

THE STATE OF NEW HAMPSHIRE  
Guardian ad Litem Board

**RENEWAL, REINSTATEMENT AND RECERTIFICATION**  
**APPLICATION CHECKLIST**

***ALL RENEWAL MATERIALS SHOULD BE SUBMITTED IN THE 90-DAY PERIOD  
PRIOR TO THE EXPIRATION OF CERTIFICATION***

*(Include this list when submitting renewal, reinstatement and recertification applications. This is a synopsis/checklist only. A more detailed summary of required materials is available from the Guardian ad Litem Board. Consult Chapter Gal 400 for specific requirements relative to renewals, reinstatements and recertifications)*

**I. Name of Applicant** \_\_\_\_\_

**II. Application Fee:**

\_\_\_\_\_ **For Renewal of Current Certification - \$75: Payable to “State of New Hampshire: GAL Board”**

\_\_\_\_\_ **For Recertification Within 90 Days of Expiration of Certification [See Gal 401.05] - \$100: Payable to “State of New Hampshire: GAL Board.”**

\_\_\_\_\_ **For Recertification Following Expiration of Certification Under Suspension [See Gal 402.07 (d) (2)] - \$100: Payable to “State of New Hampshire: GAL Board.”**

\_\_\_\_\_ **For Reinstatement Following Revocation or While Under Suspension [See Gal 402.08 (revocations) and Gal 402.07 (d) (1) b. (suspensions)] - \$100: Payable to “State of New Hampshire: GAL Board.”**

***Note:*** For *certification requests made more than 90 days after expiration of certification (which do not involve a settlement or agreement with the Board, a revocation or expiration of certification while under suspension) do not use this form. Use the “Application Checklist” form [GAL Form 2].*

**III. \_\_\_\_\_ “Application for Renewal, Reinstatement or Recertification” form (with “Continuing Education” attachments): Original + 3 Copies**

\_\_\_\_\_ Signed & Dated

\_\_\_\_\_ “Continuing Education” attachments completed and attached (*include both “Continuing Education Activity” form [GAL Form 10A] and, if any continuing education activity claimed is not of a type listed in Gal 403.03, the “Other Continuing Education” form [GAL Form 12]*)

**IV. \_\_\_\_\_ “Supplemental Application for Renewal, Reinstatement or Recertification” form (with “Log of Professional or Volunteer Experience” attachment, if not previously submitted): Original + 3 Copies**

\_\_\_\_\_ Signed & Dated

\_\_\_\_\_ “Log of Professional and Volunteer Experience”[GAL Form 4A/11A] attachment completed and attached (if not previously submitted)

**V. Required Supporting Materials (do not attach to application forms)**

- \_\_\_\_\_ A. Criminal Records Release
  - \_\_\_\_\_ Signature Notarized
  - \_\_\_\_\_ Provides for Release to GAL Board
  
- \_\_\_\_\_ B. Check payable to “State of New Hampshire: Criminal Records”
  - \_\_\_\_\_ Signed
  - \_\_\_\_\_ Correct amount (*\$15 as 9/15/07, subject to change*)
  
- \_\_\_\_\_ C. Original Central Registry confirmation
  
- \_\_\_\_\_ D. Copy of Photo ID or other government document with photo, name and DOB
  
- \_\_\_\_\_ E. Waiver of Confidentiality (GAL Form 5A, *available from Board*)
  - \_\_\_\_\_ Signed
  
- \_\_\_\_\_ F. If a YES answer to Part G, Section I., Question 1 of the Application for Renewal, Reinstatement or Recertification Form:
  - \_\_\_\_\_ Copy of order, decision or writing, if any, setting forth the terms of disbarment, revocation, suspension, reprimand, discipline, sanction, censure, disqualification, denial or fine
  - \_\_\_\_\_ Copy of subsequent order, if any, ending the action or reversing or overturning the matter on appeal.
  
- \_\_\_\_\_ G./H If a YES answer to any question at Part G, Section II.-IV., numbers 2 through 10 of the Application for Renewal, Reinstatement or Recertification Form:
  - \_\_\_\_\_ Copy of order, decision or writing, if any, setting forth factual findings and conclusions resulting in the fine, suspension, sanction, penalty, denial, or revocation
  - \_\_\_\_\_ Copy of order, decision, or writing, if any, lifting, reversing or overturning the matter on appeal.
  
