh.gov](mailto:jeffrey.cyr@dos.nh.gov)

## Fees

Initial license . . . . .	\$310.00
Biennial renewal . . . . .	\$300.00
Late fees . . . . .	\$25.00 per month

## O\*Net Codes

47-2152.02	Plumbers
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## Additional Information Sources

International Code Council (ICC)  
 <[www.iccsafe.org](http://www.iccsafe.org)>

# Podiatrist

Podiatrists diagnose and treat, by medical, mechanical, electrical and surgical means, ailments of the human foot and lower leg. Allowable surgical treatment in a health care facility shall be determined by that health care facility credential committee, and such surgical treatment shall be performed at that health care facility. Such certificate shall not authorize the licensee to administer general anesthesia.

## Legislation

Statute: NH RSA 315  
 Administrative Rules: Chapter Pod 100 - 500

## Licensure Requirements

- Must be of good professional character
- Must be at least 18 years of age
- Be a graduate of a college of podiatry or podiatry medicine accredited by the American Podiatry Association and approved by the Board
- One year of internship/residency training, as approved by the Council on Podiatry Education of the American Podiatric Medical Association

## Examination

Written examinations required — National Board of Podiatric Medical Examiners

## Continuing Education

Proof of 40 hours of continuing education is required every two years, with at least 30 hours of attendance in formal courses given by an accredited American school or college of podiatry or medicine, or by a state or regional podiatric association recognized by the Council on Podiatric Medical Education (CPME) or by the American Medical Association and no more than ten hours of instructional media certified by the CPME

## Reciprocity

Not permitted

## Active Licenses

102

## Regulatory Agency

**New Hampshire Board of Podiatry**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-4728  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/podiatry/](http://www.oplc.nh.gov/podiatry/)>  
*contact* Penny Taylor, Administrator  
*e-mail* penny.taylor@oplc.nh.gov

## Fees

Application/initial license . . . . . \$300.00  
 Biennial renewal . . . . . \$300.00  
*All fees are subject to change*

## O\*Net Codes

29-1081.00 Podiatrists

## Additional Information Sources

National Board of Podiatric Medical Examiners (NBPME)  
 <[www.nbpme.info](http://www.nbpme.info)>  
 American Podiatric Medical Association (APMA)  
 <[www.apma.org](http://www.apma.org)>

## Related Training

Podiatric Medicine/Podiatry

# Private Investigator (Detective)

Private Investigators are persons engaged in conducting private investigations. These activities can include investigating unsolved crime or insurance claims or matters for attorneys in anticipation of civil litigation. Other tasks may be related to surveillance, locating missing persons, or finding lost, concealed, or stolen property.

## Legislation

Statute: NH RSA 106-F

Administrative Rules: Chapter Saf-C 2200

## Licensure Requirements

- Must be a resident of the United States
- Must be at least 18 years of age
- Have no record of felony convictions of any type or conviction of a misdemeanor associated with theft, honesty, fraud, use or sale of controlled substances, misdemeanor crimes of violence that in the judgment of the Commissioner of Safety would cast doubt on the applicant's future good behavior, domestic violence, or abuse of any type, or an active domestic violence protective order in New Hampshire or any other jurisdiction in the United States, its possessions, or territories.
- Except for employees, possess:
  1. A minimum of four years experience as a full-time law enforcement officer with a federal, state, county, college or university, or municipal police department, director of security or senior officer of a company or corporation, or licensed security service, full-time adjuster, risk manager, or claims investigator for an insurance carrier or adjusting company; or
  2. An associate of science degree or bachelor of science degree in criminal justice or fire service from an accredited college or university, certification from the American Society for Industrial Security as a certified professional investigator, or certification from the National Association of Legal Investigators as a certified legal investigator and employment as a full-time investigator for a private investigative agency for at least two years; or
  3. A minimum of four years employment as a full-time investigator for a licensed private investigator or private investigative agency; or
  4. A minimum of four years experience as a full-time firefighter and certification by the International Association of Arson Investigators; or
  5. Certification by the American Society for Industrial Security in security operations, and two years experience providing such services; or
  6. Certification by the American Society for Industrial Security in executive protection, and two years experience providing such services

## Regulatory Agency

### Permits and Licensing Unit

New Hampshire State Police  
 33 Hazen Drive, Room 106  
 Concord, New Hampshire 03305

*phone* (603) 228-3873

*fax* (603) 271-0306

*web* <[www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/](http://www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/)>

*contact* Sgt. Michael J. McQuade

*e-mail* [permitsandlicensing@dos.nh.gov](mailto:permitsandlicensing@dos.nh.gov)

# Private Investigator (Detective) (continued)

- File a surety bond for \$50,000
- Two sets of fingerprints required for armed private detective applicants
- Firearms qualification required for armed private investigators
- Provide documentation of qualifications
- Submit application in person

## Examination

Not required

## Continuing Education

Armed private detectives are required to meet minimum requirements in the use of firearms at least once per year including four hours of instruction in firearm techniques and safety. The Commissioner of Safety may adopt, pursuant to RSA 541-A, certain initial and continuing education requirements for licensed security guards, private investigators, and bail recovery agents, including but not limited to the statutory and case laws on the use of force, the laws of arrest by non-law enforcement personnel, and other issues relative to their respective occupations after consultation with the advisory board, and may certify individuals or entities including professional associations and employees of agencies deemed qualified to provide such training or education to licensees.

## Reciprocity

Not permitted

## Active Licenses

Self-employed: 114

Agency employees: 103

## Related Training

Criminal Justice/ Police Science; Securities Services Administration/Management

Fees	
Private individual (biennial license) . . . . .	\$150.00
Combined FBI and New Hampshire State Police Criminal Record Check-Including fingerprints . . . . .	\$49.75
Background investigation fee (in addition to above). . .	\$10.00
Agency employing more than one person (biennial license) . . . . .	\$500.00
Agency employee license fee . . . . .	\$5.00
Duplicate . . . . .	\$3.00

O*Net Codes	
33-9021.00	Private Detectives and Investigators

Additional Information Sources	
Not provided	

# Psychologist

Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs.

## Legislation

Statute: NH RSA 329-B  
 Administrative Rules: Chapter Chapter Psych  
 100 - 500

## Licensure Requirements

- Must be of good professional character
- Pass the Examination for the Professional Practice of Psychology (EPPP)
- A Doctorate primarily psychological in nature, consisting of at least three years of full-time graduate study
- Two years of supervised clinical experience, with not less than 1,500 hours per year, in the field of psychology; the first year in a formal internship experience, and the second year shall follow the internship year and may be completed prior to receiving the doctoral degree

## Examination

Written (EPPP) and essay examinations required

## Continuing Education

Forty hours of continuing education are required every two years, plus 20 hours of collaboration per year

## Reciprocity

Not permitted

## Active Licenses

559

## Related Training

Clinical Psychology; Counseling Psychology; Developmental and Child Psychology

Regulatory Agency
<p><b>New Hampshire Board of Psychologists</b>                      Office of Professional Licensing and Certification                      121 South Fruit Street                      Concord, New Hampshire 03301-2621</p> <p><i>phone</i> (603) 271-6762  <i>fax</i> (603)271-6702  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/psychologists/">www.oplc.nh.gov/psychologists/</a>&gt;  <i>contact</i> Jennifer Hackett  <i>e-mail</i> <a href="mailto:jennifer.hackett@oplc.nh.gov">jennifer.hackett@oplc.nh.gov</a></p>

Fees
Initial Application . . . . . \$300.00
Biennial renewal . . . . . \$300.00
Inactive license (one year) . . . . . \$67.50
Reinstatement or reactivation . . . . . \$300.00

O*Net Codes
19-3031.02 Clinical Psychologists
19-3031.03 Counseling Psychologists

Additional Information Sources
Association of State and Provincial Psychology Boards (ASPPB) < <a href="http://www.asppb.org">www.asppb.org</a> >
American Psychological Association < <a href="http://www.apa.org">www.apa.org</a> >

# Public Adjuster

Any individual who directly or indirectly solicits from the insured or his representatives the authority to act for the insured to settle or negotiate settlement or appraisal of a loss under a fire insurance or homeowner's policy and who so acts for a fee or compensation from a person other than an insurer.

## Legislation

Statute: NH RSA 402-D  
Administrative Rules: Chapter Ins 1300

## Licensure Requirements

- Must be at least 18 years of age
- Submit license application and appropriate fees
- Register, take, and pass the appropriate license examination
- Be trustworthy and financially responsible, and have a good personal and business reputation
- Post bond of \$20,000
- Be a resident of this state or another state granting similar licenses to residents of this state
- Five years minimum experience in the insurance business, involved in sales, underwriting, or claims
- Must maintain an office in this state with public access during regular business hours

## Examination

Written examination required. Examinations are administered for the New Hampshire Insurance Department by Prometric. A separate examination fee is payable to Prometric. Examinations may not be scheduled until the registration process is complete. Registration forms are available at the Department's web site. Non-residents must take the New Hampshire examination.

## Continuing Education

Fifteen hours of continuing education are required for renewal including three hours of ethics

## Reciprocity

Non-residents permitted, with evidence of being licensed in resident state

## Regulatory Agency

### Licensing Division

New Hampshire Insurance Department  
21 South Fruit Street, Suite 14  
Concord, New Hampshire 03301

*phone* (603) 271-0203

*fax* (603) 271-7029

*web* <[www.nh.gov/insurance/producers/](http://www.nh.gov/insurance/producers/)>

*contact* Joan LaCourse, Licensing Supervisor

*e-mail* [producerquestions@ins.nh.gov](mailto:producerquestions@ins.nh.gov)

## Fees

Resident license. . . . .	\$.100.00
Biennial renewal . . . . .	\$.100.00
Examination . . . . .	\$50.00

*Licenses expire on the second October 1st after issuance*

## O\*Net Codes

13-1031.00 Insurance Adjusters, Examiners, and Investigators

## Additional Information Sources

Prometric  
<[www.prometric.com/NewHampshire/](http://www.prometric.com/NewHampshire/)>

## Active Licenses

93

## Related Training

Insurance

# Real Estate Appraiser

Appraise improved or unimproved real property to determine value for purchase, sale, investment, mortgage, or loan purposes. Develop a written appraisal, giving an opinion of the value of a property by applying knowledge of relevant market information (location, depreciation, value of similar property, income potential, etc.). There are four classes: Apprentice Appraiser; Licensed Residential Appraiser; Certified Residential Appraiser, and Certified General Appraiser.

## Legislation

Statute: NH RSA 310-B

Administrative Rules: Chapter Rab 100 - 500

## Certification or Licensure Requirements

NOTE: The requirements listed below are based on administrative rule changes effective January 1, 2015. All requirements are subject to change.

### ***Apprentice Appraiser***

- Submit application and application fee
- A minimum of 75 hours of qualifying coursework that has been completed within the five year period prior to the date of submission of application. A specific list of approved courses can be found in Rab 302.9 (d)
- All qualifying education must be taken in a classroom setting
- Must take an Apprentice Trainee course
- Supervisor must take a Supervisor course
- Must be supervised by a New Hampshire certified appraiser in good standing for the preceding three years in any jurisdiction in which he or she holds certification, with a minimum of three years as a certified appraiser with whom the apprentice may gain experience hours
- An affidavit signed by the apprentice's supervisor and notarized
- The apprentice must maintain an on-going log of experience hours which must be signed by the apprentice's supervisor on a monthly basis
- Submit a notarized criminal history record release form for fingerprinting

### ***Licensed Residential Appraiser***

- Submit application and application fee
- Complete a minimum of 150 hours of qualifying coursework, over half of which was obtained within the last ten years. A specific list of approved courses can be found in Rab 302.9 (f)
- 2,000 hours of work experience obtained in no less than 18 months, with at least 25 percent of the experience requirement met within the three years prior to application submission
- In addition to the above coursework, complete 30 semester hours of college-level education or attain an Associate's degree
- Board review of three appraisals, selected by the Board
- Pass examination
- Submit a notarized criminal history record release form for fingerprinting

## Regulatory Agency

### **New Hampshire Real Estate Appraiser Board**

Office of Professional Licensure and Certification

121 South Fruit Street

Concord, New Hampshire 03301-2412

*phone* (603) 271-2219

*fax* (603) 271-6990

*web* <[www.oplc.nh.gov/real-estate-appraisers.htm](http://www.oplc.nh.gov/real-estate-appraisers.htm)>

*contact* Bobbie Carter, Program Specialist

*e-mail* [bobbie.carter@oplc.nh.gov](mailto:bobbie.carter@oplc.nh.gov)



# Real Estate Appraiser (continued)

### ***Certified Residential Appraiser***

- Submit application and application fee
- Postsecondary education of a Bachelor’s degree or higher from an accredited college or university
- In addition to the degree, complete a minimum of 200 hours of qualifying coursework in a classroom setting, over half of which was obtained within the last ten years. Approved courses can be found in Rab 302.09 (g).
- 2,500 hours of work experience obtained in no less than 24 months, with at least 25 percent of the experience requirement met within the three years prior to application submission.
- Board review of three appraisals, selected by the Board
- Pass examination
- Submit a notarized criminal history record release form for fingerprinting

### ***Certified General Appraiser***

- Submit application and application fee
- Postsecondary education of a Bachelor’s degree or higher from an accredited college or university
- In addition to the degree, complete a minimum of 300 hours of qualifying coursework. A specific list of approved courses can be found in Rab 302.09 (h)
- All qualifying education must be taken in a classroom setting and at least 50 percent shall be obtained within the last ten years
- 3,000 hours of work experience, which must include at least 1,500 hours of non-residential appraisal work; experience must be obtained in no less than 30 months
- Board review of three appraisals, selected by the Board
- Pass examination
- Submit a notarized criminal history record release form for fingerprinting

Fees	
Application fee . . . . .	\$150.00
Certificate/License . . . . .	\$400.00, renewable biennially
Apprentice fee . . . . .	\$150.00 for one year, renewable annually

### **Examination**

Required, after completing initial application and educational and experience requirements are met. Testing is held every week.

O*Net Codes	
13-2021.00	Appraisers, Real Estate

### **Continuing Education**

All Appraisers must have 14 hours of instruction per year in Board pre-approved courses. In a two-year period, seven hours of instruction must be in USPAP. Up to one half of the hours may be obtained through distance learning.

Additional Information Sources
The Appraisal Foundation < <a href="http://www.appraisalfoundation.org">www.appraisalfoundation.org</a> >
The Appraisal Subcommittee < <a href="http://www.asc.gov/Home.aspx">www.asc.gov/Home.aspx</a> >

### **Reciprocity**

An applicant who is licensed or certified under the laws of another state and whose license or certificate is in good standing may obtain a license or certification as a licensed or certified real estate appraiser in New Hampshire.

### **Related Training**

Real Estate

### **Active Licenses**

739

# Real Estate Broker

Real Estate Brokers act for others for a commission or for other compensation to sell, exchange, purchase, rent, or lease real estate. Real Estate Principal Brokers are individual brokers, including brokers who are designated by a corporation, partnership, or association, whom the New Hampshire Real Estate Commission holds responsible for the actions of licensees who are assigned to such individual brokers. Real Estate Managing Brokers are responsible for managing a branch office, including the supervision of all licensees. Real Estate Associate Brokers are licensed brokers who are employed by or under contract to operate under the supervision of a principal broker and/or managing broker.

