PART Ath 401 DEFINITIONS

Readopt Ath 401.01, effective 8-29-15 (Document #10921), to read as follows:

Ath 401.01 "Board of Certification (BOC)" means the non-profit entity, as well as its successor entities, incorporated in 1989 to provide a certification program for entry-level athletic trainers and recertification standards for certified athletic trainers, previously known as "NATABOC".

Repeal Ath 401.02, effective 8-29-15 (Document #10921), and hold said section in reserve as follows:

Ath 401.02—"Renewal year" means any even numbered year which is not the year of initial licensure. **RESERVED**

PART Ath 402 PROCEDURES FOR RENEWING A LICENSE AND INDICATING A DECISION NOT TO RENEW

Readopt with amendment Ath 402.01, effective 12-17-21 (Document #13307), to read as follows:

Ath 402.01 License Renewal Procedure.

(a) A licensee wishing to renew his or her current license shall:

(1) Submit the completed renewal application packet described in Ahp 601.03; and
(2) Do so by one of the following 3 methods:
a. The timely renewal method consisting of delivery of the completed packet by hand or secure electronic communication at https://forms.nh.gov/license/Login.aspx on or before December first of the renewal year, or delivery by mail postmarked on or before that date;
b. The late renewal method consisting of:
⁻ 1. Delivery of the completed packet by hand or secure electronic communication at https://forms.nh.gov/license/Login.aspx between December 2 and December 31 of the renewal year, or delivery by mail postmarked during the same period; and
2. Inclusion in the packet payment of the late filing fee specified by Ahp 301.02(a) as well as the license renewal fee also specified by Ahp 301.02(a); or
c. If the renewal applicant is on active military duty outside the United States, by delivery of the completed packet by hand, mail, or secure electronic communication at https://forms.nh.gov/license/Login.aspx-within 60 days of the renewal applicant's return to the United States or release from duty, whichever occurs later.

(b) Pursuant to RSA 328 F:19, III., licenses to be renewed shall lapse if the renewal applicants do not submit the completed renewal application packet within one of the time periods set forth in (a)(2) above.

(c) Renewal applicants whose licenses have lapsed shall not practice athletic training until their licenses have been reinstated by the board.

(a) As provided in RSA 310:8, II, all licenses shall expire 2 years from the date the license was issued, provided that the filing of a timely and complete application for license renewal by an eligible applicant shall continue the validity of the license being renewed until final action has been taken on the renewal application.

(b) As provided in RSA 310:8, III:

(1) Applicants shall submit completed applications for renewal, the application-related fees for renewal, and any supporting documents required for that renewal on or before the expiration date of the license;

(2) A license shall expire if a completed renewal application, application-related fees for renewal, and supporting documents have not been filed on or before the expiration date of the license; and

(3) The holder of an expired license shall not be authorized to practice unless and until the license has been reinstated or reobtained in accordance with Plc 312.

Readopt with amendment Ath 402.02, effective 12-17-21 (Document #13307), to read as follows:

Ath 402.02 <u>License Renewal Application Packet</u>. Applicants for license renewal shall submit each of the following components of the application packet:

(a) The completed multipart renewal application form described in Ahp 601.03;

(b) The documents described in Ath 402.06; and

(c) The fee(s) specified by Ahp 301.02(a) for timely or late renewal, as applicable.

(a) The information required by Plc 308.06 on the "Universal Application for License Renewal", dated April 2024, that is signed and attested to as provided in Plc 308.08;

(b) Attestation or proof of having met applicable continuing competence requirements, as required by applicable law;

(c) A copy of a certificate issued by Board of Certification for Athletic Trainers (BOC) verifying certification;

(d) The supporting documentation identified in Plc 308.07; and

(e) The application-related fees for renewal as stated in Plc 1002.06, provided that applicants applying for facilitated licensure as active military or a military spouse shall not pay the fee.

