NH Early Childhood Professional Development System
Credential Application Checklist

Credential Application
☐ Completed, signed NH Early Childhood Credential Application
☐ Check made payable to: Treasurer, State of NH
☐ Updated resume

Education & Specialized Coursework
☐ Copy of high school diploma or GED if required for credential level (Family Child Care levels 2 & 3; Early Childhood Teacher level 1 – 4)
☐ Official copy* of high school transcripts (Only if citing EC vocational classes taken in high school for the Early Childhood Teacher level 2 work experience requirement)
☐ Official copy* of college transcript(s)
☐ *Official transcripts must be sent directly, in a sealed envelope, to the Child Development Bureau from the college(s) and/or school(s) you attended; use Form E of application to request transcripts if necessary.

Early Childhood Work Experience
☐ Letter*, on letterhead, from current and previous employer(s) verifying date of hire, position title, average number of hours worked per week, age of children in care, and last date of employment if applicable (You only need to go back as far as required per lattice, e.g., 5 years for master teacher credential, 1 year for early childhood teacher credential, etc.)
☐ Letter(s)* verifying practicum or internship from supervising teacher (only required for Early Childhood Teacher level 5)
☐ *The individual writing letters of work experience verification must include their contact information and sign the letter; unsigned letters will not be accepted.

Ongoing Professional Training
☐ Initial Applicants: 18 hours* of ongoing training from within the past twelve months (Submit copies of certificates of attendance and/or self-study forms that include date and time. Self-study is not to exceed a maximum of 6 hours**)
*Early childhood coursework can be applied toward ongoing training requirements; you must submit your official transcripts.
**Complete the Child Care Licensing Unit Self Study reflection form

Professional Activities (if applicable)
☐ Documentation of professional activity units from within the past twelve months- Please see pages 14-16 of the NH Early Childhood Professional Development System guidebook for the list of suggested Professional Activities (PAs). Examples include, but are not limited to:
   • Proof of membership (i.e. letter, card, receipt) in professional organization
   • Proof of supervision of high school or college practicum students
   • Attendance at a state or local conference
   • Copy of any article published
☐ Form C – “Professional Activities Documentation Form” for activities not listed on the PA Matrix page.

Please direct all questions to Claudette Mallory at: Claudette.Mallory@dhhs.state.nh.us or 603-271-4684. Please note that if you are renewing your credential applications, requirements are different. Please contact Claudette to obtain information on renewal requirements.