## Legislation

Statute: NH RSA 331-A  
 Administrative Rules: Chapter Rea 100 - 700

## Licensure Requirements

- Must be at least 18 years of age
- Must show proof of completion of 60 hours of approved study which shall be completed prior to the date of examination
- Have been employed by an active principal broker full time for at least one year within five years of the date of application; or 2,000 part-time hours as a licensed salesperson in New Hampshire within five years of the date of application; or show proof of equivalent experience to the Commission
- Furnish evidence of good reputation for honesty, trustworthiness, and integrity
- Demonstrate no record of unprofessional conduct
- Principal Brokers and Managing Brokers must file a surety bond with the Commission to be held in accordance with RSA 331-A:14
- Submit evidence acceptable to the Commission of at least six separate real estate transactions in which the applicant was actively involved and was compensated or proves to the Commission that the applicant has equivalent experience
- Comply with the criminal records check under RSA 331-A:10-a

Regulatory Agency	
<b>New Hampshire Real Estate Commission</b>	
Office of Professional Licensure and Certification	
121 South Fruit Street	
Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-2219
<i>fax</i>	(603) 271-7928
<i>web</i>	< <a href="http://www.oplc.nh.gov/real-estate-commission/">www.oplc.nh.gov/real-estate-commission/</a> >
<i>contact</i>	Ricky Wisler
<i>e-mail</i>	Ricky.wisler@oplc.nh.gov

## Examination

Computer based examination required — given weekly, on a Monday through Friday schedule and on Saturdays at alternating locations

Fees	
Examination registration fee . . . . .	\$.170.00
Original license . . . . .	\$.110.00
Biennial renewal . . . . .	\$.110.00

## Continuing Education

Must attend accredited continuing education courses consisting of three core hours plus nine hours of electives prior to license renewal

## Real Estate Broker (continued)

### Reciprocity

Permitted with Maine, Vermont, Massachusetts, and Georgia. Applicant must pass only the state law portion of the New Hampshire licensing examination.

### Active Licenses

3,310

### Related Training

Real Estate

### O\*Net Codes

41-9021.00	Real Estate Brokers
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### Additional Information Sources

Applied Measurement Professionals, Inc.  
(exam administrator)  
<[www.goamp.com](http://www.goamp.com)>

# Real Estate Salesperson

Real Estate Salespersons act for others on commission or compensation to sell, exchange, purchase, rent, or lease real estate. A salesperson may only work under the supervision of a Principal Real Estate Broker and may only be compensated through that broker.

## Legislation

Statute: NH RSA 331-A  
 Administrative Rules: Chapter Rea 100 - 700

## Licensure Requirements

- Must be at least 18 years of age
- Must show proof of 40 hours of approved study which shall be completed prior to the date of examination
- Demonstrate no record of unprofessional conduct
- Furnish evidence of good reputation for honesty, trustworthiness, and integrity
- Comply with the criminal records check under RSA 331-A:10-a

## Examination

Computer-based examination required — given weekly, on a Monday through Friday schedule and on Saturdays at alternating locations

## Continuing Education

Must attend accredited continuing education courses of three core hours plus nine hours of electives prior to license renewal

## Reciprocity

Permitted with Maine, Vermont, Massachusetts, and Georgia. Applicant must pass only the state law portion of the New Hampshire licensing examination.

## Regulatory Agency

**New Hampshire Real Estate Commission**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2219  
*fax* (603) 271-7928  
*web* <[www.oplc.nh.gov/real-estate-commission/](http://www.oplc.nh.gov/real-estate-commission/)>  
*contact* Ricky Wisler  
*e-mail* ricky.wisler@oplc.nh.gov

## Fees

Examination registration fee . . . . .	\$155.00
Original license . . . . .	\$90.00
Biennial renewal . . . . .	\$90.00

## O\*Net Codes

41-9022.00 Real Estate Sales Agents

## Additional Information Sources

Applied Measurement Professionals, Inc.  
 (exam administrator)  
 <[www.goamp.com](http://www.goamp.com)>

## Active Licenses

5,113

## Related Training

Real Estate

# Recreational Therapist

Recreational Therapists provide a treatment service designed to restore, remediate, and rehabilitate a person's functioning and independence in life activities, promote health and wellness as well as reduce or eliminate the activity limitations and restrictions to participation in life situations caused by an illness or disabling condition.

## Legislation

Statutes: NH RSA 326-J and 328-F  
 Administrative Rules: Chapters Ahp 100-300 and Rec 100-500

## Licensure Requirements

- Must be at least 18 years of age
- Be of good moral character
- Successfully complete an academic program with a baccalaureate degree or higher from an accredited college or university with a major in therapeutic recreation or a major in recreation or leisure with an option in therapeutic recreation
- Successfully complete a field experience as defined by the National Council for Therapeutic Recreation Certification (NCTRC) under the supervision of a Certified Therapeutic Recreation Specialist (CTRS) approved by the educational institution where the applicant has met academic requirements
- Successfully pass an examination administered by the NCTRC
- The board may issue a license to recreational therapists who were certified by the NCTRC prior to July 1, 2007, and who hold an active CTRS credential
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure.

## Examination

Written national certification exam required

## Continuing Education

Completion of 30 hours of professional education is required biennially for license renewal

## Reciprocity

Not permitted

## Active Licenses

82

## Related Training

Therapeutic Recreation/Recreational Therapy

## Regulatory Agency

**New Hampshire Recreational Therapy Governing Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/allied-health/](http://www.oplc.nh.gov/allied-health/)>  
*contact* Billie Jo Richardson  
*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00
<i>Licenses expire on December 31st of each even-numbered year</i>	

## O\*Net Codes

29-1125.00	Recreational Therapists
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## Additional Information Sources

National Council for Therapeutic Recreation Certification  
 <[www.nctrc.org](http://www.nctrc.org)>

# Reflexologist, Structural Integrator, or Asian Bodywork Therapist

Reflexologists practice the use of alternating pressure applied to the reflexes within the reflex maps of the body located on the feet, hands, and outer ears. Structural integrators restore postural balance and functional ease by systematically aligning and integrating the human body in gravity. Asian bodywork therapists treat the human body, mind, emotions, spirit, and energy field using traditional Asian techniques and treatment strategies for the purpose of promoting, maintaining, and restoring health.

## Legislation

Statutes: NH RSA 328-H  
 Administrative Rules: Chapter He-P 1400

## Licensure Requirements

- Must be at least 18 years of age on the date of the application
- Submit application and pay required fees
- Have not been convicted in New Hampshire or in any other state of any crime involving violence inflicted on a person or threatened against a person, or any sexually-related crime
- Hold a current certificate from a national certifying agency or other entity approved by the commissioner as follows:
  - Reflexologists: Current certification from the American Reflexology Certification Board
  - Structural Integrators: Current certification from the International Association of Structural Integrators or the Rolf Institute
  - Asian Bodywork Therapists: Current certification as a diplomate in Asian bodywork therapy from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

Regulatory Agency
<p><b>New Hampshire Office of Professional Licensure and Certification</b>                      121 South Fruit Street                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-9480  <i>fax</i> (603) 271-6702  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/reflexology/">www.oplc.nh.gov/reflexology/</a>&gt;  <i>contact</i> Janet McCully  <i>e-mail</i> janet.mccully@oplc.nh.gov</p>

## Examination

As required for national certification by the issuing certification agency

## Continuing Education

Must maintain National Certification, and meet requirements for the maintenance of certification described by the issuing certification agency

Fees	
Application . . . . .	\$110.00
Biennial renewal . . . . .	\$110.00

## Reciprocity

Not permitted

O*Net Codes	
31-9011.00	Massage Therapists

## Active Licenses

## Reflexologist, Structural Integrator, or Asian Bodywork Therapist (continued)

### Related Training

Massage Therapy/Therapeutic Massage;  
Asian Bodywork Therapy; Somatic Bodywork

### Additional Information Sources

American Reflexology Certification Board  
<[arcb.net/cms/](http://arcb.net/cms/)>

International Association of Structural Integrators  
<[www.theaisi.net](http://www.theaisi.net)>

Rolf Institute of Structural Integration  
<[www.rolf.org](http://www.rolf.org)>

National Certification Commission of Acupuncture and Oriental  
Medicine  
<[www.nccaom.org](http://www.nccaom.org)>

Accreditation Commission for Acupuncture and Oriental  
Medicine (ACAOM)  
<[www.acaom.org](http://www.acaom.org)>

# Respiratory Care Practitioner

Respiratory care is the treatment, management, diagnostic testing and evaluation of responses to respiratory or medical treatment and care of individuals or groups of individuals either having deficiencies or abnormalities of the cardiopulmonary system or requiring support of the cardiopulmonary system. Respiratory care is given in accordance with the prescription of a physician, nurse practitioner, or physician assistant. Respiratory care includes the implementation of respiratory care strategies and modalities, and the administration of pharmacological, diagnostic, and therapeutic agents necessary to implement a treatment, disease or injury prevention, rehabilitative or diagnostic regimen. Respiratory care includes, but is not limited to: initiating emergency procedures; providing health counseling and teaching; assembly, repair, testing and maintenance of respiratory equipment; and those respiratory care activities that require a substantial amount of scientific knowledge or technical skill.

## Legislation

Statutes: NH RSA 326-E and 328-F  
 Administrative Rules: Chapter Resp 100 - 300 and Ahp 100 - 500

## Licensure Requirements

- Good professional character
- Complete accredited respiratory care education program of at least an Associate’s degree
- Pass either the registered respiratory therapist examination administered in English by National Board for Respiratory Care (NBRC) or the certified respiratory therapist examination administered in English by NBRC
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure.

## Examination

Written examination required — National Board for Respiratory Care (NBRC)

## Continuing Education

24 hours of continuing education required every two years

## Reciprocity

Not permitted

## Active Licenses

608

## Related Training

Respiratory Care Therapy/Therapist

Regulatory Agency
<p><b>New Hampshire Respiratory Care Practitioners’ Governing Board</b>                      Office of Professional Licensure and Certification                      121 South Fruit Street, Suite 303                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-8389  <i>fax</i> (603) 271-6702  <i>web</i> &lt;<a href="http://www.nh.gov/alliedhealth/">www.nh.gov/alliedhealth/</a>&gt;  <i>contact</i> Bille Jo Richardson  <i>e-mail</i> <a href="mailto:bille.richardson@opl.nh.gov">bille.richardson@opl.nh.gov</a></p>

Fees
<p>Application . . . . . \$60.00                      Initial licensure fee . . . . . \$110.00                      Examination . . . . . contact NBRC                      Biennial renewal . . . . . \$110.00                      License reinstatement . . . . . \$220.00</p> <p><i>Licenses expire on December 31 of each odd-numbered year</i></p>

O*Net Codes
<p>29-1126.00      Respiratory Therapists</p>

Additional Information Sources
<p>National Board for Respiratory Care (NBRC)                      &lt;<a href="http://www.nbrc.org">www.nbrc.org</a>&gt;</p> <p>Commission on Accreditation of Allied Health Education Programs (CAAHEP)                      &lt;<a href="http://www.caahep.org">www.caahep.org</a>&gt;</p>



# School Counselor

Administer school guidance and counseling programs, which must be developmentally appropriate and designed to address the educational and career needs of all students. Guidance and counseling programs must deliver career, occupational, and educational information; student appraisal activities; placement services; and identification and referral of students in need of special services, including suicide prevention and psychiatric referrals. High school guidance programs must also provide for the delivery of career and college counseling.

## Legislation

Statute: NH RSA 186

Administrative Rules: Chapter Ed 500

## Certification Requirement

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.

There are two School Counseling endorsements, each with different certification requirements:

- **School Counselor**
  1. Have completed a State Board of Education approved school counseling collegiate program at the Master's degree level or higher; or
  2. Have completed courses related to school counseling at the Master's degree level or higher and have done a counseling internship in a school setting; or
  3. Experience in comparable positions in school counseling or other professions closely related to school counseling
- **School Counseling Director**
  1. Minimum of a Master's degree in Counseling
  2. Currently possess New Hampshire certification as a school counselor
  3. At least three years of successful paid and progressively responsible experience in the field of school counseling, with recent leadership experience

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support

New Hampshire Department of Education

101 Pleasant Street

Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* cert.info@doe.nh.gov

# School Counselor (continued)

- **Beginning Educator Certificate**

- Beginning educator certificates are issued for an initial period of three years
- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.

- **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

## Examination

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

## Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

## Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

## Active Licenses

Not provided

## Related Training

Educational, School, and Vocational Counselors

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal . . . . .	\$130.00
<i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt; Exam fees are set by each testing company.</i>	

O*Net Codes	
21-1012.00	Educational, Guidance, School and Vocational Counselors

Additional Information Sources
National Association of State Directors of Teacher Education and Certification (NASDTEC) < <a href="http://www.nasdtec.org">www.nasdtec.org</a> >
American School Counselor Association < <a href="http://www.schoolcounselor.org">www.schoolcounselor.org</a> >

# School Psychologist

School Psychologists provide psychological services to students. They help children and youth succeed academically, socially, and emotionally. They collaborate with educators, parents, and other professionals to create safe, health, and supportive learning environments for all students that strengthen connections between home and school.

## Legislation

Statute: NH RSA 186

Administrative Rules: Chapter Ed 500

## Certification Requirements

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.
- Have completed any of the State Board of Education approved Doctoral certificate of advanced graduate study/specialist, or master's level program in school psychology; or
- Meet both of the following qualifications:
  1. Completion of at least 60 semester hours of graduate study culminating in at least a master's degree, of which at least 54 hours are exclusive of credit for the supervised internship experience; and
  2. Experience in a supervised internship in a general school setting for 1,200 clock hours, full-time over one year or half-time over two consecutive years. If additional experiences are provided in mental health clinics, psychiatric hospitals, and other institutions for children, such experiences shall not replace the supervised internship in a general school setting for more than 600 of the 1,200 hours.

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan
- **Beginning Educator Certificate**
  - Beginning educator certificates are issued for an initial period of three years
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support

New Hampshire Department of Education

101 Pleasant Street

Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* cert.info@doe.nh.gov

# School Psychologist (continued)

- **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

## Examination

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

## Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

## Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

## Active Licenses

Not provided

## Related Training

School Psychology; Clinical Child Psychology

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal. . . . .	\$130.00
<p><i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt;</i></p> <p><i>Exam fees are set by each testing company.</i></p>	

O*Net Codes	
19-3031.01	School Psychologists

Additional Information Sources
<p><i>National Association of State Directors of Teacher Education and Certification (NASDTEC)</i> &lt;<a href="http://www.nasdtec.org">www.nasdtec.org</a>&gt;</p>
<p>National Association of School Psychologists &lt;<a href="http://www.nasponline.org">www.nasponline.org</a>&gt;</p>
<p>New Hampshire Association of School Psychologists &lt;<a href="http://www.nhaspweb.org">www.nhaspweb.org</a>&gt;</p>

# School Social Worker

School Social Workers diagnose student problems and arrange needed services, counsel children in trouble and help integrate disabled children into the general school population. Deal with problems such as student pregnancy, misbehavior in class, excessive absences and advise teachers on how to deal with problem students.