Repeal Ath 402.03 through Ath 402.05, effective 12-17-21 (Document #13307), and hold said sections in reserve as follows:

Ath 402.03-<u>Required Documents</u>. Applicants for renewal of their licenses shall include in their application packets:

(a) A detailed report of the relevant circumstances if any answers to questions from the application form specified in Ahp 601.03 are in the affirmative; and

(b) A copy of a certificate issued by Board of Certification for Athletic Trainers (BOC) verifying certification. RESERVED

Ath 402.04 The Board's Renewal Application Processing Procedures.

Text added to existing rules shown in *bold italics* Text deleted from existing rules shown struck through

(a) If the board, after receiving and reviewing a completed license renewal application packet requires further information or documents to determine the renewal applicant's eligibility for renewed licensure, the board shall:

(1) So notify the applicant in writing within 30 days; and

(2) Specify the information or documents it requires.

(b) An application for license renewal shall be considered to be completed when the board's office has received:

(1) The completed application packet; and

(2) Any additional information or documents which may have been requested pursuant to (a) above.

(c) Within 60 days of the date that the renewal application is completed, the board shall:

(1) Approve or deny the application; and

(2) Notify the renewal applicant of its decision in writing.

(d) If the board denies the renewal application, the board shall include in its notice of denial the information that the renewal applicant may challenge the denial through an adjudicative hearing held in accordance with Ath 200 by:

(1) Making a written request for an adjudicative hearing; and

(2) Submitting this request to the board:

a. Within 60 days of the board's notice of denial; or

b. If the renewal applicant is on active military duty, within 60 days of the applicant's release from active military duty.

(e) The board shall refund the license renewal fee if:

(1) The applicant withdraws the application for license renewal; or

(2) The board denies the application.

(f) The application for renewal shall be denied if the application is not completed by the applicant within 26 weeks of the receipt by the board of the application form part of the application packet. *RESERVED*

Ath 402.05 <u>Renewal of Licensure</u>. The board shall renew the licenses of licensees who:

(a) Have timely submitted the completed renewal application packet;

(b) Hold a currently valid certificate issued by BOC, as evidenced by a copy of a certificate issued by BOC verifying certification;

(c) Have not violated RSA 328-F or RSA 326-G; and

(d) Are of good professional character and reliability, as evidenced by the information contained in:

(1) The answers to the questions from the application form specified in Ahp 601.03 and any related documents submitted pursuant to Ath 402.03(a). *RESERVED*

Readopt with amendment Ath 403.01, effective 12-17-21 (Document #13307), to read as follows:

Ath 403.01 <u>Licenses Subject to Reinstatement; Board Procedure Related to Reinstatement of Licensure</u>. Obtaining a License After Expiration, Suspension or Revocation.

(a) The following licenses shall be subject to reinstatement by the board:

(1) Licenses suspended for disciplinary reasons as part of a settlement pursuant to Ahp 214 or as part of a disciplinary order of the board if reinstatement is one of the terms specified in the disciplinary order; and

(2) Licenses lapsed pursuant to Ath 402.01(b).

(b) The reinstatement of licenses suspended for disciplinary reasons shall be in accordance with the terms of the settlement agreement or the disciplinary order of the board, as applicable.

(c) The reinstatement of lapsed licenses shall be in accordance with:

(1) Ath 403.02 if the licenses have been lapsed for no more than 6 months; and

(2) Ath 403.03 if the licenses have been lapsed for more than 6 months.

(d) If the board, after receiving and reviewing a completed application for reinstatement of licensure, requires further information or documents to determine the applicant's qualification, the board shall:

(1) So notify the applicant in writing within 30 days; and

(2) Specify the information or documents it requires.

(e) The board shall issue written approval or denial of an application for reinstatement of licensure within 60 days of the date that the application is complete.

(f) The board shall deny the application for reinstatement if the applicant has not completed the application procedures within 26 weeks of beginning them.

(g) The board shall refund the reinstatement fee if:

(1) The applicant withdraws the application for reinstatement of licensure; or

(2) The board denies the application pursuant to this chapter.

(h) If the board denies an application for reinstatement of licensure, the board shall include in its notice of denial the information stated in (i) below.

