

Doc. #13374, (eff 4-26-22)  
INTERIM EXPIRES: 10-23-22)

**Readopt with amendment Ed 504.12, effective 12-10-21 (Document #13303), to read as follows:**

Ed 504.12 Criminal History Record Check Clearance.

(a) A criminal history records check clearance credential shall be required for any individual who seeks employment as a school bus driver, transportation monitor, or a professional educator preparation program (PEPP) candidate prior to unsupervised placement in a field experience as described in Ed 604.

(b) Individuals currently employed as a school bus driver shall apply for a criminal history record check clearance no less than 60 days prior to the expiration of their current state issued driver's license.

(c) An applicant for a criminal history record check clearance credential shall submit the following:

(1) A completed "Criminal History Record Check Clearance" form, October 2021;

(2) A completed department of safety "Criminal History Record Release Form DSSP 382" referenced in Appendix III along with the fee indicated on the form;

(3) A copy of a valid government issued identification (ID) including, but not limited to:

a. A driver's license;

b. A state issued photo ID;

c. A passport; or

d. A military ID; and

(4) The applicable credentialing fee as required in Ed 505.08;

(d) An application for a criminal history records check clearance shall not be considered complete without receipt of the applicant's criminal history record.

(e) A criminal history records check clearance credential shall be denied to any individual in accordance with Ed 512.01.

(f) A completed application for criminal history records check clearance shall be reviewed by the department in accordance Ed 505.09(a)-(d).

(g) Criminal history records check clearance credentials for bus drivers and transportation monitors shall be valid for 5 years or, for new bus driver applicants, for the duration of the individual's current state issued driver's license.

(h) Criminal history records check clearance credentials for PEPP candidates shall be valid for 3 years.

(i) Renewal applications for bus drivers and transportation monitors shall be submitted no less than 60 days prior to the expiration of the criminal history records check clearance credential or current driver's license, as applicable, by submission of the requirements enumerated in Ed 504.12(c).

Doc. #13374, (eff 4-26-22)  
INTERIM EXPIRES: 10-23-22)

(j) Renewal applications for PEPP candidates shall be submitted no less than 60 days prior to the expiration of the last criminal history records check clearance credential, as applicable, by submission of the requirements enumerated in Ed 504.12(c).

**Readopt with amendment Ed 505.07, effective 12-10-21 (Document #13303), to read as follows:**

Ed 505.07 General Application Instructions.

(a) Persons interested in holding a New Hampshire educator credential shall complete and file an application with the bureau either online or by mail as follows:

- (1) On the myNHDOE Educator Information System (EIS); or
- (2) Bureau of Credentialing  
Department of Education  
101 Pleasant Street  
Concord, NH 03301.

(b) Applicants for any credential shall complete and file the appropriate form as follows:

- (1) DOE-BOC 1 “Application - Statement of Eligibility (SOE)” form, October 2021, for applicants seeking an SOE as outlined in Ed 505.05(a);
- (2) DOE-BOC 2 “Application for Licensure – Educator Preparation Program Completer” form, October 2021, for all applicants seeking initial licensure or additional endorsements as outlined in Ed 505.04;
- (3) DOE-BOC 3 “Educator Transmittal Form”, October 2021, for all New Hampshire licensed educators seeking to renew after recommendation as outlined in Ed 509.01;
- (4) Renewal application forms for New Hampshire licensed educators seeking to renew directly to the bureau, as outlined in Ed 509.02, as follows:
  - a. DOE-BOC 4a “DOE Renewal Application - Educator” form, October 2021;
  - b. DOE-BOC 4b “DOE Renewal Form Paraeducator I/ II and Educational Interpreter/Transliterater License” form, October 2021; and
  - c. DOE-BOC 4c “License Renewal Form for School Nurse I, II, and III;
- (5) DOE-BOC 5 “Emergency Authorization (EA)” form, October 2021, for senior educational officials requesting to employ an unlicensed educator as described in Ed 504.04;
- (6) DOE-BOC 6 “Application for Emergency Authorization” form, October 2021, for any unlicensed educator employed by a school district for which the employer is seeking an emergency authorization as described in Ed 504.04;

Doc. #13374, (eff 4-26-22)  
INTERIM EXPIRES: 10-23-22)