## Legislation

Statute: NH RSA 186

Administrative Rules: Chapter Ed 500

## Certification Requirements

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.
- Have completed a master's level specialist program in school social work from an accredited institution; or
- Have earned a master's degree in social work and one of the following:
  - Have completed an approved conversion program in school social work which shall include a 2-year internship supervised by a certified or licensed school social worker; or
  - Have acquired the knowledge and skills of a school social worker under Ed 505.04 or 505.05

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* cert.info@doe.nh.gov

There are multiple levels of credentials, each with varying requirements:

### • Intern License

- Have met the requirements for a Statement of Eligibility
- Currently be employed in the field of education in a New Hampshire public or non-public school
- Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
- Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan

### • Beginning Educator Certificate

- Beginning educator certificates are issued for an initial period of three years
- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.

# School Social Worker (continued)

• **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

**Examination**

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

**Continuing Education**

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

**Reciprocity**

Permitted in accordance with the NASDTEC Interstate Contract

**Active Licenses**

Not provided

**Related Training**

Social Work; Youth Services/Administration

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal . . . . .	\$130.00
<i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt; Exam fees are set by each testing company.</i>	

O*Net Codes	
21-1021.00	Child, Family, and School Social Workers

Additional Information Sources
National Association of State Directors of Teacher Education and Certification (NASDTEC) < <a href="http://www.nasdtec.org">www.nasdtec.org</a> >
School Social Work Association of America < <a href="http://www.sswaa.org">www.sswaa.org</a> >

# Securities Salesperson

Buy and sell stocks and bonds for individuals and organizations as representatives of stock brokerage firms, applying knowledge of securities, market conditions, government regulations, and financial circumstances of customers. Give information and advice regarding stocks, bonds, market conditions, and history and prospects of various corporations to prospective customers, based on interpretation of data from securities reports, financial periodicals, and stock-quotation-viewer screen, and persuade customers to buy or sell specific securities according to their financial needs. Record and transmit buy or sell orders to trading division in accordance with customer's wishes. Calculate and record cost of transaction for billing purposes, using quotations received during transmittal of order. Develop portfolio (list) of selected investments for customer.

## Legislation

Statute: NH RSA 421-B

## Licensure Requirements

- Must be at least 18 years of age
- Must be of good moral character
- Any misdemeanor felony may be grounds for denial
- Complete and pass examination
- Securities salespersons must submit a complete Form U-4 and a fee of \$130 to the Web CRD/IARD (Central Registration Depository/Investment Adviser Registration Depository)
- Required documents are available on the Secretary of State's web site at: <http://sos.nh.gov/BDRReg.aspx>

## Examination

Written examination required: Series 63 or 66 Uniform State and Securities Law examination conducted by the Financial Industry Regulatory Authority (FINRA)

## Continuing Education

As required by FINRA

## Reciprocity

Not permitted

## Active Licenses

108,249

## Regulatory Agency

### Bureau of Securities Regulation

New Hampshire Department of State  
State House, Room 204  
Concord, New Hampshire 03301

*phone* (603) 271-1463

*fax* (603) 271-7933

*web* <[sos.nh.gov/sec\\_reg.aspx](http://sos.nh.gov/sec_reg.aspx)>

*contact* Kevin B. Moquin, Senior Staff Attorney

*e-mail* [kmoquin@sos.state.nh.us](mailto:kmoquin@sos.state.nh.us)

## Fees

### Broker Dealer

Initial license fee . . . . . \$250.00

Application fee . . . . . \$50.00

Amended license fee . . . . . \$100.00

Annual renewal fee . . . . . \$250.00

### Agents

Initial license fee . . . . . \$100.00

Application fee . . . . . \$30.00

Amended license fee . . . . . \$25.00

Annual renewal fee . . . . . \$100.00

### Issuer/Dealer

Initial license fee . . . . . \$50.00

Application fee . . . . . \$25.00

Annual renewal fee . . . . . \$50.00

*All licenses expire annually on December 31*

## O\*Net Codes

41-3031.01 Sales Agents, Securities and Commodities

## Securities Salesperson (continued)

### Related Training

Investments and Securities; Financial Planning and Services

### Additional Information Sources

Financial Industry Regulatory Authority  
<[www.finra.org](http://www.finra.org)>

US Securities and Exchange Commission  
<[www.sec.gov](http://www.sec.gov)>



# Security Guard

A person contracted to any entity for the purpose of providing protection of individuals or their property or assets from injury or theft and includes but is not limited to crowd control, fire watch, access control, the safe transport of money or valuable documents, personal protection, or bodyguard services.

## Legislation

Statute: NH RSA 106-F  
 Administrative Rules: Chapter Saf-C 2200

## Licensure Requirements

- Must be a resident of the United States
- Must be at least 18 years of age
- File a surety bond for \$50,000
- Complete all forms that have been filed in accordance with the Administrative Procedures Act, and present in person to the Permits and Licensing Unit
- Two sets of fingerprints required of applicants for armed security guard
- Annual firearms qualification is required for armed security guards
- Must provide documentation of qualifications
- Must submit an application in person

## Examination

Not required

## Continuing Education

Armed security guards are required to meet minimum requirements in the use of firearms at least once per year including four hours of instruction in firearm techniques and safety. The commissioner of safety may adopt, pursuant to RSA 541-A, certain initial and continuing education requirements for licensed security guards, private investigators, and bail recovery agents, including but not limited to the statutory and case laws on the use of force, the laws of arrest by non-law enforcement personnel, and other issues relative to their respective occupations after consultation with the advisory board, and may certify individuals or entities including professional associations and employees of agencies deemed qualified to provide such training or education to licensees.

## Reciprocity

Not permitted

## Active Licenses

Not provided

Regulatory Agency	
<b>Permits and Licensing Unit</b>	
New Hampshire State Police	
33 Hazen Drive, Room 106	
Concord, New Hampshire 03305	
<i>phone</i>	(603) 228-3873
<i>fax</i>	(603) 271-0306
<i>web</i>	<a href="http://www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/">www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/</a>
<i>contact</i>	Sgt. Michael J. McQuade
<i>e-mail</i>	permitsandlicensing@dos.nh.gov

Fees	
Individual license (biennial license) . . . . .	\$150.00
Agency employing more than one person (biennial license) . . . . .	\$500.00
Combined FBI and New Hampshire State Police Criminal Record Check - including fingerprints . . . . .	\$49.75
Duplication fee . . . . .	\$3.00
Agency employee license . . . . .	\$5.00

# Security Guard (continued)

## Related Training

Security and Loss Prevention Services;  
Securities Services Administration/  
Management

## O\*Net Codes

33-9032.00	Security Guards
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## Additional Information Sources

Not available

# Septic System Evaluators, Professional

The purpose of this subdivision is to assure that a septic system evaluator performs professional services only when the septic system evaluator is qualified by education and training in the specific technical areas involved.

## Legislation

Statute: NH RSA 310-A:202  
 Administrative Rules: Chapter Sep 100 - 500

## Licensure Requirements

- Good professional character
- Be of at least 18 years of age
- Complete classroom and field training at a Board-approved evaluator course
- Submit application with proof of passing exams, summary of technical experience, and three references
- Persons exempted from classroom and field training and from examination include:
  - A person who currently holds a Granite State septic system certified evaluator designation or other Board-recognized designation
  - A person actively engaged in the business of septic system evaluation in this state for at least five years who provides a sworn affidavit confirming performance of at least 25 septic evaluations
  - A person who currently holds a New Hampshire septic designer permit who provides a sworn affidavit confirming performance of at least 25 septic evaluations

Regulatory Agency
<p><b>New Hampshire Board of Septic System Evaluators</b>                      Office of Professional Licensure and Certification                      121 South Fruit Street                      Concord, New Hampshire 03301</p> <p><i>phone</i> (603) 271-2219  <i>fax</i> (603) 271-7928  <i>web</i> &lt;<a href="http://www.oplc.nh.gov/septic-evaluators/">www.oplc.nh.gov/septic-evaluators/</a>&gt;  <i>contact</i> Christine Horne, Supervisor II  <i>e-mail</i> christine.horne@oplc.nh.gov</p>

Fees	
Application fee . . . . .	\$100.00
Licensure fee . . . . .	\$50.00
Examination . . . . .	unknown
Re-examination . . . . .	unknown
Biennial renewal . . . . .	\$100.00
Replacement of license certificate . . . . .	\$50.00

## Examination

Both written and field examination are required

## Continuing Education

Unknown at this time

## Reciprocity

If, in the determination of the board, another state grants reciprocity to residents of this state and is deemed to have state requirements equal to or exceeding those of this state, the board may enter into a reciprocity agreement allowing applicants who are certified under the laws of such other state to obtain a license as a septic system evaluator in this state upon such terms and conditions as may be determined by the board

# Septic System Evaluators, Professional (continued)

## Active Licenses

57

## Related Training

None

### O\*Net Codes

47-4071.00 Septic Tank Servicers and Sewer Pipe Cleaners

### Additional Information Sources

Granite State Installers and Designers  
<[www.gsdia.org](http://www.gsdia.org)>

# Service Technician

A service technician installs, services, repairs, certifies, reconditions, tests, or calibrates a commercial weighing or measuring device. Such weighing or measuring devices are those that are commercially used or employed in establishing the size, quantity, extent, area, or measurement of quantities, things, produce, or articles for distribution or consumption that are purchased, offered or submitted for sale, hire, or award, or used in computing any basic charge or payment for services rendered on the basis of weight or measure. The term includes any accessory attached to or used in connection with a commercial weighing or measuring device when such accessory is so designed or installed that its operation affects, or could affect, the accuracy of the device.

## Legislation

Statute: NH RSA 438:8(d)  
 Administrative Rules: Chapter Agr 1405

## Registration Requirements

- Submit application and registration fee
- Applicants must indicate on the application form and pay a fee for each device category or categories for which the applicant desires to be registered to work. Device categories for registration purposes are as follows:

- Category A: Scales with a capacity of 30 pounds or less, except precision scales, jewelers scales, or pharmaceutical scales
- Category B: Scales with a capacity greater than 30 pounds up to and including 300 pounds
- Category C: Scales with a capacity greater than 300 pounds up to and including 3,000 pounds
- Category D: Scales with a capacity greater than 3,000 pounds up to and including 20,000 pounds, except vehicle scales
- Category E: Scales with a capacity greater than 20,000, except vehicle scales
- Category F: Vehicle scales
- Category G: Analytical balances
- Category H: Retail motor fuel dispensers, except LP gas and natural gas dispensers
- Category I: LP gas retail motor fuel dispensers
- Category J: Natural gas retail motor fuel dispensers
- Category K: Vehicle tank meters, except LP gas and natural gas meters
- Category L: Bulk storage meters
- Category M: LP gas vehicle tank meters
- Category N: Taxi meters
- Category O: Linear and cordage measure
- Category P: Farm bulk milk tanks
- Category Q: Bulk motor oil meters
- Category R: Lift truck on board weighing systems, including refuse or recyclable materials collection trucks
- Category S: Timing devices

## Regulatory Agency

### Division of Weights and Measures

New Hampshire Department of Agriculture, Markets, and Food  
 25 Capitol Street, PO Box 2042  
 Concord, New Hampshire 03302-2042

*phone* (603) 271-3700

*fax* (603) 271-1109

*web* <[agriculture.nh.gov/divisions/weights-measures/](http://agriculture.nh.gov/divisions/weights-measures/)>

*contact* Scott Vaillancourt, Acting Director

*e-mail* [devices@agr.nh.gov](mailto:devices@agr.nh.gov)

## Service Technician (continued)

- Each applicant must have a current edition of NIST Handbook 44 and a current copy of the department’s weights and measures rules in his/her possession before the department issues a certificate of registration
- Applicants must possess or have available test equipment to adequately test devices for which a registration is to be issued; all test equipment must meet specifications as outlined in the applicable NIST Handbook as well as NIST Handbook 44
- Registration expiration:
  1. The expiration date for an initial certificate of registration is determined by:
    - a. If the applicant’s employer employs other registered service technicians, the applicant’s license expires at the same time as the employer’s other registered service technicians
    - b. If the applicant’s employer does not employ other registered service technicians, the applicant’s license expires at the end of the quarter with the fewest number of registered service technicians
  2. An original certificate of registration may be issued for a period of not less than three months and not more than 15 months; after the initial registration period the certificate of registration expires annually
  3. A license issued for a period of less than 12 months will be charged a pro rated fee based on the initial registration period
- Restricted certificate of registration:
  1. Permits the registrant only to remove jammed delivery tickets from commercial vehicle tank meters, bulk storage meters, or liquid petroleum gas meters
  2. Prohibits the registrant from performing any type of work on commercial weighing, measuring, or counting devices as follows: installations, servicing, repairing, reconditioning, or testing and calibration of commercial devices
  3. Expiration and renewal of a restricted certificate of registration is the same for a service technician certificate of registration

### Examination

A separate examination is required for each device category in which the service technician desires to be registered. Applicant must attain a passing score of 70 percent or higher. Registered service technicians must take a written examination every six years in categories A, B, and H prior to registration renewal. Examinations are not required for a restricted certificate of registration.

### Continuing Education

Coursework is not required, however, registered service technicians must obtain a current edition of the NIST Handbook 44 in December of each year

### Reciprocity

Not permitted

Fees	
Original certificate of registration . . . . .	\$36.00
Original restricted certificate of registration . . . . .	\$36.00
Fee for each device category . . . . .	\$12.00
Examination fee . . . . .	\$20.00
Re-exam fee . . . . .	\$20.00
Renewal fee for certificate of registration . . . . .	\$36.00
Renewal fee for restricted certificate of registration . . . . .	\$36.00
Renewal fee for each device category . . . . .	\$12.00

O*Net Codes	
49-9069.00	Precision Instrument and Equipment Repairers, All Other

### Active Licenses

276

## Service Technician (continued)

### Related Training

Precision Systems Maintenance and Repair Technologies

### Additional Information Sources

Weights and Measures Division  
National Institute of Standards and Technology (NIST)  
<[www.nist.gov/pml/wmd](http://www.nist.gov/pml/wmd)>

# Social Worker, Independent Clinical

Provide assistance to mentally or emotionally disturbed patients, collaborating with the psychiatric team in the diagnosis and treatment plan. Help patients to respond constructively to treatment and assist in adjustment leading to and following discharge. Interpret treatment to patient's family and help to reduce fear and other attitudes obstructing acceptance of care and treatment. Serve as a link between patient, psychiatric agency, and community.

