

APPLICATION PROCESS FOR RENEWALS, RECERTIFICATIONS OR REINSTATEMENTS

This process is used for:

- Normal renewals submitted prior to certification expiration;
- Late renewals submitted within 90 days after certification expiration;
- Requests for new certification following a settlement or agreement with the Board (also consult terms of settlement or agreement);
- Requests for recertification following the expiration of a certification that was under suspension;
- Requests for reinstatement of a revoked certification or for reinstatement of an existing certification under suspension

Note: All renewal materials should be submitted to the Board in the 90-day period prior to the expiration of certification.

Persons who fail to request renewal prior to expiration of their certification but who do so within 90 days after expiration will be required to submit a signed statement of the reasons for failure to timely request renewal, as well as certain additional supporting documentation. See [Gal 401.05](#). Persons requesting recertification more than 90 days after the expiration of certification (which does not involve a settlement or agreement with the Board, a revocation or the expiration of a certification under suspension) should consult [Gal 401.06](#) and the Board's "[Summary of Required Documentation for New Application](#)".

In order to timely apply for renewal of certification, an applicant must provide the following in the 90-day period prior to the expiration of certification:

1. A completed application for Renewal, Reinstatement or Recertification form (with "Continuing Education" attachments);
2. A completed Supplemental Application for Renewal, Reinstatement or Recertification form Certification form (with "Log of Professional or Volunteer Experience" attachment, if not previously submitted)
3. The renewal application fee of \$75; [the fee for reinstatements and certain recertifications is \$100]
4. All required supporting materials, including but not limited to a criminal records release with required fee; Central Registry letter and waiver of confidentiality.

Specific supporting materials required in specific circumstances are addressed in the [Summary of Required Documentation for Renewals, Reinstatements and Recertifications](#) and the [Renewal, Reinstatement and Recertification Checklist](#), both of which are intended to assist GALs in the completion of their application.

The application process is designed to obtain the information necessary to determine qualifications as well as to gather information that would assist the court in making an informed decision on whether or not to appoint an individual as a GAL in a particular case. See RSA 490-C: 4, II (g) and RSA 490-C: 5, I (b). Please note that although the Summary and Checklist are lengthy, many of the items addressed would not apply in the circumstance of a standard, timely request for renewal. The summary, forms and checklist and are designed to be used in a variety of contexts.

The Board will not consider a request for renewal until it has received the material noted above, as well as return from the Department of Safety of the results of the applicant's criminal background check. Once required materials are received, the Board will notify the applicant if the application is incomplete or if the Board requires additional information or materials.

Information concerning the Board's continuing education requirement can be found at the Board's "[Continuing Education Materials](#)" page. Since the adoption of continuing education, experience and other requirements have occurred during the term of some GAL's first period of certification, the Board's rules provide a variety of methods to address potential difficulties, including but not limited to procedures for requesting approval of various types of non-standard continuing education; for requesting temporary certification in order to complete an appointment; for requesting an alteration of time in which to complete continuing education; and for requesting a one-time temporary waiver of certain continuing education and experience requirements. Information relating to such requests can be found in the Board's [administrative rules](#) and at the Board's "[Miscellaneous Materials](#)" and "[Continuing Education Materials](#)" pages.

If you have questions about the application materials or the application process, please review the Summary of Required Documentation for Renewals, Reinstatements and Recertifications, the Renewal, Reinstatement and Recertification Checklist and/or the administrative rules of the Guardian ad Litem Board. These materials will answer many questions. You may, of course, also contact the staff of the GAL Board.

The foregoing information regarding renewals, reinstatements and recertifications is simply intended as a synopsis of the Board's process. It is not a verbatim recitation of all applicable rules and statutes. Those interested or involved in the renewal, reinstatement or recertification process should consult the specific laws or rules at issue.