- (7) DOE-BOC 7 “In Process of Licensure Authorization (IPLA)” form, October 2021, for any senior educational official who seeks to hire an educator who is in the process of becoming a licensed educator as outlined in Ed 504.05;
  - (8) DOE-BOC 8 “Paraeducator License Application” form, October 2021, for any applicant seeking a paraeducator license as outlined in Ed 504.06 and Ed 504.07; and
  - (9) DOE-BOC 9 “School Nurse Application” form, October 2021, for any applicant seeking a school nurse I or III license as outlined in Ed 504.08 through Ed 504.10;
  - (10) DOE-BOC 10 “Name Change Request” form, October 2021, for any credential holder seeking a credential issued with an official name change;
  - (11) DOE-BOC 11 “Application for Educational Interpreter/Transliterater for Children and Youth ages 3-21” form, October 2021, as outlined in Ed 504.11.
  - (12) DOE-BOC 12 “Application for Credential Verification Request” form, October 2021, for any credential holder seeking a verification of their New Hampshire credential;
  - (13) DOE-BOC 13 “Application for Licensure - Demonstrated Competencies” form, October 2021, for any applicant seeking licensure as outlined in Ed 505.06(b), Ed 505.06(c), and Ed 505.06(d);
  - (14) DOE-BOC 14 “Application for Portfolio and Oral Board Review” form, October 2021, for all applicants seeking licensure as outlined in Ed 505.06(a);
  - (15) DOE-BOC 15 “Intern Authorization Application” form, October 2021, for all applicants seeking licensure as outlined in Ed 505.05;
  - (16) DOE-BOC 16 “Site-Based Licensing Plan Completer Application” form, October 2021, for all applicants who have completed their SBLP and are ready for full licensure as outlined in Ed 505.09(f)(17); and
  - (17) DOE-BOC 17 “Criminal History Record Check Clearance” form, October 2021 edition, as referenced in Ed 504.12.
- (c) If an applicant provides a social security number on any application form, the social security number shall be used by the bureau for the purposes of generating data on teacher salaries or such other purposes as authorized by law including but not limited to RSA 161-B:11, VI-a.
- (d) If an applicant chooses to provide a social security number, the applicant agrees that the social security number shall be used to search the “National Association of State Directors for Teacher Excellence and Certification (NASDTEC) Clearinghouse” as referenced in Appendix II, for action taken against the applicant’s license by other member states or jurisdictions. The application shall be denied and referred to the governance unit for review pursuant to Ed 511 and Ed 512.
- (e) Absent a social security number, applicants will be checked against the NASDTEC clearinghouse as referenced in (d) above using other personally identifiable information, including, but not limited to name, date of birth, and address.

Doc. #13374, (eff 4-26-22)  
INTERIM EXPIRES: 10-23-22)

(f) If an applicant chooses to have the department supply an alternative number, the department shall use the number generated by the EIS and it shall be used as specified in (c) and (d) above.

(g) For Ed 505.07(b)(15), if an assessment of an applicant’s background determines that some or all of the education requirements have been completed prior to application, the applicant shall not be required to repeat any requirement already completed.

(h) All first-time applicants and applying for any board-issued credential in New Hampshire shall agree to a criminal history record check as required under RSA 189:13-c, III.

(i) All first-time applicants applying for any board-issued credential in New Hampshire shall agree to a central registry check as described in RSA 169-C:35, VIII.

(j) Applications enumerated in Ed 505.07(b) filed by a first-time applicant shall not be considered complete until the department has received the criminal history records and central registry records for evaluation.

(k) Filing of the completed application, supporting documentation, and application fee shall be the responsibility of the applicant.

(l) All applicants for any credential or endorsement issued by the state board shall acknowledge the following statements:

“By checking this box, I certify that I have read the Educator Code of Ethics.

[https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code\\_ethics.pdf](https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_ethics.pdf)

By checking this box, I certify that I have read the Educator Code of Conduct. In so certifying, I understand that the Educator Code of Conduct, Ed 510 sets forth 4 Principles: (1) Responsibility to the Education Profession and Educational Professionals; (2) Responsibility to Students; (3) Responsibility to the School Community; and (4) Responsible and Ethical Use of Technology, which as a certified educator, I am obligated to follow. A founded violation of any of the principles of the Educator Code of Conduct may result in a written reprimand, suspension or revocation of my Educator credential. Additionally, in so certifying, I understand that pursuant to Ed 510.05, I have a duty to report any suspected violation of the code of conduct. Failure to report a suspected violation of the Educator code of conduct may result in a written reprimand, suspension or revocation of my Educator credential.

[https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code\\_conduct.pdf](https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_conduct.pdf)”

(m) If an application receiving a conditional approval does not result in an approval and license, or the requirements outlined are not completed within the timeframe allotted in the conditional approval, the application shall be closed and the applicant shall begin a new application, to include all fees in accordance with the fee schedule outlined in Ed 505.08.

**Readopt with amendment Ed 505.08, effective 12-10-21 (Document #13303), to read as follows:**

Ed 505.08 Fees.

Doc. #13374, (eff 4-26-22)  
 INTERIM EXPIRES: 10-23-22)

(a) An application shall not be complete until all application materials, including the proper fee, have been filed with the bureau.

(b) Payments shall be made either electronically at the time of application on the department website or by cash, money order or cashier’s check, or school employer check on behalf of applicants, made payable to "Treasurer, State of New Hampshire," to the bureau as outlined in Ed 505.07(a).