## Legislation

Statute: NH RSA 330-A:18  
 Administrative Rules: Chapter Mhp 100 - 500

## Licensure Requirements

- Two-year Master's degree or Doctoral degree in social work from a school approved by the Council on Social Work Education
- Two years or 3,000 hours of post-master's, supervised, paid clinical experience and 100 hours of supervision (one hour per week of individual face-to-face supervision)
- Pass the Association of Social Work Boards (ASWB) exam (clinical level)

## Examination

Written examinations required, both clinical level ASWB exam and essay exam

## Continuing Education

Forty hours of continuing education credits are required every two years, plus 20 hours of collaboration per year

## Reciprocity

Not permitted

## Active Licenses

1,022

## Related Training

Clinical/Medical Social Work; Social Work

## Regulatory Agency

**New Hampshire Board of Mental Health Practice**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-2702  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/mental-health/](http://www.oplc.nh.gov/mental-health/)>  
*contact* Board Administrator  
*e-mail* [bdmhp@oplc.nh.gov](mailto:bdmhp@oplc.nh.gov)

## Fees

Application review . . . . .	\$150.00
Second year license fee (submitted with application review fee) . . . . .	\$135.00
Biennial renewal . . . . .	\$270.00
Inactive license (one year) . . . . .	\$67.50
License reinstatement . . . . .	\$300.00

## O\*Net Codes

21-1023.00	Mental Health and Substance Abuse Social Workers
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## Additional Information Sources

Council on Social Work Education  
 <[www.cswe.org](http://www.cswe.org)>  
 Association of Social Work Boards (ASWB)  
 <[www.aswb.org](http://www.aswb.org)>



# Soil Scientist

Study soil characteristics and map soil types, and investigate responses of soils to known management practices to determine use capabilities of soils and effects of alternative practices on soil productivity. Classify soils according to standard types; conduct experiments on farms or experimental stations to determine best soil types for different plants; perform chemical analysis on microorganism content of soil; and investigate responses of specific soil types to tillage, fertilization, nutrient transformation, crop rotation, environmental consequences, water, gas or heat flow, industrial waste control, and other soil management practices. They also advise interested persons on rural or urban land use.

## Legislation

Statutes: NH RSA 310-A:84  
 Administrative Rules: Chapter Soil 100 - 500

## Certification Requirements

- Must have one of the following qualifications:
  1. Be a graduate of an accredited four-year college curriculum leading to a baccalaureate degree, where the applicant successfully completed 30 semester hours in physical, biological and earth science, including 15 semester hours in soil science, and have a specific record of an additional three or more years' experience in the practice of soil science; or
  2. Be a graduate of an accredited college curriculum leading to a baccalaureate or an Associate's degree, where the applicant has completed 15 semester hours in soil science, and have a specific record of additional four or more years of experience in the practice of soil science (experience includes teaching soil science courses at the postsecondary level, summer employment, or actual field mapping in an apprenticeship program; each advanced degree counts as one year of experience); or
  3. Be a graduate of an accredited college curriculum leading to a baccalaureate or Associate's degree, or have earned the equivalent number of credits, and have a specific record of an additional six or more years in the practice of soil science

Regulatory Agency	
<b>New Hampshire Board of Natural Scientists</b>	
Office of Professional Licensure and Certification	
121 South Fruit Street	
Concord, New Hampshire 03301	
<i>phone</i>	(603) 271-2219
<i>fax</i>	(603) 271-6990
<i>web</i>	<a href="http://www.oplc.nh.gov/natural-scientists/">www.oplc.nh.gov/natural-scientists/</a>
<i>contact</i>	Bobbie Carter, Program Specialist
<i>e-mail</i>	bobbie.carter@oplc.nh.gov

## Examination

Written and field examinations required, including reference to soil characteristics in the New England region.

## Continuing Education

24 continuing education hours are required for renewal

## Reciprocity

Permitted, provided that the other state's licensing requirements are substantially similar to, or higher than, those of this state, and provided that the other state certifies soil scientists or wetlands scientists under a similar provision

Fees	
Written exam . . . . .	\$125.00
Field exam . . . . .	\$200.00
Biennial renewal . . . . .	\$120.00
Certification as Soil Scientist . . . . .	\$125.00
Certificate as apprentice . . . . .	\$75.00
Late renewal (per month) . . . . .	\$24.00
Replacement certificate . . . . .	\$50.00
<i>Certificates expire on the last day of the certificate holder's month of birth in the second year following year of issuance</i>	

## Soil Scientist (continued)

### Active Licenses

35

### Related Training

Soil Science and Agronomy, General; Soil Chemistry and Physics; Soil Microbiology

### O\*Net Codes

19-1013.00 Soil and Plant Scientists

### Additional Information Sources

USDA Natural Resources Conservation Service  
<[www.nrcs.usda.gov](http://www.nrcs.usda.gov)>

# Solid Waste Operator, Assistant

Solid Waste Operators deal with a wide range of solid wastes. Assistant Operators are eligible to be employed at any solid waste facility, but must work under the supervision of the Principal Operator

## Legislation

Statute: NH RSA 149-M:6  
 Administrative Rules Chapter Env-Sw 1600

## Certification Requirements

- First-time applicants must complete the Department of Environmental Services' Basic Solid Waste Operator Training Course

## Examination

Not required

## Continuing Education

2.5 hours of continuing education required annually

## Reciprocity

Not specified

## Active Licenses

14

## Related Training

No related training

Regulatory Agency
<p><b>Solid Waste Management Bureau</b>                      New Hampshire Department of Environmental Services                      29 Hazen Drive, PO Box 95                      Concord, New Hampshire 03302-0095</p> <p><i>phone</i> (603) 271-3713  <i>fax</i> (603) 271-2456  <i>web</i> &lt;<a href="http://des.nh.gov/organization/divisions/waste/swrtas/">des.nh.gov/organization/divisions/waste/swrtas/</a>&gt;  <i>contact</i> Tara Mae Albert, Training and Certification Coordinator  <i>e-mail</i> tara.albert@des.nh.gov</p>

Fees	
Application . . . . .	\$50.00
Annual renewal . . . . .	\$50.00
Late renewal . . . . .	\$75.00

O*Net Codes	
51-8099.00	Plant and System Operators, All Other

Additional Information Sources
Not provided

# Solid Waste Operator, Principal

Solid Waste Operators deal with a wide range of solid wastes. Principal Operators may work at any solid waste facility in any capacity.

## Legislation

Statute: NH RSA 149-M:6  
 Administrative Rules: Chapter Env-Sw 1600

## Certification Requirements

- First-time applicants must complete the Department of Environmental Services' Basic Solid Waste Operator Training Course

## Examination

Written examination required

## Continuing Education

2.5 hours of continuing education required annually

## Reciprocity

Not specified

## Active Licenses

1,300

## Related Training

No related training

Regulatory Agency
<p><b>Solid Waste Management Bureau</b>                      New Hampshire Department of Environmental Services                      29 Hazen Drive, PO Box 95                      Concord, New Hampshire 03302-0095</p> <p><i>phone</i> (603) 271-3713  <i>fax</i> (603) 271-2456  <i>web</i> &lt;des.nh.gov/organization/divisions/waste/swrtas/&gt;  <i>contact</i> Tara Mae Albert, Training and Certification Coordinator  <i>e-mail</i> tara.albert@des.nh.gov</p>

Fees	
Application . . . . .	\$50.00
Annual Renewal. . . . .	\$50.00
Late renewal . . . . .	\$75.00

O*Net Codes	
51-8099.00	Plant and System Operators, All Other

Additional Information Sources
Not provided

# Special Education Teacher

Special Education is instruction specifically designed to meet the unique needs of an educationally disabled child aged three to 21 who has been identified and evaluated by a school district and determined to be intellectually impaired, hearing impaired, speech or language impaired or both, visually impaired including blindness, seriously emotionally disturbed, orthopedically impaired, otherwise severely health impaired, deaf, blind, multi-disabled, traumatic brain injured, autistic, or as having specific learning disabilities. General Special Education certification qualifies a teacher to teach children with disabilities who are able to benefit from general and special education but do not require the knowledge and skills of a special educator with a categorical endorsement; and whose placement is in general education for more than 50 percent of the day. Teachers working with children requiring more extensive knowledge and skills must obtain a categorical endorsement in emotional or behavioral disabilities, hearing impairment, intellectual disabilities, physical disabilities, visual disabilities, or learning disabilities.

## Legislation

Statute: NH RSA 186

Administrative Rules: Chapter Ed 500

## Certification Requirements

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.
- Minimum of a Bachelor's degree
- General special education teachers are certified as either or both of the following:
  1. Early childhood general special education teacher for children from birth up to age eight
  2. Elementary/secondary general special education teacher for children age five up to age 21

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan
- **Beginning Educator Certificate**
  - Beginning educator certificates are issued for an initial period of three years
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support

New Hampshire Department of Education

101 Pleasant Street

Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* [cert.info@doe.nh.gov](mailto:cert.info@doe.nh.gov)

# Special Education Teacher (continued)

• **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

**Examination**

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

**Continuing Education**

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

**Reciprocity**

Permitted in accordance with the NASDTEC Interstate Contract

**Active Licenses**

Not provided

**Related Training**

Special Education and Teaching, Various Specialties

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal. . . . .	\$130.00
<p><i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt; Exam fees are set by each testing company.</i></p>	

O*Net Codes	
25-2052.00	Special Education Teachers, Preschool, Kindergarten, and Elementary School;
25-2053.00	Special Education Teachers, Middle School;
25-2054.00	Special Education Teachers, Secondary School;
25-2059.00	Special Education Teacher, All Other

Additional Information Sources
<p>National Association of State Directors of Teacher Education and Certification (NASDTEC) &lt;<a href="http://www.nasdttec.org">www.nasdttec.org</a>&gt;</p> <p>National Association of Special Education Teachers &lt;<a href="http://www.naset.org">www.naset.org</a>&gt;</p>

## Specialist in the Assessment of Intellectual Functioning (SAIF)

Specialists in the Assessment of Intellectual Functioning work within the special education system as members of Evaluation/Placement Teams. They are examiners for the identification of intellectual challenge and for the testing component of identification of specific learning disabilities. Assessment Specialists are qualified to perform cognitive and academic assessments as part of the identification of other educational disabilities. They may also perform a variety of services in schools outside the special education system, including cognitive and academic assessments, contributions to child study teams, and consultation.

### Legislation

Statute: NH RSA 186

Administrative Rules: Chapter Ed 500

### Certification Requirements

- Hold a master's degree and one of the following:
  - Certification from the New Hampshire Department of Education in education, school counseling, administration, speech-language specialist,
  - A valid license as a psychologist from the New Hampshire Board of Mental Health Practice;
  - A valid license as an occupational therapist from the New Hampshire Occupational Therapy Governing Board; or
  - A valid license as a speech-language pathologist from the New Hampshire Speech-Language Pathology Governing Board;
- Have at least 4 years of documented school experience in education, school guidance, administration, speech therapy, or occupational therapy;
- Have successfully completed a SAIF program approved by the New Hampshire Department of Education, or
- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification website.

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan
- **Beginning Educator Certificate**
  - Beginning educator certificates are issued for an initial period of three years
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.

### Regulatory Agency

#### Bureau of Credentialing

Division of Program Support

New Hampshire Department of Education

101 Pleasant Street

Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* cert.info@doe.nh.gov

# Specialist in the Assessment of Intellectual Functioning (SAIF) (continued)

• **Experienced Educator Certificate**

- Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be “effective” or better under the local supervision and evaluation system for at least two consecutive years.
- An experienced educator credential shall be issued for three years

**Examination**

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[www.education.nh.gov/certification/documents/edtestinginfo.pdf](http://www.education.nh.gov/certification/documents/edtestinginfo.pdf)>

**Continuing Education**

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

**Reciprocity**

Permitted in accordance with the NASDTEC Interstate Contract

**Active Licenses**

Not provided

**Related Training**

Educational Assessment, Testing, and Measurement; Applied Behavior Analysis; School Psychology

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal. . . . .	\$130.00
<p><i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt;</i></p> <p><i>Exam fees are set by each testing company.</i></p>	

O*Net Codes	
19-3031.01	School Psychologists

Additional Information Sources
<p>National Association of State Directors of Teacher Education and Certification (NASDTEC) &lt;<a href="http://www.nasdtec.org">www.nasdtec.org</a>&gt;</p> <p>Association of Specialists in the Assessment of Intellectual Functioning (ASAIF) &lt;<a href="http://www.asaif.net">www.asaif.net</a>&gt;</p>



# Speech-Language Assistant

Assist speech-language pathologists in screening, evaluating, diagnosing, and treating disorders of communication. Assist in identifying and treating individuals who have communication disorders. This may include disorders of speech, articulation, fluency, voice, verbal and written language, auditory comprehension, cognition communication and swallowing disorders. Speech-language assistants do not act independently, and must work under the direction and supervision of a licensed speech-language pathologist.

## Legislation

Statute: NH RSA 326-F and 328-F  
 Administrative Rules: Chapter AHP 100-300 and SPE 100-600

## Certification Requirements

- Associate's degree or higher in speech-language pathology, communications sciences and disorders, or communications disorders from a program accredited by the Council on Academic Accreditation in Speech-Language Pathology or other organization approved by the Board
- Be of good professional character
- Speech-language assistants must be directed and supervised by a New Hampshire licensed Speech-Language Pathologist
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure

## Examination

Not required

## Continuing Education

Completion of 12 hours of professional education is required biennially for certificate renewal

## Reciprocity

Not permitted

## Active Licenses

132

## Regulatory Agency

**New Hampshire Speech-Language Pathology Governing Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389  
*fax* (603) 271-6702  
*web* <[www.nh.gov/alliedhealth/](http://www.nh.gov/alliedhealth/)>  
*contact* Billie Jo Richardson  
*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Initial certificate. . . . . \$55.00  
 Biennial renewal . . . . . \$55.00  
 Certificate reinstatement . . . . . \$110.00  
*Licenses expire on December 31 of each odd-numbered year*

## O\*Net Codes

29-1127.00 Speech-Language Pathologists

## Additional Information Sources

National Council of State Boards of Examiners  
 Speech-Language Pathology and Audiology  
 <[www.ncsb.info](http://www.ncsb.info)>

*American Speech-Language-Hearing Association*  
 <[www.asha.org](http://www.asha.org)>

## Related Training

Allied Health and Medical Assisting Services, All Other

# Speech-Language Pathologist

Speech-Language Pathologists screen, evaluate, diagnose, treat and consult on disorders of communication. They identify, diagnose and treat individuals who have communication disorders. This may include disorders of speech, articulation, fluency, voice, verbal and written language, auditory comprehension, cognition communication and swallowing disorders.

## Legislation

Statutes: NH RSA 326-F and 328-F  
 Administrative Rules: Chapter Ahp 100 - 300  
 and Spe 100-500

## Licensure Requirements

Good professional character and reliability

- Master's degree or higher in speech-language pathology, communications sciences and disorders, or communications disorders from an approved educational institution
- Complete a supervised clinical practicum experience at an approved educational institution
- Complete a post-graduate professional experience under the supervision of a licensed speech-language pathologist
- Pass an examination in speech-language pathology
- Military experience shall not be considered when determining whether an applicant meets the educational requirements for licensure

## Examination

Written examination required

## Continuing Education

Thirty hours of continuing education required every two years

## Reciprocity

Not permitted

## Active Licenses

1,077

## Regulatory Agency

**New Hampshire Speech-Language Pathology Governing Board**  
 Office of Professional Licensure and Certification  
 121 South Fruit Street, Suite 303  
 Concord, New Hampshire 03301

*phone* (603) 271-8389  
*fax* (603) 271-6702  
*web* <[www.oplc.nh.gov/allied-health/](http://www.oplc.nh.gov/allied-health/)>  
*contact* Billie Jo Richardson  
*e-mail* [billie.richardson@oplc.nh.gov](mailto:billie.richardson@oplc.nh.gov)

## Fees

Application . . . . .	\$60.00
Initial licensure fee . . . . .	.\$110.00
Biennial renewal . . . . .	.\$110.00
License reinstatement . . . . .	.\$220.00

*Licenses expire on December 31 of each odd-numbered year*

## O\*Net Codes

29-1127.00	Speech-Language Pathologists
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## Additional Information Sources

American Speech-Language-Hearing Association  
 <[www.asha.org](http://www.asha.org)>

National Council of State Boards of Examiners  
 for Speech-Language Pathology and Audiology  
 <[www.ncsb.info](http://www.ncsb.info)>

## Related Training

Speech-Language Pathology/Pathologist; Audiology/Audiologist and Speech-Language Pathology/Pathologist; Communications Disorders

# Speech-Language Specialist

Speech-Language Specialists screen, evaluate, diagnose, treat, and consult on disorders of communication. They identify, diagnose, and treat individuals who have communication disorders. This may include disorders of speech, articulation, fluency, voice, verbal and written language, auditory comprehension, cognition communication and swallowing disorders. These specialists are professional employees of a school district and must be certified as educators.

