

FORM A

## Afterschool Credential Application Checklist

*Before submitting your application, please review the checklist to ensure a complete application.*

### Application:

- Credential application, signed and dated
- Check, made payable to: Treasurer, State of NH (see front of application for amount)
- Current resume

### Professional Preparation:

#### For the Enrichment Specialist:

- Copy of high school diploma or GED
- 3 letters of recommendation
- Documentation of Afterschool Orientation completion

#### For Direct Service Professional Level 1:

- Copy of high school diploma or GED
- Documentation of Afterschool Orientation completion

#### For Direct Service Professional Level 2:

- Copy of high school diploma or GED, only if you do not have college transcripts
- Documentation of Afterschool Basics, a coaching certificate, or college transcripts
- Official college transcripts, if applicable. Official transcripts in an original sealed envelope must be provided to the Child Development Bureau
- Letter\*, on letterhead, from current employer verifying date of hire, position title, average number of hours worked per week, age group of children in program,
- Letter\*, on letterhead, from previous employers verifying date of hire, last date of work, position title, average number of hours worked per week, age group of children in program. *(only if necessary to meet work experience requirement)*

Letter\*, on letterhead, verifying practicum or internship from supervising teacher (*only if necessary to meet work experience requirement*)

*\*The individual writing letters of work experience verification must include their contact information and signature. Unsigned letters will not be accepted.*

## **On-going Professional Training**

### **For the Enrichment Specialist:**

Documentation of 6 hours of training within the previous 12 months. Submit copies of certificates from trainings or a transcript from the NH Professional Development Registry. **Do not submit more than 6 hours, if possible.**

### **For Direct Service Professional Level 1:**

Documentation of 12 hours of training within the previous 12 months. Submit copies of certificates from trainings or a transcript from the NH Professional Development Registry. May include 6 hours of self-study. **Do not submit more than 12 hours, if possible.**

### **For all other credentials:**

Documentation of 18 hours of training within the previous 12 months. Submit copies of certificates from trainings or a transcript from the NH Professional Development Registry. May include 6 hours of self-study. **Do not submit more than 18 hours.**

## **Professional Activity Units**

- Professional Activity checklist – see pages 14-16
- Documentation of the selected Professional Activity

*For additional assistance, please contact Jessica Locke, Credentialing Specialist, at 603-271-4684 or Susan Gimilaro, ACROSS NH Project Director, at 603-206-6800.*