

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.