## Legislation

Statute: NH RSA 186

Administrative Rules: Chapter Ed 500

## Certification Requirements

- Hold a Master's degree in speech-language pathology or communication sciences and disorders from an approved college or university
- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification webpage.

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support

New Hampshire Department of Education

101 Pleasant Street

Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* [cert.info@doe.nh.gov](mailto:cert.info@doe.nh.gov)

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan
- **Beginning Educator Certificate**
  - Beginning educator certificates are issued for an initial period of three years
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.
- **Experienced Educator Certificate**
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.
  - An experienced educator credential shall be issued for three years

# Speech-Language Specialist (continued)

## Examination

Applicants may be required to take the Praxis test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[www.ets.org/praxis/nh/](http://www.ets.org/praxis/nh/)> and <[education.nh.gov/certification/documents/edtestinginfo.pdf](http://education.nh.gov/certification/documents/edtestinginfo.pdf)>

## Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

## Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

## Active Licenses

Not provided

## Related Training

Speech-Language Pathology/Pathologist;  
Audiology/Audiologist and Speech-Language Pathology/Pathologist;  
Communication Sciences and Disorders

Fees	
Three-year certificate . . . . .	\$130.00
Three-year renewal. . . . .	\$130.00
<i>Additional fees vary by pathway for certification and number of endorsements applied for. Go to &lt;<a href="http://www.education.nh.gov/certification/documents/fee_sched.pdf">www.education.nh.gov/certification/documents/fee_sched.pdf</a>&gt; Exam fees are set by each testing company.</i>	

O*Net Codes	
29-1127.00	Speech-Language Pathologists

Additional Information Sources
National Association of State Directors of Teacher Education and Certification (NASDTEC) < <a href="http://www.nasdtec.org">www.nasdtec.org</a> >
National Council of State Boards of Examiners for Speech-Language Pathology and Audiology < <a href="http://www.ncsb.info">www.ncsb.info</a> >
American Speech-Language-Hearing Association < <a href="http://www.asha.org">www.asha.org</a> >

# Tanning Equipment Operator

Operates tanning devices, controls the length of the exposure to UV light, and instructs the consumer in the proper use of the device. A tanning device is any equipment, including a sunlamp, tanning booth, and tanning bed, that emits electromagnetic radiation with wavelengths in the air between 200 and 400 nanometers and is used for the tanning of human skin. The term also includes any accompanying equipment, including protective eyewear, timers, and handrails.

## Legislation

Statutes: NH RSA 313-A  
 Administrative Rule: Chapter Bar 600

## Registration Requirements

- Must be at least 18 years of age
- Complete a training program in tanning device operation approved by the Board in a classroom from a certified instructor
- Tanning facilities must maintain a list of the facility's trained operators; individuals are not required to register with the Board

## Examination

Not required

## Continuing Education

Not required

## Reciprocity

Not permitted

## Active Licenses

284 tanning facilities

## Related Training

Cosmetology and Related Personal Grooming Arts, All Other

## Regulatory Agency

### New Hampshire Board of Barbering, Cosmetology, and Esthetics

Office of Professional Licensing and Certification  
 121 South Fruit Street  
 Concord, New Hampshire 03301

*phone* (603) 271-3608

*fax* (603) 271-8889

*web* <[www.oplc.nh.gov/cosmetology/](http://www.oplc.nh.gov/cosmetology/)>

*contact* Kathryn Wantuck, Executive Director

*e-mail* Not provided

## Fees

Annual registration, tanning facility . . . . . \$45.00

## O\*Net Codes

39-9099.00 Personal Care and Service Workers, All Other

## Additional Information Sources

Not available

# Teacher

Teachers instruct pupils in public or private schools at the elementary, middle, intermediate, junior high, or secondary level. At the elementary level, teach basic academic, social, and other formative skills. At other levels, teachers instruct students in one or more subjects, such as English, Mathematics, Science or Social Studies, including teachers of Career and Technical Education. Some teachers instruct adults or out-of-school youth in basic education, high school equivalency, or English as a second language.

## Legislation

Statute: NH RSA 186  
Administrative Rules: Chapter Ed 500

## Certification Requirements

- Qualify through one of the available Alternative Pathways for certification described on NH Department of Education certification website.

There are multiple levels of credentials, each with varying requirements:

- **Intern License**
  - Have met the requirements for a Statement of Eligibility
  - Currently be employed in the field of education in a New Hampshire public or non-public school
  - Intern licenses are granted for the duration of the individualized development plan or the site-based certification plan
  - Educators who hold a valid intern license receive a beginning educator certificate after the Bureau approves the required report of completion under the individualized development plan or superintendent's statement regarding completion of the site-based certification plan
- **Beginning Educator Certificate**
  - Beginning educator certificates are issued for an initial period of three years
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.
- **Experienced Educator Certificate**
  - Upon completion of three years of full-time educator experience while maintaining a valid credential, a beginning educator is qualified for an experienced educator certificate only if the educator is determined to be "effective" or better under the local supervision and evaluation system for at least two consecutive years.
  - An experienced educator credential shall be issued for three years

## Examination

Applicants may be required to take the Praxis test or Pearson test and pass with the minimum qualifying score for New Hampshire. For more information please go to <[ets.org/praxis/nh/](http://ets.org/praxis/nh/)>, <[nh.nesinc.com/Home.aspx](http://nh.nesinc.com/Home.aspx)> and <[education.nh.gov/certification/documents/edtestinginfo.pdf](http://education.nh.gov/certification/documents/edtestinginfo.pdf)>.

## Regulatory Agency

### Bureau of Credentialing

Division of Program Support  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

*phone* (603) 271-2409

*fax* (603) 271-4134

*web* <[www.education.nh.gov/certification/](http://www.education.nh.gov/certification/)>

*contact* Administrator

*e-mail* cert.info@doe.nh.gov

# Teacher (continued)

## Continuing Education

Staff development activities totaling 45 Professional Education continuing education units and 30 continuing education units per endorsement during the three year certification period.

## Reciprocity

Permitted in accordance with the NASDTEC Interstate Contract

## Active Licenses

Not provided

## Related Training

Teacher Education and Professional Development, Specific Levels and Methods; Teacher Education and Professional Development, Specific Subject Areas; Special Education and Teaching; Teaching English as a Second or Foreign Language

### Fees

Three-year certificate . . . . .	\$130.00
Three-year renewal. . . . .	\$130.00

*Additional fees vary by pathway for certification and number of endorsements applied for. Go to <[www.education.nh.gov/certification/documents/fee\\_sched.pdf](http://www.education.nh.gov/certification/documents/fee_sched.pdf)>  
Exam fees are set by each testing company.*

### O\*Net Codes

25-2012.00	Kindergarten Teachers, Except Special Education;
25-2021.00	Elementary School Teachers, Except Special Education;
25-2022.00	Middle School Teachers, Except Special and Vocational Education;
25-2023.00	Career/Technical Education Teachers, Middle Schools;
25-2031.00	Secondary School Teachers, Except Special and Career/Technical Education;
25-2032.00	Career/Technical Education Teachers, Secondary Schools;
25-3011.00	Adult Basic and Secondary Education and Literacy Teachers and Instructors

### Additional Information Sources

National Association of State Directors of Teacher Education and Certification (NASDTEC)  
<[www.nasdtec.org](http://www.nasdtec.org)>

# Veterinarian

Veterinarians diagnose, treat, correct, change, relieve, or prevent animal disease, lameness, deformity, defect, injury, or other physical or mental conditions. They may prescribe or administer drugs, medicine, biologic, apparatus, application, anesthetic, or other therapeutic or diagnostic substance or technique, or use manual or mechanical procedures for testing for pregnancy, for correcting sterility or infertility, or provide advice or recommendations regarding veterinary surgery, obstetrics, dentistry, and all other branches or specialties of veterinary medicine. Includes the practice of acupuncture on animals.

**Legislation**

Statute: NH RSA 332-B  
 Administrative Rules: Chapter Vet 100 - 700

**Licensure Requirements**

- Must be at least 18 years of age
- Must be of good professional character
- A graduate of an accredited veterinary school or the holder of an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate or Program for the Assessment of Veterinary Equivalence (PAVE) certificate
- Passing scores on the National Board examination and the Clinical Competency Test or the North American Veterinary licensing exam
- Two letters of recommendation sent directly to the Board from practicing veterinarians or veterinary professors who have detailed knowledge of the applicant's practice in the last five years.

**Examination**

Written examinations required — state and national boards

**Continuing Education**

- 24 hours of continuing education are required biennially. New graduates within 12 months of application require 12 hours of continuing education.

**Reciprocity**

Permitted, but examination is still required. The Board may issue a license without examination to an applicant under conditions described in RSA 332-B:11.

**Active Licenses**

Approximately 1,000 licensed Veterinarians

**Regulatory Agency**

**Board of Veterinary Medicine**  
 New Hampshire Department of Agriculture, Markets, and Food  
 25 Capitol Street, PO Box 2042  
 Concord, New Hampshire 03302-2042

*phone* (603) 271-3706  
*fax* (603) 271-1109  
*web* <[www.agriculture.nh.gov/divisions/veterinary/](http://www.agriculture.nh.gov/divisions/veterinary/)>  
*contact* Kim Lavoie, Administrative Secretary  
*e-mail* [vetboard@agr.nh.gov](mailto:vetboard@agr.nh.gov)

**Fees**

Written examination . . . . .	\$.175.00
Biennial renewal . . . . .	\$.300.00
Late fee . . . . .	\$50.00

**O\*Net Codes**

29-1131.00	Veterinarians
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**Additional Information Sources**

American Veterinary Medical Association  
 <[www.avma.org](http://www.avma.org)>

National Board of Veterinary Medical Examiners  
 <[www.nbvme.org](http://www.nbvme.org)>

American Association of Veterinary State Boards  
 <[www.aavsb.org](http://www.aavsb.org)>

**Related Training**

Veterinary Medicine; Veterinary Biomedical and Clinical Sciences



# Wastewater Treatment Plant Operator

Wastewater Treatment Plant Operators operate mechanical equipment in wastewater treatment facilities in order to remove harmful waste products from water and to render it environmentally acceptable. They maintain pumps, pipes, valves, and processing equipment to move wastewater through collection systems and through various treatment processes. They read and interpret meters and gauges. They also operate chemical-feeding devices, perform laboratory analysis, and keep records of their work. They must be familiar with electricity, mechanics, chemistry, microbiology, hydraulics, and a host of other disciplines.

## Legislation

Statute: NH RSA 485-A  
 Administrative Rules: Chapter Env-Wq 304

## Licensure Requirements

- Satisfactory physical condition
- Satisfactory moral character
- High school graduate
- College according to grade (see below)
- Able to read and write in the English language

## Examination

Applicants without experience will be allowed to take the Grade I examination and, if successful, they will receive a Grade I Operator-In-Training (O-I-T) certificate. The experience and education requirements (in years) for the various grades are as follows:

Grade	Experience	Education
I O-I-T	None	Grade I after one year full-time
I	1 year	High school (HS) or high school equivalency (HSE) certificate
II O-I-T	None	HS/HSE plus one-year wastewater certificate
II	1 year	HS/HSE
II	3 years	HS/HSE
III O-I-T	2 years	HS/HSE plus 90 Continuing Education Units (CEU) or two years college
III	4 years	HS/HSE plus 90 CEU or two years college
IV O-I-T	4 years	HS/HSE plus 90 CEU or two years college
IV	6 years	HS/HSE plus 90 CEU or two years college

Applicants who achieve a score of 70 percent or higher on the O-I-T exam must complete the full experience requirement prior to receiving a full license grade. Applicants who take the Grade I examination and achieve a score of 70 percent or higher will receive a Grade I license. Applicants achieving a score of 70 percent or higher on the written exam for Grades II, III, or IV may be required to attend an interview with the Certification Committee as a second step of the certification process.

## Regulatory Agency

### Water Division

Wastewater Engineering Bureau  
 New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302-0095

*phone* (603) 271-3503 or 271-5553

*fax* (603) 271-4128

*web* <[www.des.nh.gov/organization/divisions/water/wweb/operator.htm](http://www.des.nh.gov/organization/divisions/water/wweb/operator.htm)>

*contact* Mary Jane Meier

*e-mail* [maryjane.meier@des.nh.gov](mailto:maryjane.meier@des.nh.gov)

# Wastewater Treatment Plant Operator (continued)

## Continuing Education

For grades I and I O-I-T, one continuing education unit (CEU) is required in a relevant field of study per renewal period. All grades may carry forward 50 percent of the required total of renewal credits to the renewal period immediately following the renewal period in which it was earned. For Grades II and above, two CEU in a relevant field of study are required per renewal period. Ten hours of education equals one CEU; one college credit equals 1.5 CEU.

## Reciprocity

Handled on a case-by-case basis by the Certification Committee. Certificates may be issued, without examination, in a comparable classification to other states, provided the individual holds a valid certificate issued by an appropriate agency and he or she is actively seeking employment in New Hampshire. Certification must have been issued by examination in the other state. Grade IV certificates are not available by reciprocity.

## Active Licenses

603

## Related Training

Water Quality and Wastewater Treatment Management and Recycling Technology/Technician

Fees	
Application . . . . .	\$50.00
Biennial renewal . . . . .	\$50.00

O*Net Codes	
51-8031.00	Water and Liquid Waste Treatment Plant and System Operators

Additional Information Sources	
Association of Boards of Certification < <a href="http://www.abccert.org">www.abccert.org</a> >	
New Hampshire Waterworks Association < <a href="http://www.nhwwa.org">www.nhwwa.org</a> >	

# Water Distribution System Operator

Responsible for delivery of safe, aesthetically pleasing water to the consumer's tap. Service pumps to ensure adequate pressure, meter flows both from the source and at the point of use, respond to complaints on water quality, and administer programs such as cross-connection control to prevent system contamination, install new mains or repair existing mains, and sample water quality in the distribution system. Certified operators are required for community (residential) and non-transient, non-community (such as schools and workplaces) public water systems.

## Legislation

Statute: NH RSA 332-E  
 Administrative Rules: Chapter Env-Dw 502

## Licensure Requirements

- Satisfactory physical condition
- Be able to read and write in the English language
- High school graduate
- Postsecondary education according to grade, with a concentration in environmental engineering, civil engineering, environmental sciences, or related fields, where 30 semester hours of study is equivalent to one year of postsecondary education
- Operating experience according to grade
- Varying experience and education requirements depending on grade of operator:

Grade	Education	Experience
I-A	12	6 months
I	12	1 year
II	12	3 years
III	14	4 years
IV	16	6 years

## Examination

Written examination required. Applicants successfully completing a written examination may be required to obtain a satisfactory grade in an oral examination prior to certification. Applicants will be notified of the test results as early as practicable.

