

Webber, Jeanette

From: Courtney Costello [REDACTED]
Sent: Friday, November 8, 2024 2:37 PM
To: Webber, Jeanette
Subject: Re: FAQs assignments (initials after questions)
Attachments: dietitian-reinstatement-checklist.pdf

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My license has been expired for under 1 year. How do I renew?

If your license lapsed for no more than one year, the applicant must apply for a license reinstatement. In order to do this, the applicant must fill out the following forms:

- “Universal Application for License Renewal” described in Plc 308.06 and fill out the “Dietitians Reinstatement Addendum to the Universal Application for License Renewal” requiring a yes or no answer to the question “Have you practiced as a dietitian in New Hampshire since the date your license lapsed?” These forms can be found under ["Applications"](#) on the OPLC Board of Licensed Dietitians website.
- If any of the answers to the "yes-no" questions on the application form are in the affirmative the following supporting documents are required:
 - On a separate sheet, a detailed report of the relevant circumstances if any of the answers to the "yes-no" questions on the application form are in the affirmative
 - A resume containing a chronologically organized account of the applicant's paid or volunteer work experience as a dietitian for the past 10 years, including (1) each separate experience in paid or volunteer work; (2) the period of each separate experience described by the month and year it began and month and year it ended; and (3) the physical address of each experience.
 - Unless the information is available only on a website, an official letter of verification sent directly to OPLC 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: (1) Stating that such license or other authorization is or was, during its period of validity, in good standing, and (2) Stating whether any disciplinary action was taken against the license or other authorization to practice
 - Evidence of completion of continuing education completed within the last 2 years prior to the license expiration date.
 - A certification verifying Certified Dietitian Registration (CDR) registration directly from the issuing body.

A [Reinstatement Checklist](#) can be found on the OPLC Board of Licensed Dietitians website.

My license has been expired for more than 1 year. How do I renew?

A licensee who wishes to reactivate a license lapsed for more than one year shall apply for an [initial license](#) complying with Diet 302 and provide documentation of completion of 20 hours of continuing education in accordance with Diet 405 within the immediately preceding 24 months of the license expiration date.

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Jeanne, we will need to update the attached form in accordance with our new rules. I am happy to take on this initiative if need be.

As I was looking into this, I wondered if it is an administrative burden to have to submit all of these forms and supporting documents even if the license lapses for one day. Should there be a grace period? This may have been decided on while I was out, but will you please add my question to the agenda for discussion?

I also found that for 403.05 Supporting Materials, section (b)(1) that colon should be a semicolon - just a silly punctuation edit.

Thanks,

[Redacted signature]



[Redacted content]



On Fri, Oct 11, 2024 at 9:11 AM Webber, Jeanette [Redacted] wrote:

- How long should I retain CEU records for? AS
- What types of Continuing Education courses does the Board accept? AS
- My license has been expired for less than two years. How do I renew? CC
- My license has been expired for longer than two years. How can I renew? CC
- How can I request a verification of licensure? KM
  
- Can I work as a Dietitian if my license has not been renewed? KM
  
- How many CEs do I need for renewal? AB
  
- Is NH one of the Dietitian Compact jurisdictions? AB

**Jeanne Webber**

Board Administrator



State of New Hampshire

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