

## Reinstatement Checklist and Instructions

New Hampshire Board of Licensed Dietitians

### If Your Licenses Has Lapsed, We Require:

- Reinstatement application – signed, dated, and notarized
- Application fee paid online or by check/money order payable to State of New Hampshire – Treasurer
- Professional Health Program (PHP) fee paid online or by check/money order payable to State of New Hampshire – Treasurer (you may submit one check or money order for both fees – Fees found on our website [Board of Licensed Dietitians License Fees | NH Office of Professional Licensure and Certification](#))
- Answers to questions on reinstatement application
  - If you answered yes to any question(s), the Board requires a letter of explanation (Diet 403.06(a))
  - On a separate sheet, a notarized statement that you have not practiced as a dietitian in NH since lapse, noting relevant circumstances for tardiness (Diet 403.06(b))
- Proof of completing CEs – both before and after lapse – but not exceeding the two prior years

### If Your Licenses Has Lapsed for Longer Than 90 Days, We Also Require:

- Resume containing chronologically organized account of paid or volunteer work experience as a dietitian for the past 10 years including: (Diet 403.06 (c))
  - Each separate experience in paid or volunteer work;
  - The period of each separate experience described by the month and year it began and month and year it ended; and
  - The physical address of each experience
- License verification sent directly to the board from every jurisdiction which has issued a license or other authorization to practice in any health care field since the date that the license lapsed:
  - Stating that such license or other authorization is or was, during its period of validity, in good standing, and
  - Stating whether any disciplinary action was taken against the license or other authorization to practice; and
- Evidence of completion of continuing education described in Diet 406.01 as required by Diet 404; Verification that you have completed 20 credit hours of continuing professional education within the 24 months just preceding reinstatement application submission

**INSTRUCTIONS:** In order to reinstate your dietitian license, please complete the application detailing your continuing education activities. **Applicants for reinstatement need to have completed 20 hours of continuing professional education related to the relevant practice in the previous 24 months.** This should be submitted along with your application. Details of this requirement and other needs are further explained online at [www.eatrightnh.org](http://www.eatrightnh.org) in the links under **Licensure -Dietitians Licensure Act RSA 326-H - CHAPTER 326-H LICENSED DIETITIANS Section 326-H: 14 Issuance, Expiration, and Renewal of License.** Also see - **Administrative Rules** at <http://www.gencourt.state.nh.us/rules/diet.html> which describe Diet 405.01 Ongoing Education Requirements for Reapplications after License Expiration.

The application must be accompanied by a check or money order (application and PHP fee information found at [Board of Licensed Dietitians License Fees | NH Office of Professional Licensure and Certification](#)) made payable to: Treasurer, State of New Hampshire. Mail the application to: Office of Professional Licensure & Certification 7 Eagle Square, Suite 303, Concord, NH 03301