(i) An applicant wishing to challenge the board's denial of an application for reinstatement of licensure shall:

(1) Make a written request for a hearing of the applicant's challenge; and

(2) Submit this request to the board:

a. Within 60 days of the board's notification of denial; or

b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's release from duty.

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(a) To request reinstatement of an expired license not more than one year after the license expired the applicant shall complete the process for renewing a license pursuant to Plc 308 and demonstrate compliance with Plc 312.02.

(b) An individual whose license has been expired more than one year who wishes to obtain a license shall apply for initial licensure pursuant to Plc 304 and demonstrate compliance with Plc 312.03.

(c) Any license that has been suspended shall be subject to reinstatement within 30 days of the end of the specified suspension term or within one year of expiration of the suspended license, whichever is later. Plc 312.04 shall govern the reinstatement of suspended licenses.

(d) Plc 312.05 shall govern the application process for any person whose license has been revoked who wishes to practice in New Hampshire.

Repeal Ath 403.02 and Ath 403.03, effective 12-17-21 (Document #13307), and hold said sections in reserve as follows:

Ath 403.02 Reinstatement of Licenses Lapsed For No More Than 6 Months.

(a) The board shall reinstate licenses lapsed for no more than 6 months if the individuals holding such licenses:

(1) Are of good professional character and reliability, as evidenced by: a. The answers to the questions on the reinstatement application form; and b. Any reports submitted pursuant to (b)(3)a. below; (2) Hold a currently valid BOC certificate; and (3) Have complied with the application procedures set forth in (b) below. (b) Application procedures for the reinstatement of licenses lapsed no more than 6 months shall be: (1) Submission of the completed reinstatement application form; (2) Payment of the reinstatement fee set forth in Ahp 301.02(a) unless the fee is waived pursuant to Ath 403.05; and (3) Submission of the following supporting materials: a. A detailed report of the relevant circumstances if any of the answers to the questions identified on the reinstatement application form as requiring such a report are in the affirmative: b. A copy of a certificate issued by BOC verifying certification; and d. A written statement that the reinstatement applicant has not engaged in athletic training in New Hampshire on a volunteer or paid basis since the date that his or her license ceased to be valid.

(c) If the applicant fails to provide all the above materials within 6 months of the lapse of his or her license, the applicant shall meet the requirements of Ath 403.04. *RESERVED*

Ath 403.03 Reinstatement Applications Form.

(a) The reinstatement application form shall:
(1) Be the "Reinstatement Application Form" specified in Ahp 601.02;
(2) Be provided by the board and available on the boards web site, https://www.oplc.nh.gov/applications athletic trainers; and
- (3) Be signed and dated below the following preprinted statement which asserts:
"I acknowledge that knowingly making a false statement on this application form is a misdemeanor under RSA 641:2, I. I certify that the information I have provided on all parts of the application form and in the documents that I have personally submitted to support my application is complete and accurate to the best of my knowledge and belief. I also certify that I have read the statute and rules of the Board and promise that, if I am licensed, I will abide by them. Based on the statute and rules governing the profession for which I am applying I have not committed any acts that would be grounds for disciplinary action in this or any other State" <i>RESERVED</i>
Repeal Ath 403.04, effective 8-29-15 (Document #10921), and hold said section in reserve as follows:
Ath 403.04 -Reinstatement of Licenses Lapsed For More Than 6 Months.
(a) The board shall reinstate licenses lapsed for more than 6 months if the individuals holding such licenses:
(1) Are of good professional character and reliability, as evidenced by:
a. The answers to the questions on the reinstatement application form;
b. Any reports submitted pursuant to (b)(3)a. below;
c. The resume required by (b)(3)c. below; and
d. The criminal offender record report(s) required by (b)(3)f. below;
(2) Hold a currently valid BOC certificate; and
- (3) Have complied with the application procedures set forth in (b) below.
(b) Application procedures for the reinstatement of licenses lapsed more than 6 months shall be:
- (1) Submission of the completed reinstatement application form;
- (2) Payment of the reinstatement fee set forth in Ahp 301.02(a) unless the fee is waived pursuant to Ath 403.05; and
(3) Submission of the following supporting materials:
a. A detailed report of the relevant circumstances if any of the answers to the questions identified on the reinstatement application form as requiring such a report are in the affirmative;
b. A letter sent directly to the board by BOC verifying the applicant's current BOC certification and the date of expiration of the certificate;
c. A resume presenting a chronologically organized account of paid and volunteer work performed as an athletic trainer since the lapse of the New Hampshire license including;