## Continuing Education

Continuing education is required for renewal — five hours for Grade I-A; and 20 hours for Grades I - IV

## Regulatory Agency

**Drinking Water and Groundwater Bureau**  
 New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302

*phone* (603) 271-2410  
*fax* (603) 271-5171  
*web* <[www.des.nh.gov/organization/divisions/water/dwgb/](http://www.des.nh.gov/organization/divisions/water/dwgb/)>  
*contact* Wade Pelham, Certification Program Coordinator  
*e-mail* [wade.pelham@des.nh.gov](mailto:wade.pelham@des.nh.gov)

## Fees

Application . . . . .	\$50.00
Biennial renewal . . . . .	\$50.00

## Water Distribution System Operator (continued)

### Reciprocity

Permitted with limited states

### Active Licenses

952

### Related Training

Water Quality and Wastewater Treatment Management and Recycling Technology/Technician

### O\*Net Codes

51-8031.00 Water and Liquid Waste Treatment Plant and System Operators

### Additional Information Sources

Association of Boards of Certification  
<[www.abccert.org](http://www.abccert.org)>

New Hampshire Water Works Association  
<[www.nhwwa.org](http://www.nhwwa.org)>

# Water Treatment Plant Operator

Responsible for the purification processes of water to be used as public water supplies. Meter chemicals into water based on analytical testing and continuous monitoring to produce a safe, aesthetically pleasing water. Test samples of water throughout the process and record results to assure water quality. Certified operators are required for community (residential) and non-transient, non-community (such as schools and workplaces) public water systems.

## Legislation

Statute: NH RSA 332-E  
 Administrative Rules: Chapter Env-Dw 502

## Certification Requirements

- Satisfactory physical condition
- Be able to read and write in the English language
- High school graduate
- Postsecondary education according to grade, with a concentration in environmental engineering, civil engineering, environmental sciences, or related fields, where 30 semester hours of study is equivalent to one year of postsecondary education
- Operating experience according to grade
- Varying experience and education requirements depending on grade of operator:

Grade	Education	Experience
I-A	12	6 months
I	12	1 year
II	12	3 years
III	14	4 years
IV	16	6 years

## Examination

Written examination required. Applicants successfully completing a written examination may be required to obtain a satisfactory grade in an oral examination prior to certification. Applicants will be notified of the test results as early as practicable.

## Continuing Education

Continuing education is required for renewal — five hours for Grade I-A; and 20 hours for Grades I - IV

## Regulatory Agency

### Drinking Water and Groundwater Bureau

New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302

*phone* (603) 271-2410

*fax* (603) 271-5171

*web* <[www.des.nh.gov/organization/divisions/water/dwgb/](http://www.des.nh.gov/organization/divisions/water/dwgb/)>

*contact* Wade Pelham, Certification Program Coordinator

*e-mail* [wade.pelham@des.nh.gov](mailto:wade.pelham@des.nh.gov)

## Fees

Application . . . . .	\$50.00
Biennial renewal . . . . .	\$50.00

## Water Treatment Plant Operator (continued)

### Reciprocity

Permitted with a limited number of states

### Active Licenses

877

### Related Training

Water Quality and Wastewater Treatment Management and Recycling Technology/ Technician

### O\*Net Codes

51-8031.00 Water and Wastewater Treatment Plant and System Operators

### Additional Information Sources

Association of Boards of Certification  
<[www.abccert.org](http://www.abccert.org)>

New Hampshire Water Works Association  
<[www.nhwwa.org](http://www.nhwwa.org)>

# Water Treatment Technician

Water Treatment Technicians install, maintain, or repair apparatus for treating or processing water to modify, enhance, or improve its quality, and the pipes, fittings, and other components servicing such apparatus.

## Legislation

Statute: NH RSA 153:27 through 153:38  
 Administrative Rules: Chapter Saf-Mec 100-500

## Certification Requirements

Certification of individuals is voluntary and not required

- Act as a water treatment trainee by engaging in learning about and assisting in installing, maintaining, or repairing water treatment systems under the direct supervision of a certified water treatment technician for a period of not less than one year
- Pass examination
- Corporations, partnerships, limited liability companies, or other business entities that install, maintain, or repair water treatment systems may be certified without examination provided the entity designates one employee to be certified in accordance with the statute and rules
- The board may issue certification without examination to those water treatment technicians who provide adequate documentation of having operated in the capacity of a water treatment technician for a period of at least one year prior to January 1, 2004, and who pay the required fees

## Examination

Written examination required

## Continuing Education

A minimum of three hours per year of continuing education required for license renewal

## Reciprocity

Not specified

## Active Licenses

9

## Related Training

Plumbing and Related Water Supply Services, Other

## Regulatory Agency

### Mechanical Safety & Licensing Section

Division of Fire Safety  
 New Hampshire Department of Safety  
 110 Smokey Bear Boulevard  
 Concord, New Hampshire 03305

*phone* (603) 223-4289

*fax* (603) 223-4295

*web* <[www.nh.gov/safety/divisions/firesafety/building/mechanical/](http://www.nh.gov/safety/divisions/firesafety/building/mechanical/)>

*contact* Chief Jeffrey Cyr

*e-mail* [jeffrey.cyr@dos.nh.gov](mailto:jeffrey.cyr@dos.nh.gov)

## Fees

Initial certification . . . . .	\$125.00
Renewal fee . . . . .	\$100.00
Late renewal fee . . . . .	\$25.00 per month

## O\*Net Codes

47-2152.02 Plumbers

## Additional Information Sources

Water Quality Association  
 <[www.wqa.org](http://www.wqa.org)>

# Water Well Contractor

Water Well Contractors operate machinery to dig or drill for water, and ensure that wells are installed and maintained in a proper condition that does not cause contamination or pollution of the water supply. A contractor license is required of any entity or individual engaged in well construction. Water well construction means any method, procedure, or operation to obtain water from a well, including drilling, digging, well development (by hydro fracturing or other methods), well decommissioning, and wells for geothermal heat exchange.

## Legislation

Statute: NH RSA 482-B  
 Administrative Rules: Chapter We 100 - 1000

## Licensure Requirements

- Be actively engaged in the trade for a period of three years prior to the date of application, with experience directly related to the type of license issued
- One year of experience for drilling contractors shall be in drilling water wells in crystalline rocks of the Appalachian region
- Pass an examination prepared and administered by the Board
- Obtain the appropriate license from the Board

## Examination

Written examination required

## Continuing Education

Not required

## Reciprocity

No reciprocal agreements with other states currently exist

## Active Licenses

155

## Related Training

Well Drilling/Driller

## Regulatory Agency

### Water Well Board

New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302

*phone* (603) 271-1974

*fax* (603) 271-5171

*web* <[www.des.nh.gov/organization/divisions/water/dwgb/wwwb/](http://www.des.nh.gov/organization/divisions/water/dwgb/wwwb/)>

*contact* Andrew Koff

*e-mail* [andrew.koff@des.nh.gov](mailto:andrew.koff@des.nh.gov)

## Fees

Application . . . . .	\$25.00
Examination . . . . .	\$10.00 per category
Rotary license . . . . .	\$225.00
Technical license . . . . .	\$225.00
Cable tool license . . . . .	\$150.00
Point well license . . . . .	\$150.00
Dug well license . . . . .	\$100.00

*All licenses expire annually on June 30*

## O\*Net Codes

47-5021.00 Earth Drillers, Except Oil and Gas

## Additional Information Sources

National Ground Water Association  
 <[www.ngwa.org](http://www.ngwa.org)>



# Weighmaster

A Weighmaster is an individual, who for hire or otherwise, weighs, measures or counts any commodity that is to be transported by vehicle or may be transported by vehicle and issues a statement or memorandum of the weight, measure or count which is used as the basis for either the purchase or sale of that commodity or charge for service. Included is any person who performs such services as an independent contractor, a person who for hire or otherwise exercises independent employment, contracts or agrees to weigh, measure, or count any commodity and issues a statement or memorandum of the weight, measure, or count which is used as the basis for either the purchase or sale of that commodity or charge for service. The following are not considered weighmasters and therefore need no license: producers of agricultural commodities or livestock who weigh commodities produced or purchased by them or another producer, when no charge is made for the weighing or when no signed or initialed statement or memorandum is issued of the weight upon which a purchase or sale of the commodity is based; persons who purchase scrap metal or salvage materials for a nonprofit recycling program; pest control operators licensed under RSA 430:28-48; and individuals involved with the purchase of logs, except weighing functions.

**Legislation**

Statute: NH RSA 438:8(e)  
 Administrative Rules: Chapter Agr 1403

**Licensure Requirements**

- Must be at least within 30 days of being 18 years of age
- Must be a United States citizen; or a legal resident of the United States
- Submit application, and application fee
- Pass examination
- License expiration depends on whether or not the employer employs other weighmasters; contact the Division of Weights and Measures for more information

**Examination**

Required — must attain a passing score of 70 percent or higher. Licensed weighmasters must take a written examination every six years prior to license renewal.

**Continuing Education**

Not required

**Reciprocity**

Not permitted

**Active Licenses**

1,033

**Related Training**

No related training

**Regulatory Agency**

**Division of Weights and Measures**  
 New Hampshire Department of Agriculture,  
 Markets, and Food  
 PO Box 2042  
 Concord, New Hampshire 03302-2042

*phone* (603) 271-3700  
*fax* (603) 271-1109  
*web* <[agriculture.nh.gov/divisions/weights-measures/weighmaster.htm](http://agriculture.nh.gov/divisions/weights-measures/weighmaster.htm)>  
*contact* Rebecca Malila, Director  
*e-mail* [devices@agr.nh.gov](mailto:devices@agr.nh.gov)

**Fees**

Examination fee . . . . .	\$20.00
Initial license fee, 24 months . . . . .	Call for information
Re-examination fee . . . . .	\$20.00
Biennial renewal . . . . .	\$96.00

**O\*Net Codes**

43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
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**Additional Information Sources**

ATSM International (American Society for Testing and Measures)  
 <[www.astm.org](http://www.astm.org)>

Weights and Measures Division  
 National Institute of Standards and Technology (NIST)  
 <[www.nist.gov/pml/wmd/](http://www.nist.gov/pml/wmd/)>

# Well Pump Installer

Well Pump Installers maintain and install pumps for water systems. A pump installer license is required to install new pump systems and perform maintenance on existing pump systems. There are two categories of licenses: *domestic* (up to three horsepower), and *commercial, industrial, and municipal* pump installation (any horsepower).

## Legislation

Statute: NH RSA 482-B  
 Administrative Rules: Chapter We 100 - 1000

## Licensure Requirements

- Be actively engaged in the trade for a period of three years prior to the date of application, with experience directly related to the type of license issued
- Pass an examination prepared and administered by the Board
- Obtain the appropriate license from the Board

## Examination

Written examination required

## Continuing Education

A minimum of two hours of continuing education pertaining to well pumps, water wells, or water conditioning and treatment systems are required annually

## Reciprocity

No reciprocal agreements with other states currently exist

## Active Licenses

225

## Related Training

Plumbing and Related Water Supply Services, Other

## Regulatory Agency

### Water Well Board

New Hampshire Department of Environmental Services  
 29 Hazen Drive, PO Box 95  
 Concord, New Hampshire 03302-0095

*phone* (603) 271-1974

*fax* (603) 271-5171

*web* <[www.des.nh.gov/organization/divisions/water/dwgb/wwwb/](http://www.des.nh.gov/organization/divisions/water/dwgb/wwwb/)>

*contact* Andrew Koff

*e-mail* [andrew.koff@des.nh.gov](mailto:andrew.koff@des.nh.gov)

## Fees

Application . . . . . \$25.00

Examination . . . . . \$10.00 for each license category

License . . . . . \$100.00

*All licenses expire annually on June 30*

## O\*Net Codes

49-9099.00 Installation, Maintenance, and Repair Workers, All Other

## Additional Information Sources

National Ground Water Association  
 <[www.ngwa.org](http://www.ngwa.org)>

# Wetlands Scientist, Certified

Use special knowledge of hydric soils, hydrophytic vegetation, and wetland hydrology to delineate wetland boundaries and prepare wetland maps, classify wetlands, prepare wetland function value assessments, design and implement wetland mitigation, monitor wetlands functions and values, and prepare associated reports.

## Legislation

Statute: NH RSA 310-A:75-96  
Administrative Rules: Chapter Soil 100-500

## Certification Requirements

- Must have satisfactory evidence of good professional character
- Successfully pass an examination which includes references to wetland characteristics in New England
- Meet one of the following educational requirements:
  1. Be a graduate of an accredited college curriculum with a baccalaureate or an Associate's degree, including successful completion of a minimum of 24 semester hours in any of the following environmental sciences: botany, soil science, hydrology, wetland science, biology, forestry, wildlife, ecology, water resources, plant science, agronomy, geology, or earth science, and have one or more years experience in the practice of wetland science; or
  2. Have a minimum of 12 combined credit or non-credit semester hours in any of the environmental sciences listed above, and have three or more years experience in the practice of wetland science
- Have experience in the field of wetland science, gained through one of the following:
  1. Teaching wetland science courses or performing research in wetland science at an accredited college, university, or institution offering an approved wetland science or wetland ecology curriculum; or
  2. Actual field experience gained in an acceptable apprenticeship program; or
  3. Actual field mapping experience, defined as the delineation of wetland boundaries and the preparation of wetland maps in accordance with standards for the identification of wetlands adopted by the Department of Environmental Services or the United States Army Corps of Engineers or its successor
- Educational training shall not be considered as experience; summer employment shall be considered experience.

## Regulatory Agency

**New Hampshire Board of Natural Scientists**  
Office of Professional Licensure and Certification  
121 South Fruit Street  
Concord, New Hampshire 03301

*phone* (603) 271-2219

*fax* (603) 271-6990

*web* <[www.oplc.nh.gov/natural-scientists/](http://www.oplc.nh.gov/natural-scientists/)>

*contact* Bobbie Carter, Program Specialist

*e-mail* [bobbie.carter@oplc.nh.gov](mailto:bobbie.carter@oplc.nh.gov)

## Examination

Written and field examinations required — includes reference to wetland characteristics in New England

## Continuing Education

24 hours of continuing education are required for renewal

# Wetlands Scientist, Certified (continued)

**Reciprocity**

Permitted, provided that the other state’s licensing requirements are substantially similar to, or higher than, those of this state, and provided that the other state certifies soil scientists or wetlands scientists under a similar provision

**Active Licenses**

226

**Related Training**

Water, Wetlands, and Marine Resources Management

Fees	
Written exam . . . . .	\$125.00
Certificate upon exam . . . . .	\$275.00
Field exam . . . . .	\$200.00
Biennial renewal . . . . .	\$120.00
Certification as Wetlands Scientist . . . . .	\$125.00
Certificate as apprentice . . . . .	\$75.00
Late renewal (per month) . . . . .	\$24.00
Replacement certificate . . . . .	\$50.00
<i>Certificates expire on the last day of the certificate holder’s month of birth in the second year following year of issuance</i>	

O*Net Codes	
19-1031.01	Soil and Water Conservationists

Additional Information Sources
Association of State Wetlands Managers < <a href="http://www.aswm.org">www.aswm.org</a> >

# Wildlife Control Operator

Wildlife Control Operators are engaged in the practice of trapping nuisance animals outside the regular season. Nuisance animals are wildlife that a landowner wants excluded or removed to protect their family or property from injury or destruction by the wildlife. There are two types of licenses: Level I and Level II. Level I operators may only trap fur bearers, woodchucks, porcupines, opossum, and coyote outside the season. Level II operators are engaged in the commercial practice of trapping nuisance animals.