- \_\_\_\_\_ I./J. If applicant is requesting a new certification within 90 days after the expiration of a certification (and is not subject to a settlement or agreement; did not have his or her certification expire while under suspension and did not have his or her certification revoked):
  - \_\_\_\_\_ Signed, written statement of the reasons for failing to request renewal prior to the expiration of the prior certification [*Note: Generally, reasons must not be within the control of the applicant, other than a mistaken belief as to the requirements of the rules, and the applicant must not have submitted a previous request claiming a mistaken belief as to the requirements of the rules. See Gal 401.05 (c) (9)*]
  - \_\_\_\_\_ Written documentation of the completion of at least 30 credits of continuing education within the 3 year period before the submission of the request for new certification. [*see Gal 403.08 (b) (1) through (8) and (10) as to written documentation required*]
  
- \_\_\_\_\_ K. If applicant is requesting reinstatement or recertification following a revocation, during a suspension, or after expiration of a certification that was under suspension: Written request for a hearing on reinstatement or recertification [*See Gal 402.07(suspension); Gal 402.08 (revocation).*] A “Request for Recertification or Reinstatement” form [GAL Form 21] is available from the Board].

- \_\_\_\_L. If applicant is a formerly certified GAL whose certification expired while under a period of suspension, or whose certification has been revoked, who is now applying for reinstatement or recertification [*See Gal 402.07(d) (2) (suspensions); Gal 402.08 (revocations)*]: Written documentation of completion of the required continuing education credits [*See Gal 403.01 (c) and (d) regarding continuing education credits in this situation; See Gal 403.08 (b) (1) through (8) and (10) regarding documentation required*].
- \_\_\_\_M. If applicant is requesting renewal, reinstatement or recertification following, or as part of, a settlement or agreement with the Board: Copy of the settlement or agreement [*Also consult agreement or settlement for requirements of new certification*].
- \_\_\_\_N. If applicant is requesting renewal or recertification where the most recent certification ended as the result of a resignation or surrender of certification: Copy of the Board’s acceptance of the resignation or surrender pursuant to Gal 404.02.
- \_\_\_\_O. If any reference or recommendation for certification of applicant as a GAL has been rescinded: Copy of the writing, if any, rescinding that recommendation.
- \_\_\_\_P. If the Board has requested additional information of the applicant: The additional information requested by the Board. [*See Gal 401.03, Gal 403.08; Gal 404.01*]
- \_\_\_\_Q./R. If applicant answered “YES” to Question m. of the Supplemental Application for Renewal, Reinstatement or Recertification form:  
     \_\_\_\_ Copy of the restraining order  
     \_\_\_\_ If the restraining order was subsequently reversed or modified, or if it was overturned on appeal: Copy of the writing reversing, modifying or overturning the restraining order.
- \_\_\_\_S./T. If the applicant answered “YES” to Question n. of the Supplemental Application for Renewal, Reinstatement or Recertification form:  
     \_\_\_\_ Copy of the writing or transcript, if any, reflecting the finding of contempt against the applicant  
     \_\_\_\_ If the finding of contempt was reversed, modified, overturned on appeal, or lifted, a copy of the order or decision so providing.
- \_\_\_\_U. Copies of certificates of attendance at any training offered by or through the Board which is being claimed for credit.
- \_\_\_\_V. If the applicant has completed additional education at any time since submitting his or her most recent application form one of the following:  
     \_\_\_\_ a. Copy of the applicant’s diploma certified as original by the issuing institution, or a photocopy of the degree;  
     \_\_\_\_ b. An official transcript of work performed by the applicant as additional education, or a photocopy of the transcript; or  
     \_\_\_\_ c. A written statement from the institution attended certifying that the it has awarded the degree or that the applicant completed the additional education.  
*[Applicants who specified additional education at Part C of the Application for Renewal, Reinstatement or Recertification form must provide this material]*
- \_\_\_\_W. If not previously submitted to the Board in connection with an earlier application that was granted, **an original and three (3) copies** of a statement specifying the practical in-court training taken by the applicant in accordance with Gal 303.02 (b) (2). [*See Gal 401.09 (w)*]. [*An “In-Court Training Log” form [GAL Form 20] is available from the Board for provision of this information, if not previously provided. **Note:** Persons first certified by the Board after 9/15/07 should already have provided this information as part of their Application for Certification form. Persons certified between 1/1/05 and 9/14/07 may have provided this information to the Board in conjunction with their initial GAL training. Those who have not previously provided the information must do so at*