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	1. The period of each separate experience described by its beginning and ending dates; and
-	2. The physical address of each experience.
verif or	Unless the information sought is available only on a website, an official letter of Fication sent directly to the board from every state which has issued the applicant a license other authorization to practice athletic training since the lapse of the New opshire license, stating:
-	1. Whether the licensee or other authorization is or was, during its period of validity, in good standing; and
-	2. Whether any disciplinary action was taken against the license or other authorization to practice;
	An original, not a photocopy, of a criminal offender record report as described th 302.04(h); and
New	A written statement that the reinstatement applicant has not engaged in athletic training in Hampshire on a volunteer or paid basis since the date that his or her license ceased to be H. RESERVED

Readopt 404.01, effective 8-29-15 (Document #10921), as follows:

Ath 404.01 Definitions.

(a) "Sexual misconduct" means engaging in one or more of the following activities with respect to a current client who is not a spouse or domestic partner;

- (1) Engaging in sexual relations, whether consensual or non-consensual;
- (2) Making verbal or physical sexual advances;
- (3) Using sexual language or phrases;
- (4) Requesting sexual favors; or
- (5) Engaging in physical contact of a sexual nature.

Readopt with amendment Ath 404.02 through Ath 404.05, effective 8-29-15 (Document #10921), to read as follows:

Ath 404.02 Misconduct. Misconduct shall be:

(a) *Knowingly*, *recklessly*, or negligently providing inaccurate material information to the *licensing bureau or* board or failing to provide complete and truthful material information upon inquiry by the *licensing bureau or* board, including during the process of applying for a license, license renewal, or license reinstatement;

- (b) Conviction without annulment in any jurisdiction of any criminal offense which:
 - (1) Constitutes a sexual offense;
 - (2) Constitutes a violation of controlled substance law; or
 - (3) Involves:

- a. Injury to a victim;
- b. The risk of such injury; or
- c. Dishonesty;
- (c) Failing to report to the board a conviction described in (b) above within 30 days;
- (d) Violating Ath 500;
- (e) Engaging in sexual misconduct with, or sexual harassment of, a client;

(f) Engaging in the practice of athletic training despite actual or potential inability to render care with reasonable skill and safety by reason of illness, by reason of use of alcohol or drugs or any other material, or by reason of mental or physical condition;

(g) Being subject to final disciplinary action by a regulatory authority in another domestic or foreign jurisdiction;

(h) Failing to take appropriate action to safeguard individuals from incompetent counselors and health care practitioners, whether or not they are licensed in this state;

- (i) Practicing athletic training when a previous license is not currently valid; and
- (j) Violating:
 - (1) Any provision of RSA 328-F;
 - (2) Any provision of RSA 326-G;
 - (3) Any rule adopted by the board; or
- (4) Any applicable ethical or professional standard specified in Plc 309; or

(4) (5) Any state or federal law reasonably related to the licensee's authority to practice or the licensee's ability to practice safely.

Ath 404.03 Sanctions.

(a) Pursuant to RSA 328 F:23, IV(a) through (f) **310:12**, disciplinary measures available to the board to sanction misconduct shall *be governed by Plc 311.07 through Plc 311.12*;

(1) License revocation;

- (2) License suspension for a specified period of time or on specified terms;
 - (3) License suspension conditioned on the achievement of specified:
 - a. Continuing competence requirements;
 - b. Continuing education, clinical experience or training; or

c. Ethical or legal training;

(4) License suspension conditioned on successful participation in specified mental or physical health treatment, a rehabilitative program, counseling, a professional assistance program or in any

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	other program designed to overcome the deficiency or condition in the licensee which appears to have caused the misconduct;
-	(5) A requirement that the licensee's practice be supervised for a specified period of time by a licensed athletic trainer; and
-	(6) The imposition of an administrative fine not to exceed \$1,000 for:
-	a. Misconduct as described in Ath 402.02;
-	b. The practice of athletic training by a person who was once licensed to practice athletic training but does not currently hold a valid license; or
-	c. The practice of athletic training by a person who is practicing in violation of the conditions upon which he or she is licensed.