**Legislation**

Statute: NH RSA 210:24-b  
 Administrative Rules: Chapter Fis 308

**Licensure Requirements**

**Level I Wildlife Control Operators**

- Must be a New Hampshire licensed trapper, requiring a certificate of competency, or proof of completion of a trapper education course, or proof of a previously issued trapping license issued by this state, or any other state, province, or country
- Submit annually by June 30 a report on all furbearing animals killed during the open season for trapping wildlife and all nuisance furbearing animals killed outside the open trapping season during the previous year for the period June 1 through May 31
- Level I wildlife control operators may only trap furbearers, woodchucks, porcupines, opossum, and coyote outside of the season

**Level II Wildlife Control Operators**

- Complete a six-hour workshop covering topics related to wildlife control or be certified by the National Wildlife Control Operators Association (NWCOA), or have held a previous Level II Wildlife Control Operators license
- Submit annually by June 30 a report on all nuisance furbearing animals killed outside the open trapping season and, if the operator also holds a regular trapping license, on all furbearing animals killed during the open season for trapping wildlife during the previous year for the period June 1 through May 31

Regulatory Agency	
<b>New Hampshire Fish and Game Department</b>	
11 Hazen Drive Concord New Hampshire 03301	
<i>phone</i>	(603) 868-1095
<i>fax</i>	(603) 271-8859
<i>web</i>	<a href="http://wildlife.state.nh.us/wildlife/wco.html">wildlife.state.nh.us/wildlife/wco.html</a>
<i>contact</i>	Patrick Tate, Wildlife Biologist, Furbearer Project Leader
<i>e-mail</i>	<a href="mailto:wildlife@wildlife.nh.gov">wildlife@wildlife.nh.gov</a>

**Examination**

Not required

**Continuing Education**

None, but annual licensing is required as specified above

Fees	
Level I license (plus trapper’s license). . . . .	\$16.00
Level II license - residents . . . . .	\$136.00
Level II license - nonresidents . . . . .	\$401.00
<i>All Wildlife Control Operator licenses expire on June 30 each year</i>	

**Reciprocity**

Not specified

**Active Licenses**

231 Level I, Level II, and Nonresident licenses

## Wildlife Control Operator (continued)

### Related Training

No related training

### O\*Net Codes

45-3021.00	Hunters and Trappers
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### Additional Information Sources

National Wildlife Control Operators Association  
<[www.nwcoa.com](http://www.nwcoa.com)>

New Hampshire Trapper Association  
<[www.nhtassoc.org](http://www.nhtassoc.org)>

# Appendix A: Regulatory Boards

<b>Agriculture, Markets and Food, Department of</b>		
<b>Pesticide Control, Division of</b> <a href="http://www.agriculture.nh.gov/divisions/pesticide-control/">www.agriculture.nh.gov/divisions/pesticide-control/</a>	271-3550	Pesticide Applicators
<b>Veterinary Medicine, Board of</b> <a href="http://www.agriculture.nh.gov/divisions/veterinary/">www.agriculture.nh.gov/divisions/veterinary/</a>	271-3706	Veterinarians
<b>Weights and Measures, Division of</b> <a href="http://www.agriculture.nh.gov/divisions/weights-measures/">www.agriculture.nh.gov/divisions/weights-measures/</a>	271-3700	Service Technicians Weighmasters
<b>Education, Department of</b>		
<b>Credentialing, Bureau of</b> <a href="http://www.education.nh.gov/certification/">www.education.nh.gov/certification/</a>	271-2409	Education Administrators Educational Interpreters/Transliterators Library Media Specialists Paraeducators School Counselors School Psychologists School Social Workers Special Education Teachers Specialist in the Assessment of Intellectual Functionings Speech-Language Specialists Teachers
<b>Office for the Deaf and Hard of Hearing</b> <a href="http://www.education.nh.gov/career/vocational/deaf_hh.htm">www.education.nh.gov/career/vocational/deaf_hh.htm</a>	271-3471	Interpreters for the Deaf and Hard of Hearing
<b>Environmental Services, Department of</b>		
<b>Air Resources Division</b>		
<b>Asbestos Licensing and Certification</b> <a href="http://www.des.nh.gov/organization/divisions/air/cb/ceps/ams/">www.des.nh.gov/organization/divisions/air/cb/ceps/ams/</a>	271-1373	Asbestos Abatement Site Supervisors Asbestos Abatement Workers Asbestos Disposal Site Workers Asbestos Inspectors Asbestos Management Planners Asbestos Project Designers
<b>Water Division</b>		
<b>Drinking Water and Groundwater Bureau</b> <a href="http://www.des.nh.gov/organization/divisions/water/dwgb/">www.des.nh.gov/organization/divisions/water/dwgb/</a>	271-2410	Water Distribution System Operators Water Treatment Plant Operators
<b>Wastewater Engineering Bureau</b> <a href="http://www.des.nh.gov/organization/divisions/water/wweb/operator.htm">www.des.nh.gov/organization/divisions/water/wweb/operator.htm</a>	271-3503 or 271-5553	Wastewater Treatment Plant Operators
<b>Water Well Board</b> <a href="http://www.des.nh.gov/organization/divisions/water/dwgb/wwb/">www.des.nh.gov/organization/divisions/water/dwgb/wwb/</a>	271-1974	Water Well Contractors Well Pump Installers
<b>Subsurface Bureau</b> <a href="http://www.des.nh.gov/organization/divisions/water/ssb/">www.des.nh.gov/organization/divisions/water/ssb/</a>	271-3501	Individual Sewage Disposal System Designers/Installers
<b>Waste Management Division</b>		
<b>Hazardous Waste Management Bureau</b> <a href="http://www.des.nh.gov/organization/divisions/waste/hwcb/">www.des.nh.gov/organization/divisions/waste/hwcb/</a>	271-2967	Hazardous Waste Coordinators
<b>Solid Waste Management Bureau</b> <a href="http://www.des.nh.gov/organization/divisions/waste/swrtas/">www.des.nh.gov/organization/divisions/waste/swrtas/</a>	271-3713	Solid Waste Operator, Assistants Solid Waste Advanced Operator, Principals

## Appendix A: Regulatory Boards (continued)

<b>Fish and Game Department</b>		
<b>Law Enforcement Division</b> www.wildlife.state.nh.us/hunting/guides-regs.html	271-3128	Hunting and Fishing Guides
<b>Wildlife Division</b> www.wildlife.state.nh.us/wildlife/wco.html	868-1095	Wildlife Control Operators
<b>Health and Human Services, Department of</b>		
<b>Child Care Licensing Unit</b> www.dhhs.nh.gov/oos/cclu/	271-9025	Child Care Program Directors Child Care Program Teachers
<b>Healthy Homes and Lead Poisoning Prevention Program</b> www.dhhs.nh.gov/dphs/bchs/clpp/	271-4719	Lead Abatement Workers Lead Abatement Supervisors Lead Abatement Contractors Lead Inspectors Lead Risk Assessors
<b>Insurance Department</b>		
<b>Licensing Division</b> www.nh.gov/insurance/	271-0203	Insurance Adjusters Insurance Producers Public Adjusters
<b>Labor, Department of</b>		
<b>Inspection Division</b> www.nh.gov/labor/inspection/elevators-lifts.htm	271-2585	Elevator or Accessibility Lift Inspectors and Mechanics Boiler and Pressure Vessel Inspectors
<b>Lottery Commission</b>		
<b>Racing and Charitable Gaming Division</b> www.racing.nh.gov	271-3391	Game Operator Employers Primary Professional Game Operators Secondary Professional Game Operators
<b>Police Standards and Training Council</b> www.pstc.nh.gov	271-2133	Corrections Officers Fish and Game Officers Gaming Inspectors Liquor Investigators Marine Patrol Officers Police Officers Probation/Parole Officers Sheriffs State Troopers
<b>Professional Licensure and Certification, Office of</b>		
<b>Division of Health Professions</b>		
<b>Acupuncture Licensing, Board of</b> www.oplc.nh.gov/acupuncture	271-9480	Acupuncturists
<b>Administratively Attached Licenses</b> www.oplc.nh.gov/index.htm	271-3608	Bodyworkers - Reflexology, Structural Integration, and Asian Bodywork Therapy Body Art Practitioners Electrologists Massage Therapists Naturopaths Ophthalmic Dispensers
<b>Alcohol and Other Drug Use Professionals, Board of Licensing for</b> www.oplc.nh.gov/alcohol-other-drug/	271-6761	Certified Recovery Support Workers Licensed Alcohol and Drug Counselors Licensed Clinical Supervisors Master Licensed Alcohol and Drug Counselors



## Appendix A: Regulatory Boards (continued)

<b>Allied Health Professionals, Office of Licensed</b> www.oplc.nh.gov/alliedhealth/	271-8389	Athletic Trainers Genetic Counselors Medical Technicians Occupational Therapists Occupational Therapy Assistants Physical Therapists Physical Therapist Assistants Recreational Therapists Respiratory Care Practitioners Speech-Language Assistants Speech-Language Pathologists
<b>Barbering, Cosmetology and Esthetics, Board of</b> www.oplc.nh.gov/cosmetology/	271-3608	Barbers Master Barbers Cosmetologists Cosmetology, Barbering, Manicurist, or Esthetics Instructors Estheticians Manicurists Tanning Equipment Operators
<b>Chiropractic Examiners, Board of</b> www.oplc.nh.gov/chiropractic/	271-9482	Chiropractors
<b>Dental Examiners, Board of</b> www.oplc.nh.gov/dental/	271-4561	Dental Hygienists Dentists Expanded Function Dental Assistants
<b>Funeral Directors and Embalmers, Board of Registration of</b> www.oplc.nh.gov/funeral/	271-4648	Funeral Directors Embalmers
<b>Hearing Care Providers, Board of</b> www.oplc.nh.gov/hearing-care/	271-9482	Audiologists Hearing Aid Dealers
<b>Licensed Dietitians, Board of</b> www.oplc.nh.gov/dietitians	271-9254	Dietitians
<b>Medical Technicians, Board of Registration</b> www.oplc.nh.gov/medical-technicians/	271-8389	Medical Technicians
<b>Medicine, Board of</b> www.oplc.nh.gov/medicine/	271-1203	Physician Assistants Physicians and Surgeons
<b>Mental Health Practice, Board of</b> www.oplc.nh.gov/mental-health/	271-2702	Clinical Mental Health Counselors Independent Clinical Social Workers Marriage and Family Therapists Pastoral Psychotherapists
<b>Midwifery Council</b> www.oplc.nh.gov/midwifery/	279-4197	Midwives
<b>Nursing, Board of</b> www.oplc.nh.gov/nursing/	271-2323	Advanced Practice Registered Nurses (APRN) Licensed Practical Nurses (LPN) Registered Nurses (RN)
	271-6282	Licensed Nursing Assistants (LNA) Medication Nursing Assistants (MNA)
<b>Nursing Home Administrators, Board of Examiners of</b> www.oplc.nh.gov/nursing-home	271-4728	Nursing Home Administrators
<b>Optometry, Board of Registration in</b> www.oplc.nh.gov/optometry/	271-2428	Optometrists

## Appendix A: Regulatory Boards (continued)

<b>Pharmacy, Board of</b> www.oplc.nh.gov/pharmacy/	271-2350	Pharmacists Pharmacy Technicians
<b>Podiatry, Board of</b> www.oplc.nh.gov/podiatry/	271-4728	Podiatrists
<b>Psychologists, Board of</b> www.oplc.nh.gov/psychologists/	271-6762	Psychologists
<b>Division of Technical Professions</b>		
<b>Accountancy, Board of</b> www.oplc.nh.gov/accountancy/	271-2219	Certified Public Accountants
<b>Architects, Board of</b> www.oplc.nh.gov/architects/	271-2219	Architects
<b>Court Reporters, Board of</b> www.oplc.nh.gov/court-reporters/	271-2219	Court Reporters
<b>Electricians' Board</b> www.oplc.nh.gov/electricians/	271-2219	Apprentice Electricians High Medium Voltage Electricians High Medium Voltage Electrician Trainees Journeyman Electricians Master Electricians
<b>Family Mediator Certification Board</b> www.oplc.nh.gov/family-mediator/	271-2219	Certified Family Mediators
<b>Foresters, Board of</b> www.oplc.nh.gov/foresters/	271-2219	Professional Foresters
<b>Guardian ad Litem Board</b> www.oplc.nh.gov/guardian-ad-litem/	271-2219	Guardians ad Litem
<b>Home Inspectors, Board of</b> www.oplc.nh.gov/home-inspectors/	271-2219	Home Inspectors
<b>Land Surveyors, Board of</b> www.oplc.nh.gov/land-surveyors/	271-2219	Land Surveyors
<b>Landscape Architects, Board of</b> www.oplc.nh.gov/landscape-architects/	271-2219	Landscape Architects
<b>Manufactured Housing Installation Standards Board</b> www.oplc.nh.gov/housing-installers/	271-2219	Manufactured Housing Installers
<b>Natural Scientists, Board of</b> www.oplc.nh.gov/natural-scientists/	271-2219	Soil Scientists Wetlands Scientists
<b>Professional Engineers, Board of</b> www.oplc.nh.gov/engineers/	271-2219	Professional Engineers
<b>Professional Geologists, Board of</b> www.oplc.nh.gov/geologists/	271-2219	Professional Geologists
<b>Real Estate Appraiser Board</b> www.oplc.nh.gov/real-estate-appraisers/	271-2219	Real Estate Appraisers
<b>Real Estate Commission</b> www.oplc.nh.gov/real-estate-commission/	271-2219	Real Estate Brokers Real Estate Salespersons
<b>Safety, Department of</b>		
<b>Administration and Business Operations, Bureau of</b> www.nh.gov/safety/divisions/firesafety/ administration/lightningrod/	223-4289	Lightning Protection Dealers

## Appendix A: Regulatory Boards (continued)

### Fire Safety, Division of

<b>Mechanical Safety and Licensing</b> www.nh.gov/safety/divisions/firesafety/building/mechanical/	223-4289	Fuel Gas Fitters Heating Equipment Technicians
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	233-4314	Apprentice Plumbers Journeyman Plumbers Master Plumbers Water Treatment Technicians
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### Fire Marshall's Office

<b>Bureau of Investigations - Fireworks Safety and Enforcement</b> www.nh.gov/safety/divisions/firesafety/special-operations/fireworks	223-4289	Fireworks Display Specialists
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### Fire Standards and Training and Emergency Medical Services, Division of

<b>Emergency Medical Services, Bureau of</b> www.nh.gov/safety/divisions/fstems/ems	223-4200	Emergency Medical Service Providers
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<b>Fire Training and Administration, Bureau of</b> www.nh.gov/safety/divisions/fstems/	223-4200	Firefighters, Professional
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<b>Motor Vehicles, Division of</b> www.nh.gov/safety/divisions/dmv/driver-licensing/education-training/driver-education.htm	227-4075	Driver Education Instructors, Private or Commercial Motor Vehicle Schools
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<b>State Police, Division of Permits and Licensing Unit</b> www.nh.gov/safety/divisions/nhsp/ssb/permitslicensing/	223-3873	Bail Recovery Agents Explosives Workers / Blasters Private Investigators Security Guards
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### Secretary of State

