

2A
Paul

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
STATE OF NEW HAMPSHIRE
DIVISION OF ADMINISTRATION

121 South Fruit Street
Concord, N.H. 03301-2412
Telephone 603-271-3800
Fax 603-271-0597

LOUISE LAVERTU
Executive Director

KIRA HAGEMAN
Director of Administration



March 15, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 4:8, authorize New Hampshire Board of Nursing (the Board) to accept a complimentary scholarship not to exceed \$1,000 from the National Council of State Boards of Nursing (NCSBN) in the form of payment for all travel related expenses for staff member Sarah Howlett, RN, Paralegal, to attend the NCSBN Discipline Conference to be held June 6-8, 2016 in Norfolk, Virginia.

EXPLANATION

NCSBN is a non-profit organization responsible for providing the national nursing examination required for licensure as a nurse in every state in the nation. The purpose of this conference is to provide Board of Nursing staff with information that is timely and pertinent to the work involved with adjudication of licensees. A copy of the agenda is attached for your information.

Expenses for the event include hotel, air travel, ground transportation, and meals, which are all covered by the scholarship as noted above and all these expenses will not exceed the \$1,000 scholarship amount. The Board Nursing respectfully requests your approval of this request.

Sincerely,

Kira Hageman
Director of Administration
Office of Professional Licensure and Certification



AGENDA (CONTINUED)

BREAKOUT 28

Education Board Members on the
Credentialed Process

Kim Edrington, JD

Director, Military and Veterans Health
North Carolina

11:30-12:00 pm

The Credentialed
Process

Dr. Robert
Coffey

Chief, Health
Care

Virginia

12:00-12:30 pm

12:30-1:00 pm

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10:30-11:00 am

Wednesday, June 8

7:30-8:30 pm

Catered Breakfast

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12:45-1:30 pm

Virginia's Section Reference Point System:
An Empirically Based Approach to

Ensure Fairness

Elizabeth Carter, PhD

Director, Off Health Care Workforce Cert. Comm.
Executive Director, Virginia Board of Health
Professions

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BREAKOUT 29

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REGISTRATION INFORMATION

Registration must be submitted online by Monday, May 23, 2016. The capacity for the conference is 140 people. Once that has been reached, a waiting list will be started.

Accommodations

Norfolk Waterside Marriott
235 E. Main Street
Norfolk, VA 23510
757.627.4200

Check-in time: 4:00 pm
Checkout time: 11:00 am

Room rate: \$139 Single/Double
Rate is subject to 14% state and \$2 local tax.

To reserve your hotel room:

1. Call the hotel at 757.627.4200 and reference the NCSBN room block; or
2. Book online.

The cut-off for the room block is Monday, May 16, 2016, or until the block is full, whichever comes first.

Failure to cancel a hotel reservation 24 hours prior to scheduled arrival may result in being charged one-night's stay.

Attire

Business casual attire is appropriate for all meeting functions. Meeting room temperatures fluctuate; dress in layers to ensure your comfort.

Transportation

Airport:

Plan on approximately 15 minutes in travel time from the Norfolk International Airport (ORF) to the hotel depending on arrival time.

Shuttle:

James River Transportation offers shuttles from the airport for \$30 one way per person. Book reservations online or call 866.823.4626. It is located at a counter in the Baggage Claim area (beside door #3) inside the airport.

Taxi:

Taxicabs are available on a first come, first served basis. Taxis may be found outside the baggage claim areas at the airport. The cost of a one-way taxi ride is approximately \$25.

Registration

The registration fee for the conference is \$350 per person.

The registration fee for NCSBN member boards is \$250 per board representative (NCSBN members are staff or board members of state boards of nursing and associate members).

The registration fee includes continental breakfasts, beverage breaks, lunches, welcome dinner and meeting materials.

Payment

Registration may be paid by credit card or check. If paying for multiple registrations by check, submit an online registration for each attendee. Payment is due by May 23, 2016. Make your check payable to NCSBN and write 2016 DCM Conference on it.

Send registration confirmation printout with payment to:
NCSBN

Attn: Mary Trucksa
111 E. Wacker Drive, Suite 2900
Chicago, IL 60601

Online Registration

You must register for the meeting at:
ncsbn.org/current

If you do not receive correspondence from the NCSBN Meetings department within one week of submitting your registration form, please contact 312.525.3639 or by email.

Cancellations

Registration cancellations must be received by **Monday, May 23, 2016**. No refunds will be provided after this date. Attendees must contact NCSBN Meetings at 312.525.3639 or by email to cancel.

Attendees are responsible for cancelling all flight and hotel arrangements.

Continuing Education

CE provider: ABNP1046 Expiration date: October 2018

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NCSBN