(b) Pursuant to RSA 328-F:23, IV(g), a measure available to the board to sanction continuing misconduct of the kinds described in (a)(6) above shall be the imposition of an administrative fine of \$100 for each day the misconduct continues after notice from the board that the misconduct shall cease.

(c) Pursuant to RSA 328 F:23,V an additional measure available to the board to sanction misconduct shall be denial of license renewal or reinstatement.

Ath 404.04 <u>Procedure for the Imposition of Sanctions</u>. Other than immediate license suspension authorized by RSA 541-A:30, III, the board shall impose disciplinary sanctions only:

(a) After prior notice to the licensee in accordance with Ahp 209.01 Plc 206 and the opportunity for the licensee to be heard; or

(b) By agreement in a settlement between the board and the licensee made pursuant to Ahp 214 *that is reflected in a consent order*.

Ath 404.05 <u>Revocation of License</u>. The board-licensing bureau shall revoke a license when:

(a) BOC has permanently revoked the licensee's certification; or

(b) The board and the licensee agree on revocation in a settlement made pursuant to Ahp 214 that is reflected on a consent order.

Readopt with amendment Ath 404.06 and Ath 404.07, effective 12-17-21 (Document #13307), to read as follows:

Ath 404.06 <u>Method for Determining Sanctions</u>. To determine which sanction or combination of sanctions to impose, Plc 311.10 shall govern.

(a) To determine which sanction or combination of sanctions to impose other than in a case of the kind described in Ath 404.05, the board shall:

(1) Refer to the list in Ath 404.02 to determine the nature of the act(s) or omission(s) constituting the misconduct done by the licensee;

(2) Next, determine whether the misconduct has one or more of the characteristics listed in (b) below; and

(3) Finally, apply the standards in Ath 404.07.

(b) The characteristics shall be:
- (1) The misconduct actually caused physical or mental harm to the client or another person;
- (2) The misconduct had the potential to cause physical or mental harm to the client or another person;
(3) The misconduct repeated earlier misconduct done by the licensee, as determined by:
a. An earlier hearing;
b. An earlier settlement agreement predicated on the same misconduct by the licensee; or
- c. An admission by the licensee;
- (4) The misconduct was not the first misconduct by the licensee, as determined by:
a. An earlier hearing;
- b. An earlier settlement agreement predicated on misconduct by the licensee; or
- c. An admission by the licensee;
- (5) The misconduct was intentional rather than the result of negligence or inadvertence; and
- (6) The misconduct was the result of negligence.
Ath 404.07 <u>Standards for the Selection of Sanctions</u> . The board shall select appropriate sanction(s) apply the standards in Plc 311.11 when selecting sanctions. ÷
(a) From the list in Ath 404.03; and
(b) By choosing, in light of the characteristics determined pursuant to Ath 404.06(b), the sanction(s) most likely to:
- (1) Protect public health and safety;
- (2) Prevent future misconduct by the licensee;
- (3) Take into account any acknowledgement of fault by the licensee and any cooperation by the licensee with the board's investigation of misconduct;
- (4) Correct any attitudinal, educational or other deficiencies which led to the licensee's misconduct;
(5) Encourage the responsible practice of athletic training; and
- (6) Demonstrate to the licensee and the public the board's intention to insure that its licensees practice in accordance with applicable law and the public welfare.
Readopt with amendment Ath 405.01, effective 8-29-15 (Document #10921), to read as follows:

Ath 405.01 <u>Procedures for, and Effect of, Voluntary Surrender of License</u>. Pursuant to RSA 328 F:13, **1** 310:4;II,(d) and RSA 310:9, the procedures for, and effect of, the voluntary surrender of a license shall be governed by Ahp 219 Plc 205.