*the time of their first renewal of certification. Completion of the in-court training specified in Gal 303.02 (b) (2), if not previously accomplished, is a requirement for renewal, recertification or reinstatement. See Gal 401.10 (e)]*

- \_\_\_\_\_X. If not previously submitted to the Board in connection with an earlier application, **an original and three (3) copies** of a “Written Submission” essay:
- \_\_\_\_\_ Separate from other documents and labeled “Written Submission”
  - \_\_\_\_\_ 200 to 500 words long
  - \_\_\_\_\_ In typescript
  - \_\_\_\_\_ Describing the reasons for applicant’s desire to serve as GAL
  - \_\_\_\_\_ Specifying personal qualities or experiences believed to enable successful GAL work
  - \_\_\_\_\_ Describing reasons to conclude person is of good character
  - \_\_\_\_\_ Written in a clear, succinct and understandable style

*[See Gal 401.09 (x) and Gal 302.04 (e). Note: **Persons first certified after 9/15/07** should have provided this essay as part of their original application packet. **Persons first certified between 1/1/05 and 9/14/07** were required to provide a written essay of a different type. Accordingly, **persons first certified between 1/1/05 and 9/14/05 are required to submit a new “written submission” meeting the above requirements at the time of their first renewal of certification**]*

- \_\_\_\_\_Y. If not otherwise submitted to the Board, or provided in relation to an earlier application that has been granted, documentation of the highest educational degree obtained in the form of either:
- \_\_\_\_\_ a. Copy of the applicant’s diploma certified as original by the issuing institution, or a photocopy of the degree;
  - \_\_\_\_\_ b. An official transcript of work performed by the applicant as additional education, or a photocopy of the transcript; or
  - \_\_\_\_\_ c. A written statement from the institution attended certifying that the it has awarded the degree or that the applicant completed the additional.

- \_\_\_\_\_Z. If the applicant was first certified before 9/15/07 **and** is requesting a one-time waiver of qualifications for the purposes of completing continuing education and experience requirements, **an original and three (3) copies** of a written request for a waiver. *[See Gal 303.01 (c) (re: experience requirements) and Gal 403.01 (re: continuing education requirements)] [A form entitled “Request for One-Time Experience and Continuing Education Waiver” [GAL Form 15] form is available from the Board to request this waiver. The one-time waiver, which is intended to allow GALs certified before 9/15/07 additional time to complete requirements for certification upon renewal, if needed, is described at Gal 401.11. Requests for waivers must be submitted in the 90-day period before the expiration of the applicant’s initial period of certification]*

- \_\_\_\_\_AA. If, for the purposes of continuing education credit, the applicant is seeking approval of a type of activity not listed in Gal 403.03, **an original and three (3) copies** of a request for approval containing the information specified at Gal 403.06. See also Gal 403.05. *[A form entitled “Request for Approval of Continuing Education Activity Not Listed in Gal 403.03” [GAL Form 16] is available from the Board for the purpose of requesting this approval. Note: Requests for approval of an unlisted activity should normally be submitted well in advance of actually claiming the activity for credit. Doing so will allow the Board to consider whether the activity qualifies for credit and help avoid the possibility that the item will not be accepted toward the applicant’s continuing education when claimed].*

- \_\_\_\_\_BB. If the applicant is requesting an alteration of time in which to complete continuing education, **an original and three (3) copies** of a signed, written request pursuant to Gal 403.01 (m). *[A form entitled “Request for Alteration of Time in Which to Complete Continuing Education” [GAL Form 17] is available from the Board for the purposes of making this request].*

Send Application Materials to:

Guardian ad Litem Board  
State House Annex – Room 120  
25 Capital Street  
Concord, NH 03301 – 6312

Questions: See the Board’s “Summary of Required Documentation for Renewals, Reinstatements and Recertifications” [GAL Form 8]; consult the administrative rules of the GAL Board; call (603) 271-1199 or email: [gal.board@nh.gov](mailto:gal.board@nh.gov)