

Summary of Required Documentation for Renewals, Reinstatements and Recertifications

This summary is provided to aid applicants in submitting required materials and is not a verbatim statement of applicable rules. See Gal 401.09 for controlling requirements relating to supporting materials.

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

The supporting document requirements described below address the following situations:

- *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 under suspension;*
- *Requests for reinstatement of a revoked certification or for reinstatement of an existing certification under suspension*

All required forms are available on the GAL Board website. www.nh.gov/gal

*For certification requests made more than 90 days after expiration of a prior certification (which do not involve a settlement or agreement with the Board, a revocation or expiration of a certification under suspension) see the document entitled "**Summary of Required Documentation for New Applications.(Form 1)**"*

Applicants must submit the following. A "**Renewal, Reinstatement and Recertification Application Checklist**,"(Form 9), should be submitted with these items in order to assure that all required material is provided:

1. An original and three (3) copies of a signed and complete Application for Renewal, Reinstatement or Recertification form 10, with the "Continuing Education" attachment(form 10A). *[If continuing education is being claimed of a type that is not listed in Gal 403.03, please also include the "**Other Continuing Education**"(Form 16), for such activities, available on the GAL website];*
2. An original and three (3) copies of a signed and complete Supplemental Application for Renewal, Reinstatement or Recertification form (Form 11)
3. The applicable fee specified by Gal 304.01 *[As of 9/15/07, \$75 for standard renewals prior to expiration of certification; \$100 for renewals within 90 days of expiration, for reinstatements, and for recertifications when under suspension];* and
4. The following supporting materials:
 - a. Authorization form for a Criminal Records Background Check (Form 30)allowing disclosure to the Board. *(Note: this form must be notarized, and have Section II filled in, except for GAL staff signature.)*
 - b. Payment of \$25 for a Criminal Records Background Check in the form of a check to the N.H. Department of Safety pursuant to Saf-C 5703.10.
 - c. An original writing from the Central Registry of Founded Abuse and Neglect Reports indicating that the applicant's name does not now appear in the Central Registry. (GAL Form 6). *[Applicants can obtain this by sending a request to NH DCYF – Central Registry, 129 Pleasant St., Concord, NH 03301. There is no fee, but you must provide a self-addressed stamped envelope. **This request must come directly from you and be sent back to you.**" Signatures must be notarized. Please allow 2 weeks for processing and return of form. Further information may be obtained by calling 271-4684].*
 - d. Copy of a photograph identification card or other document issued by a governmental agency, which includes at least a clear depiction of the applicant, the applicant's name and the applicant's date of birth.

- e. A signed Waiver of Confidentiality (Form 5)
- f. If the applicant answered “YES” to Part G., Section I., Question 1 of the Application for Renewal, Reinstatement or Recertification form and the information previously provided by the applicant on his or her initial application form under the heading of “Professional Record and Ethics” has changed in a manner that involves the issuance of an order, decision or other writing from a professional organization or supervising entity that sets forth the terms of a disbarment, revocation, suspension, reprimand, discipline, sanction, censure, disqualification, denial or fine, a copy of that order, decision or writing and any subsequent order ending the action or reversing or overturning that matter on appeal.
- g. If the applicant answered “YES” to any of the questions at Part G., Sections II -IV, numbers 2 through 10 of the Application for Renewal, Reinstatement or Recertification form, a copy of the order, decision or other writing, if any, from the entity imposing the fine, suspension, sanction, penalty, denial, or revocation, setting forth the factual findings and conclusions resulting in the fine, suspension, sanction, penalty, denial, or revocation and any subsequent order, decision or writing lifting, reversing or overturning that matter on appeal.
- h. If the 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):
 1. A signed, written statement of the reasons for failing to request renewal prior to the expiration of the prior certification.
 2. Continuing Education Log (Form 10A), 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.
 3. *[The fee for this form of recertification is \$100 as of 9/15/07. Applicants requesting a new certification more than 90 days after the expiration of certification (not subject to a settlement or agreement and not involving a revocation or expiration of certification while under suspension) must use the Application and Supplemental Application for Certification forms. Those applicants will be required to retake the general and area-specific GAL training and submit additional documentation. See Gal 401.06 and Gal 403.01 (f)]*
- i. If the applicant is requesting reinstatement or recertification following a revocation, during a suspension, or after expiration of a certification that was under suspension, a written request for a hearing on reinstatement or recertification pursuant to Gal 402.07 (*suspension*) or Gal 402.08 (*revocation*), whichever is applicable.
- j. If the 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 requirement in these contexts; See Gal 403.08 (b) (1) through (8) and (10) regarding documentation of continuing education credits in this situation*].
- k. If the applicant is requesting renewal, reinstatement or recertification following, or as part of, a settlement or agreement with the Board, a copy of the settlement or agreement. [*Also consult agreement or settlement for requirements of new certification*].
- l. If the applicant is requesting renewal or recertification where the most recent certification ended as the result of a resignation or surrender of certification, a copy of the Board’s acceptance of the resignation or surrender pursuant to Gal 404.02.
- m. If any reference or recommendation for certification of the applicant as a GAL has been rescinded, a copy of the writing, if any, rescinding that recommendation.
- n. If the Board has requested additional information of the applicant under Gal 401.03 (*additional materials requested in connection with application process and qualifications*); Gal 403.08 (*additional materials regarding professional education requirements*) or Gal 404.01 (*additional information updating, confirming or clarifying information previously provided to Board*), the additional information requested by the Board.
- o. If the applicant answered “YES” to Question m. of the Supplemental Application for Renewal, Reinstatement or Recertification form, a copy of the restraining order and, if the restraining

order was subsequently reversed or modified, or if it was overturned on appeal, a copy of the order reversing, modifying or overturning the restraining order.

- p. If the applicant answered “YES” to Question n. of the Supplemental Application for Renewal, Reinstatement or Recertification form, a copy of the writing or transcript of the portion of the proceeding, if any, finding the applicant in contempt and, if the finding was reversed or modified, overturned on appeal, or lifted, a copy of the order or decision reversing, modifying, lifting or overturning the finding.
- q. Copies of certificates of attendance at any training which is being claimed for credit.
- r. If the applicant has completed additional education at any time since submitting his or her most recent application form [*i.e., if the applicant has specified additional education at Part C of the Application for Renewal, Reinstatement or Recertification form*] either:
 - 1. A copy of the applicant’s diploma certified as original by the institution that issued it, or a photocopy of the degree;
 - 2. An official transcript of work performed by the applicant in relation to the additional education or a photocopy of such transcript; or
 - 3. A written statement from the institution attended by the applicant certifying that it has awarded the degree, or that the applicant has completed the additional education identified.
- s. If the applicant is seeking approval of an activity not listed in Gal 403.03 for continuing education credit, **an original and three (3) copies** of Form 16 request for approval along with copies of the agenda, presenter bios, and certificate of attendance.
- t. If the applicant is requesting an alteration of time in which to complete continuing education, **an original and three (3) copies** of a signed, **“Request for Alteration of Time in Which to Complete Continuing Education”(Form 17).**

Send Application Materials to:

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

Questions: Consult the administrative rules of the Guardian ad Litem Board located at www.nh.gov/gal ; call (603) 271-1199; or email: gal.board@nh.gov