Readopt Ath 406.01 and Ath 406.02, effective 8-29-15 (Document #10921), to read as follows:

Ath 406.01 <u>Obligation to Maintain BOC Certification</u>. Licensees shall maintain BOC certification at all times.

Ath 406.02 <u>Obligation to Work Under Direction</u>. Pursuant to RSA 326-G:1, III., licensees shall practice athletic training under the general direction of a physician licensed in any state or Canada.

Repeal Ath 406.04, effective 8-29-15 (Document #10921), and hold said section in reserve as follows:

Ath 406.04 <u>Obligation to Report Loss of Proof of Licensure</u>. Pursuant to RSA 328 F:21, II, licensees shall notify the board's office when their licenses or other proofs of licensure have been lost or stolen. *RESERVED*

Readopt Ath 406.05 and Ath 406.06, effective 8-29-15 (Document #10921), to read as follows:

Ath 406.05 Obligation to Adhere to Ath 500. Licensees shall adhere to the ethical standards in Ath 500.

Ath 406.06 Obligation to be Honest and Candid. Licensees shall be candid and truthful when:

- (a) Making oral and written statements to the board; and
- (b) Making oral and written statements about athletic training to the public.

Readopt with amendment Ath 406.07, effective 8-29-15 (Document #10921), to read as follows:

Ath 406.07 <u>Obligation to Cooperate with Board-Investigations</u>. Licensees shall cooperate with the board's *licensing bureau's* investigations by:

- (a) Providing accurate factual information;
- (b) Responding to the board's- *licensing bureau's* requests in a timely fashion; and
- (c) Assisting in any other way requested by the board *licensing bureau*.

Readopt Ath 406.08, effective 12-21-16 (Document #12069), as follows:

Ath 406.08 <u>Obligation to Retain Evidence of Continuing Education</u>. Licensees shall retain documentation of their continuing professional education and professional activities for at least 3 years.

Readopt with amendment Ath 406.09, effective 8-29-15 (Document #10921), to read as follows:

Ath 406.09 <u>Obligation to Report</u>. Licensees shall report the following to the board's office *licensing bureau* within 30 days, whether applicable to themselves or other licensees:

(a) Any misdemeanor or felony conviction;

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(b) Disciplinary actions by regulatory authorities other than the New Hampshire governing board of athletic trainers; and

(b) Any act which constitutes misconduct under Ath 404.02.

APPENDIX I

Rule	Specific State Statute the Rule Implements
Ath 401.01	RSA 541-A:7
Ath 401.02 (repeal)	2023, 79:281, XIII
Ath 402.01(a)	RSA 310:8, II
Ath 402.01(b)	RSA 310:8, III
Ath 402.02	RSA 326-G:6; RSA 328-F:11, I(b),(d),(e),(f); RSA 310:8
Ath 402.03 through Ath 402.05 (repeal)	2023, 79:281, XIII
Ath 403.01	RSA 328-F:11, I(e) and (f)
Ath 403.02 (repeal)	2023, 79:281, XIV
Ath 403.03 (repeal)	2023, 79:281, XIII
Ath 403.04 (repeal)	2023, 79:281, XIV
Ath 404.01	RSA 328-F:11, II(d)
Ath 404.02	RSA 328-F:11, I(g); RSA 310:12
Ath 404.03 through Ath 404.05	RSA 310:12
Ath 404.06	RSA 541-A:16, I(b)
Ath 404.07	RSA 541-A:16, I(b)
Ath 405.01	RSA 326-G:4, III; RSA 326-G:6, I
Ath 406.01	RSA 326-G:4, III; RSA 326-G:6, I
Ath 406.02	RSA 326-G:1, III
Ath 406.04 (repeal)	2023, 79:281, XV
Ath 406.05	RSA 328-F:11, II(b)
Ath 406.06	RSA 328-F:11, II(b)
Ath 406.07	RSA 328-F:11, II(b)
Ath 406.08	RSA 328-F:11, I(b), (d), and (e)
Ath 406.09	RSA 328-F:11, II(b)