NH Early Childhood Professional Development System
Credential Application Checklist
Revised April 1, 2016

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)

☐ Copy of MACTE I/T or EC credential if applicable

*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 D 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 Development Plan based on self-assessment of competencies (if applicable)
☐ Please submit the signed* professional development plan and completed self-assessment action step pages. Refer to page 12 of the New Hampshire Early Childhood Professional Development System Guidebook, October 2015, for more information about the Professional Development Plan based on self-assessment of competencies.

*The plan must be signed and dated by both the applicant and the reviewer.

Please direct all questions to the Credentialing Specialist at: 603-271-4684

Please note that if you are renewing your credential(s), requirements are different. Please contact the Credentialing Specialist to obtain information on renewal requirements.