(c) The required educator fees shall be in accordance with RSA 186:11,X(b), and the fee schedule set forth in Table 505-1 below, with the following fees reflecting the actual cost of the service listed:

Table 505-1 Fee Schedule

*All fees are non-refundable and include processing fee.	
Approved Educator Preparation Program BEL/EEL (per endorsement)	\$120.00
Site Based Licensing Plan	
Statement of Eligibility (per endorsement)	\$50.00
Intern Authorization (per endorsement)	\$120.00
Upgrade to BEL/EEL (per endorsement)	\$120.00
Demonstrated Competencies Portfolio/Oral Board	
Materials (per endorsement)	\$50.00
Portfolio Review/Oral Board (per endorsement)	\$500.00
BEL/EEL (per endorsement)	\$120.00
Demonstrated Competencies National/Regional exam/licensure BEL/EEL (per endorsement)	\$120.00
Demonstrated Competencies Transcript Analysis BEL/EEL (per Administrative endorsement)	\$500.00
Demonstrated Competencies Experience under Out of State License BEL/EEL (per endorsement)	\$120.00
BEL/EEL/Master Teacher License Renewal (3 year cycle)	\$120.00
Master Teacher – National Level (per endorsement)	\$120.00
Master Teacher – NH Level (per endorsement)	\$800.00
Late Renewal Filing Fee (BEL/EEL/Master Teacher only)	\$50.00
Paraeducator I	\$10.00
Paraeducator II	\$10.00
Paraeducator I and II Renewal (3 year cycle)	\$10.00
School Nurse I - 3 years with one time renewal	\$75.00
School Nurse II	\$0.00
School Nurse III	\$75.00
School Nurse I, II, III Renewal (3 year cycle)	\$75.00
Educational Interpreter/Transliterator	\$25.00
Educational Interpreter/Transliterator Renewal (3 year cycle)	\$25.00
Criminal History Record Check Clearance-Credential	\$100.00
Name Change	\$50.00
Credential Verification Letter	\$25.00
Emergency Authorization (per endorsement)	\$120.00
Returned check fee (RSA 6:11-a)	\$15.00 (State Treasurer's fee)

Doc. #13374, (eff 4-26-22)  
INTERIM EXPIRES: 10-23-22)

	\$25.00 (Bureau of Credentialing fee)
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**Readopt with amendment Ed 512.01, effective 10-5-20 (Document #13103), to read as follows:**

Ed 512.01 Denial of Credential.

- (a) A credential application shall be denied by the board based on the following grounds:
  - (1) Failure to meet the conditions for issuance of the license, endorsement, renewal, or reinstatement;
  - (2) The applicant has been charged pending disposition for, or convicted, of any violation or attempted violation of one of the statutes listed in RSA 189:13-a, V, or has been convicted of any felony in any other state, territory, or country;
  - (3) The applicant is confirmed to have a finding of abuse as described in RSA 169-C:35;
  - (4) The applicant is under investigation for, under suspension for, or has been revoked for a violation of the principles of professional conduct enumerated in Ed 510.01 through Ed 510.04; or
  - (5) The applicant is under investigation, under suspension, or has been revoked in any other state, jurisdiction, territory, or country.

(b) An applicant aggrieved by the decision of the department to deny an application may file a petition for reconsideration along with supporting documentation to the director within 20 days after receipt of the denial decision. If the petition for reconsideration is denied, the applicant may appeal the department's decision pursuant to RSA 21-N:11, III, and Ed 200.

**Adopt Ed 604.09 to read as follows:**

Ed 604.09 Criminal History Records Check Credential.

(a) A criminal history records check clearance credential shall be required for any candidate who has been selected into a state board approved professional educator preparation program (PEPP) on or after January 1, 2022.

(b) Prior to admission, the PEPP shall notify candidates of the PEPPs procedure regarding its criminal history records check clearance.

(c) PEPPs shall not place candidates in or allow candidates to commence any unsupervised field experience as described in Ed 604 without the candidate first obtaining a criminal history records check clearance credential.

(d) Failure by a candidate to obtain a state board-issued criminal history records check clearance credential due to a finding under Ed 512.01(a)(3) shall result in a denial of a full admission into the PEPP's program.

(e) A candidate may appeal a denial of a credential in accordance with Ed 512.01(b).

Doc. #13374, (eff 4-26-22)  
 INTERIM EXPIRES: 10-23-22)

(f) A PEPP candidate shall apply for a criminal history records check clearance credential as outlined in Ed 504.12.

**Appendix I**

<b>Rule</b>	<b>Specific State Statute the Rule Implements</b>
Ed 504.12	RSA 21-N:9,II(s); RSA 186:11, X(a)
Ed 505.07	RSA 21-N:9, II(s); RSA 186:11, X(a) and (b)
Ed 505.08	RSA 186:11, X(a) and (b); RSA 200:29
Ed 505.09	RSA 186:11, X(a) ; RSA 541-A:29

**Appendix III**

<b>Rule</b>	<b>Title</b>	<b>Obtain at</b>
Ed 504.12 (c)(2)	Criminal History Record Release Form, DSSP382, Effective 10/1/16	<a href="https://www.nhsp.dos.nh.gov/resources/documents-and-forms">https://www.nhsp.dos.nh.gov/resources/documents-and-forms</a>