<b>Administration</b> sos.nh.gov/admin.aspx	271-3242	Athlete Agents Hawkers and Peddlers Itinerant Vendors Lobbyists
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<b>Auctioneers, Board of</b> sos.nh.gov/auctioneers.aspx	271-3242	Auctioneers
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<b>Securities Regulation, Bureau of</b> sos.nh.gov/sec_reg.aspx sos.nh.gov/probond.aspx	271-1463	Investment Adviser Agents Securities Salespersons Professional Bail Bondsmen
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### Supreme Court

<b>Bar Admissions, Office Of</b> www.courts.state.nh.us	224-8806	Attorneys
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<b>U.S. Department of Labor</b> www.doleta.gov/oa/	225-1446	Apprenticeship Program Information
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## Appendix B: Miscellaneous Regulated Activities

Other activities may be licensed, certified, or registered by the State of New Hampshire. The type of regulation may be required of either an individual or business, or may be required only under certain circumstances. Contact the agency for specific information. **Note: All area codes are 603**

<b>Boxing and Wrestling Commission</b> <a href="http://www.nh.gov/boxing/">www.nh.gov/boxing/</a>	627-2071	Boxers Wrestlers Kickboxers Managers Mixed Martial Arts Participants Promoters Referees Judges Timekeepers
<b>New Hampshire Banking Department</b> <a href="http://www.nh.gov/banking/">www.nh.gov/banking/</a>	271-3561	Debt Adjusters Money Transmitters Mortgage Bankers and Mortgage Brokers Mortgage Loan Originators Mortgage Servicers Motor Vehicle Retail Seller Motor Vehicle Sales Finance Company Small Loan Lenders
<b>Environmental Services, Department of</b> <a href="http://www.des.nh.gov/">www.des.nh.gov/</a>	271-8811	Commercial Salt Applicators
<b>Fish and Game Department</b> <a href="http://www.wildlife.state.nh.us/">www.wildlife.state.nh.us/</a>	271-3421	Commercial Fishermen Commercial Shrimp License Fur Buyers Live Bait Dealers Oyster Aquaculture Operators Taxidermists
<b>Funeral Directors and Embalmers, Board of Registration of</b> <a href="http://www.nh.gov/funeral/">www.nh.gov/funeral/</a>	271-4648	Crematory Operators
<b>Health Facilities Administration</b> <a href="http://www.dhhs.nh.gov/oos/bhfa/">www.dhhs.nh.gov/oos/bhfa/</a>	271-9499	Home Health Care Provider Home Care Service Provider Home Hospice Provider
<b>Safety, Department of</b>		
<b>Safety Services, Division of</b>		
<b>Commissioner's Office, Tramway and Amusement Ride Safety</b> <a href="http://www.nh.gov/safety/commissioner/tramway/">www.nh.gov/safety/commissioner/tramway/</a>	223-4289	Carnival/Amusement Operators Tramway, Chair Lift, and Rope Tow Operators
<b>Motor Vehicle, Division of</b>		
<b>Pupil Transportation</b> <a href="http://www.nh.gov/safety/divisions/dmv/driver-licensing/">www.nh.gov/safety/divisions/dmv/driver-licensing/</a>	227-4085	School Bus Drivers
<b>Driver Licensing, Bureau of</b> <a href="http://www.nh.gov/safety/divisions/dmv/driver-licensing/">www.nh.gov/safety/divisions/dmv/driver-licensing/</a>	227-4020	Commercial Vehicle Operators
<b>Fire Standards and Training and Emergency Services, Division of</b> <a href="http://www.nh.gov/safety/divisions/fstems/">www.nh.gov/safety/divisions/fstems/</a>	223-4200	Emergency Medical Services Coordinators Emergency Medical Services Instructors
<b>Fire Safety, Division of</b> <a href="http://www.nh.gov/safety/divisions/firesafety/">www.nh.gov/safety/divisions/firesafety/</a>	223-4289	Fire Protection Equipment Technicians (voluntary)

## Appendix C: Agricultural Operations Requiring Licensure

<b>Agriculture, Markets and Food, Department of</b>		
Note: All area codes are 603		
<b>Agriculture, Markets and Food, Department of</b>		
<b>Animal Industry, Division of</b> <a href="http://www.agriculture.nh.gov/divisions/animal-industry/">www.agriculture.nh.gov/divisions/animal-industry/</a>	271-2404	Live Poultry Dealers Livestock Dealers Pet Shops Kennels Animal Shelters Animal Rescue
<b>Pesticide Control, Division of</b> <a href="http://www.agriculture.nh.gov/divisions/pesticide-control/licensing.htm">www.agriculture.nh.gov/divisions/pesticide-control/licensing.htm</a>	271-3550	Pesticide Dealer
<b>Plant Industry, Division of</b> <a href="http://www.agriculture.nh.gov/divisions/plant-industry/">www.agriculture.nh.gov/divisions/plant-industry/</a>	271-2561	Beekeepers/Apiarists Nursery/Plant Dealer
<b>Regulatory Services, Division of</b> <a href="http://www.agriculture.nh.gov/divisions/regulatory-services/">www.agriculture.nh.gov/divisions/regulatory-services/</a>	271-3685	Graders of Agricultural Products Maple Sap or Maple Products Producers and Packers (voluntary registration) Organic Processor and Handler Certification Seal of Quality

## Appendix D: Apprenticeship Program, State of NH

Registered Apprenticeship (RA) is designed to provide the systematic skills training that lead individuals to profitable employment in a wide variety of occupations. RA is an employer-based training program combining mentored on-the-job learning with related technical instruction in all aspects of an occupation, resulting in broad-based technical skills supported by theoretical knowledge. RA Programs may be Time-Based, Competency-Based or a Hybrid of suggested time and competencies.

Employers participate as sponsors of apprenticeship programs. A program can be designed to assist most employers in training their employees in skilled occupations. Employers may select apprentices from incumbent workers or from qualified applicants.

### How the Program Works

- The Office of Apprenticeship (OA) is not a provider of on-the-job learning or related instruction, but performs the following services:
  1. Develops Standards of Apprenticeship to include on-the job learning and related instruction outlines as a training plan for employers who wish to develop a highly skilled workforce.
  2. Monitors the training given in the field to ensure that it is given in accordance with established standards and provides Technical Assistance (TA) to ensure the quality of the program for both the employer and the apprentice.
  3. Coordinates with the New Hampshire Department of Education and other approved training providers for related classroom instruction. Such instruction may be classroom, correspondence, or on-line.
  4. Acts as the Registration Agency for approving apprenticeship programs, registering apprentices, and providing TA as needed.
  5. Upon completion of the apprenticeship issues a portable skills credential (Certificate of Completion) to the apprentice.
- Apprenticeships require a minimum of 2,000 hours of training but can vary from one to five years to complete depending on the occupation and the accepted industry practice.
- More than 75 percent of the apprentices are enrolled in programs in five construction trades: carpenters, electricians, ironworkers, plumbers, and sheet metal workers. Apprenticeships can also be developed in other industries requiring manual, mechanical, or technical skills and knowledge. Industries include advanced manufacturing, healthcare, transportation, Information Technology, and hospitality.
- RA is an “earn while you learn” talent development strategy and wages paid to apprentices progressively increase, per the Standards of Apprenticeship, consistent with the increasing skill level of the apprentice. The entry wage shall be not less than the state minimum and at the conclusion of apprenticeship will be the wage paid to the employers’ journey workers.

### Regulatory Agency

#### United States Department of Labor

Office of Apprenticeship  
55 Pleasant Street, Room 3503  
Concord, New Hampshire 03301

*phone* (603) 225-1446  
*fax* (603) 226-7761  
*web* <[www.doleta.gov/oa/](http://www.doleta.gov/oa/)>  
*contact* Wynn Young  
*e-mail* [young.wynn.b@dol.gov](mailto:young.wynn.b@dol.gov)

### Advisory Agency

#### New Hampshire Department of Labor

State Apprenticeship Council  
State Office Park South  
95 Pleasant Street  
Concord, New Hampshire 03301

*phone* (603) 271-3171  
*fax* (603) 271-6852

# Appendix D : Apprenticeship Program, State of NH (continued)

- Apprenticeship is an excellent choice for women and minorities who need increased access to high-paying jobs. Women and minorities are strongly encouraged to apply for apprentice training opportunities and jobs.

### Requirements

- Apprentices must be at least 16 years old and capable of safely performing the work of the occupation.
- Related Instruction must supplement the on-the-job learning.
- Selection of apprentices must be “without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability”.

Examples of some of the over 1,000 Recognized Apprenticeable Trades		
Required Training	Trade	O*Net Code
2,000 Hours	Dental Assistant . . . . .	31-9091.00
	Cable TV Installer. . . . .	49-9052.00
	Correction Officer . . . . .	33-3012.00
	Heavy Truck Driver . . . . .	53.3032.00
4,000 Hours	Child Care Development Specialist . . . . .	39-9011.00
	Cook (any industry) . . . . .	35-2012.00
	Medical Assistant. . . . .	31-9092.00
	Medical Laboratory Technician . . . . .	29-2012.00
	Hotel Associate . . . . .	43-4081.01
6,000 Hours	Customer Service Representative . . . . .	49-9031.00
	Horticulturist . . . . .	19-1013.01
	Line Repairer . . . . .	49-9051.00
	Painter (Construction) . . . . .	47-2141.00
8,000 Hours	Automotive Mechanic . . . . .	49-3023.01
	Carpenter . . . . .	47-2031.01
	Diesel Mechanic . . . . .	49-3031.00
	Electrician. . . . .	47-2111.00
	Millwright. . . . .	49-9044.00
	Plumber . . . . .	47-2152.02
	Tool and Die Maker. . . . .	51-4111.00
	Welder, Combination . . . . .	51-4121.06
Competency-based	CNC Operator, Milling and Turning . . . . .	51-4034.00
	CNC Set-up Programmer, Milling and Turning . . . . .	51-4012.00
	Database Technician . . . . .	15-1141.00
	Direct Support Specialist. . . . .	21-1093.00
	Help Desk Technician. . . . .	15-1151.00
	Home Health Aide . . . . .	31-1011.00
	Network Support Technician . . . . .	15-1142.00

## Appendix E: New Hampshire Police Standards and Training Council

The New Hampshire Police Standards and Training Council is responsible for providing basic mandatory training for all full-time and part-time law enforcement officers. They must complete the basic school for their requested certification within six months of hire. State Troopers, Sheriffs and Deputy Sheriffs, Conservation Officers, Liquor Investigators, Gaming Investigators, Corrections Officers, Probation and Parole Officers, University Police Officers, and Marine Patrol Officers, as well as Municipal Police Officers all attend training at New Hampshire Police Standards.

### Regulatory Agency

#### **New Hampshire Police Standards and Training Council**

Arthur D. Kehas Criminal Justice Training Facility and Campus  
17 Institute Drive  
Concord, New Hampshire 03301

*phone* (603) 271-2133

*fax* (603) 271-1785

*web* <[www.pstc.nh.gov](http://www.pstc.nh.gov)>

*contact* Donald L. Vittum, Director

*e-mail* [donald.l.vittum@pstc.nh.gov](mailto:donald.l.vittum@pstc.nh.gov)

Individuals must already be employed by a law enforcement agency to attend the Academy; outside students are not accepted. The local police department pays the student's salary while he or she attends. For full-time officers, a 16-week residency is required. The school is run according to paramilitary discipline, with reveille at 5:30 am and "lights out" at 9:30 pm.

PSTC also conducts academies for part-time law enforcement officers, who must complete a 200-hour curriculum. These are usually commuter (non-residential) schools with classes at night and on the weekends.

State Corrections Officers are required to attend a nine-week Corrections Academy held at the Police Training Facility in Concord, including both physical and classroom training, within six months of hire. State Probation and Parole Officers employed by the New Hampshire Department of Corrections are required to attend 208 hours of basic training and become certified within six months of hire. The Council approves a five-week curriculum for County Corrections Officers, who are trained by the New Hampshire Association of Counties.

The Council also holds periodic in-service training seminars and schools for full-time and part-time officers, regionally and in Concord. These are non-mandatory and at no cost to the student, but he or she must be an active police officer in order to attend.

### Academy Pre-Entry Requirements

- Must be hired by a law enforcement agency
- High school diploma or GED
- No serious criminal or motor vehicle record
- Good credit history
- Pass a background investigation and a fingerprint check
- Pass a psychological evaluation and a medical exam by a licensed health professional
- Pass a physical fitness test
- Meet minimum visual acuity and hearing standards
- Must be a United States citizen



## Appendix E: New Hampshire Police Standards and Training Council (continued)

### Academy Graduation Requirements

#### *Part-Time Officers*

- Must complete a 200-hour part-time curriculum
- Must pass a background investigation, medical exam, and psychological evaluation
- Achieve a satisfactory grade in each academic module of the program
- Successfully complete all practical requirements to include driving, firearms, and defensive tactics
- Attend at least eight hours of ongoing training in other subjects annually, exclusive of firearms training, first aid and CPR certificate renewal, and defense tactics refreshers
- Complete annually required Use of Force training and firearms qualification
- Officers hired after January 1, 2001, are required to pass physical fitness tests and medical examinations every three years during their active service

#### *Full-Time Officers*

- Attend a 16-week residency at the Academy
- Must pass a background investigation, medical exam, and psychological evaluation
- Achieve a satisfactory grade in each academic module of the program
- Successfully complete all practical requirements to include driving, firearms and defensive tactics
- Attend at least eight hours of ongoing training in other subjects annually, exclusive of firearms training, first aid and CPR certificate renewal, and defense tactics refreshers
- Complete annually required Use of Force training and firearms qualification
- Officers hired after January 1, 2001, are required to pass physical fitness tests and medical examinations every three years during their active service

#### *Corrections Officers*

- Must complete a nine-week curriculum
- Applicants must pass a physical fitness test, background investigation, medical exam and psychological evaluation before entering
- Achieve a satisfactory grade in each academic module of the program
- Successfully complete all practical requirements to include firearms and defensive tactics
- Attend at least eight hours of ongoing training in other subjects annually, exclusive of firearms training, first aid and CPR certificate renewal, and defense tactics refreshers
- Complete annually required Use of Force training and firearms qualification (if issued)
- Officers hired after January 1, 2001, are required to pass physical fitness tests and medical examinations every three years during their active service

## Appendix E: New Hampshire Police Standards and Training Council (continued)

### Reciprocity

- Anyone currently serving as a certified, Academy-trained, full-time police officer in another state may be eligible become certified through the reciprocal certification program
- All pre-hiring background investigations, medical and psychological exams, and physical fitness tests are still required
- The Corrections Academy is not reciprocal; all applicants must attend the entire nine-week course here in New Hampshire

### Fees

All associated costs are paid by the employer.

### O\*Net Codes

33-3051.01	Police Patrol Officers;
33-3012.00	Correctional Officers and Jailers

### Active Licenses

2,839 certified full-time officers, 1,017 certified part-time officers, and about 499 corrections officers

### Related Training

Criminal Justice/Police Science; Corrections