

**STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL
LICENSURE AND CERTIFICATION**

BOARD OF NURSING

**In Re: Caroline Collins
Applicant for Licensed Practical Nurse**

Docket No.: 24-NUR-047

INTERIM ORDER

I. ATTENDEES:

Board Members and Administrative Staff and Counsel:

Samantha O’Neill, Board Chair and Member
Matthew Kitsis, Vice Chair and Member
Dwayne Thibeault, Board Member
Melissa M. Underhill, Board Member
Melissa Tuttle, Board Member
Maureen Murtagh, Board Member
Jennifer Thibeault, Board Member
Michele Melanson-Schmitt, Board Member
Heather Pearl, Board Member
Bette Bogdon, Board Member (via Zoom)
Joshua Dion, Board Member

Jeanne Lester, OPLC Board Administrator
Jeannette Webber, OPLC Board Administrator
Rahkiya Medley, OPLC Board Counsel
Elizabeth Eaton, OPLC Board Counsel

Presiding Officer:

Shane D. Goulet, Esq., OPLC Administrative Law Judge

Parties:

Caroline Collins, Applicant (via Zoom)

II. CASE SUMMARY/PROCEDURAL HISTORY:

The New Hampshire Office of Professional Licensure and Certification, Division of Licensing and Board Administration (“OPLC”) received an initial application for licensure as a LPN from Caroline Collins (“Applicant”). On 11/19/24, the OPLC issued a letter to the Applicant denying her application. On 11/21/2024, the Applicant filed a request for hearing pursuant to RSA 310:14. Pursuant to RSA 310:14, the OPLC Bureau of Hearings scheduled a hearing before the New Hampshire Board of Nursing (“Board”). An adjudicative hearing commence on 01/23/2025. This interim order follows.

III. CONDUCT OF THE HEARING AND EVIDENCE PRESENTED:

The Applicant appeared in person for the adjudicative hearing. The issues before the Board were: [w]hether the Applicant can demonstrate, by a preponderance of the evidence, that she meets the requirements of Nur Rule 303.05 et seq. where her application, as submitted, does not reflect that she has completed “... a minimum of 600 course work of instruction that meet the requirements of Nur 602.12...” See Nur 303.05(b)(2)(a) through (e); or [i]f for some reason the Applicant fails to demonstrate that she meets the requirements of Nur 303.05 et seq., whether she can demonstrate, by a preponderance of the evidence, that she is nonetheless qualified for licensure. See Plc 211 et seq. NOH at II(c)(1).

Pursuant to Plc Rule 206.24(a), the Applicant had the burden of proving, by a preponderance of the evidence, that she meets the qualifications for licensure in the State of New Hampshire as identified in the issue presented above. The Board took administrative notice of the Applicant’s application and accompanying documentations. Prior to the hearing, the Applicant made numerous submissions to the Hearings Clerk consisting of documents evidencing her certifications, experience, and historic employment. All the documentation was admitted as full exhibits for the Board’s consideration. The Applicant was sworn in under oath and testified in support of her application. Based upon the Board’s

questioning it became apparent that more information would be aid the Board during its deliberations. Based upon the foregoing, the adjudicative hearing is continued and will re-convene at the Board of Nursing's February meeting.

VI. ORDERS:

1. The Applicant is welcome to cause her transcripts from Hunter College and any other documentation evidencing her education.
2. The Applicant may elect to submit documentation relevant and material to her supervised clinical experience that runs concurrently with her 600 hours of classroom instruction.
3. All submissions must be received by 02/21/2025. If the Applicant needs more time to acquire further documentation, she will notify the Hearings Clerk by email and her adjudicative hearing shall be continued until the Board's 03/27/2025 meeting.
4. The adjudicative hearing is continued to 02/27/2025 at 1:00 P.M EST. The Applicant may continue to participate remotely via the Zoom link provided on the Board of Nursing's meeting page.

DATED: 2/11/2025

_____/s/ Shane D. Goulet, Esq._____
Shane D. Goulet, Esq., Presiding Officer
Administrative Law Judge
New Hampshire Office of
Professional Licensure & Certification
7 Eagle Square
Concord, NH 03301