

**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.*