

Readopt with amendment Ed 505.08, effective 2-22-23 (Document #13562), to read as follows:

Ed 505.08 General Application Instructions.

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

(1) By creating an account on the myNHDOE Educator Information System (EIS) at <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>; or

(2) Bureau of Credentialing
Department of Education
101 Pleasant Street
Concord, NH 03301.

(b) Applicants for any credential shall complete their application through the portal in (a)(1) above, or complete and submit the appropriate form as follows:

(1) DOE-BOC 1 “Application – Statement of Eligibility (SOE)” form, April 2024, for applicants seeking an SOE as outlined in Ed 505.06(a);

(2) DOE-BOC 2 “Approved Educator Preparation Program Application” form, April 2024, for all applicants seeking initial licensure or additional endorsements as outlined in Ed 505.05;

(3) DOE-BOC 3 “Educator Transmittal Form”, April 2024, 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, April 2024;

b. DOE-BOC 4b “DOE Renewal Form Paraeducator I and II and Educational Interpreter and Transliterator License” form, April 2024; or

c. DOE-BOC 4c “License Renewal Form for School Nurse I, II, and III” form, April 2024;

(5) DOE-BOC 5 “Emergency Authorization (EA)” form, April 2024, for senior educational officials requesting to employ an unlicensed educator as described in Ed 504.04;

(6) DOE-BOC 6 “Application- Emergency Authorization (EA)” form, April 2024, for any unlicensed educator employed by a school district for which the employer is seeking an emergency authorization as described in Ed 504.04;

(7) DOE-BOC 7 “In Process of Licensure Authorization (IPLA)” form, April 2024, 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, April 2024, for any applicant seeking a paraeducator license as outlined in Ed 504.06 and Ed 504.07;

(9) DOE-BOC 9 “School Nurse Application” form, April 2024, for any applicant seeking a school nurse I or III license, or renewal of a school nurse II license, as outlined in Ed 504.08 through Ed 504.10;

(8) DOE-BOC 10 “Name Change Request” form, April 2024, for any credential holder seeking a credential issued with an official name change;

- (11) DOE-BOC 11 “Application- Educational Interpreter and Transliterater for Children and Youth ages 3-21 Inclusive” form, April 2024, as outlined in Ed 504.11;
- (12) DOE-BOC 12 “Application- Credential Verification Request” form, April 2024, for any credential holder seeking a verification of their New Hampshire credential;
- (13) DOE-BOC 13 “Application for Licensure – Demonstrated Competencies” form, April 2024, for any applicant seeking licensure as outlined in Ed 505.07(b), Ed 505.07(c), and Ed 505.07(d);
- (14) DOE-BOC 14 “Application for Portfolio and Oral Board Review” form, April 2024, for all applicants seeking licensure as outlined in Ed 505.07(a);
- (15) DOE-BOC 15 “Intern Authorization Application” form, April 2024, for all applicants seeking licensure as outlined in Ed 504.03;
- (16) DOE-BOC 16 “Site-Based Licensing Plan Completer Application” form, April 2024, for all applicants who have completed their SBLP and are ready for full licensure as outlined in Ed 505.10(f)(17);
- (17) DOE-BOC 17 “Criminal History Record Check Clearance” form, April 2024, for bus drivers, transportation monitors, and Education Preparation candidates, as referenced in Ed 504.12; or
- (18) DOE-BOC 18 “Criminal History Record Check Clearance First time NH licenses only” form, April 2024, including the certification in (f) below.

(c) The applicant’s social security number shall be used by the department 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) The applicant shall provide a social security number and agrees that the social security number shall be used to search the “National Association of State Directors for Teacher Education and Certification (NASDTEC) Clearinghouse” for action taken against the applicant’s license by other member states or jurisdictions. If any action is found in the NASDTEC Clearinghouse database, the application shall be referred to the governance unit for review, pursuant to Ed 511 and Ed 512.

(e) For Ed 505.08(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.

(f) All individuals who have not previously held a New Hampshire state board of education issued credential shall be considered first time applicants, and shall:

- (1) Agree to a criminal history record check as required under RSA 189:13-c, III;
- (2) Agree to a central registry check as described in RSA 169-C:35, VIII; and
- (3) Agree to waive the time limits prescribed by RSA 541-A:29 and acknowledge that the application will not be deemed approved or granted prior to the agency’s actual receipt and review of the applicant’s criminal history record check clearance.

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

(h) 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

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".

Appendix I

Rule	Statute
Ed 505.08	RSA 21-N:9, II(s); RSA 186:11, X(a)-(b); RSA 541-A:29

Readopt with amendment the following forms incorporated by reference in Ed 505.08(b)(1)-(18), effective 2-22-23 (Document #13562), to read as follows:

- DOE-BOC 1, “Application – Statement of Eligibility (SOE)”, February 2023**
- DOE-BOC 2, “Application for Licensure – Educator Preparation Program Completer”, February 2023**
- DOE-BOC 3, “Educator Transmittal Form”, February 2023**
- DOE-BOC 4a, “DOE Renewal Application – Educator”, February 2023**
- DOE-BOC 4b, “DOE Renewal Form Paraeducator I/ II and Educational Interpreter/Transliterator License”, February 2023**
- DOE-BOC 4c, “License Renewal Form for School Nurse I, II, and III”, February 2023**
- DOE-BOC 5, “Emergency Authorization (EA)”, February 2023**
- DOE-BOC 6, “Application for Emergency Authorization”, February 2023**
- DOE-BOC 7, “In Process of Licensure Authorization (IPLA)”, February 2023**
- DOE-BOC 8, “Paraeducator License Application”, February 2023**
- DOE-BOC 9, “School Nurse Application”, February 2023**
- DOE-BOC 10, “Name Change Request”, February 2023**
- DOE-BOC 11, “Application for Educational Interpreter/Transliterator for Children and Youth ages 3-21 Inclusive”, February 2023**
- DOE-BOC 12, “Application for Credential Verification Request”, February 2023**
- DOE-BOC 13, “Application for Licensure – Demonstrated Competencies”, February 2023**
- DOE-BOC 14, “Application for Portfolio and Oral Board Review”, February 2023**
- DOE-BOC 15, “Intern Authorization Application”, February 2023**
- DOE-BOC 16, “Site-Based Licensing Plan Completer Application”, February 2023**

DOE-BOC 17, “Criminal History Record Check Clearance”, February 2023

DOE-BOC 18, “Criminal History Record Check First-Time NH Licenses Only”, February 2023

All the forms have the following changes:

- **The word “optional” has been removed and replaced by an asterisk for the Social Security number field, with statutory reference to RSA 21-N:9, II(s) giving the Department of Education authority to require Social Security numbers, pursuant to 2022, 222:1, effective 8-16-22;**
- **The option of “Other” was added to the Gender field; and**
- **Additional options were added in the Ethnicity field, and the fillable field asking to indicate race is removed.**

DOE-BOC 4b amends the title of the form to change the “/” to “and” to accurately reflect the title of the credential;

DOE-BOC 11 amends the title of the form to change the “/” to “and” to accurately reflect the title of the credential;

DOE-BOC 18 also amends the language in the certification by adding the following: “I understand that the central registry check will identify whether there are any substantiated allegations of child abuse against me and/or the existence of any open child abuse investigations, where I have been identified as an alleged perpetrator of child abuse. Further, I understand that any investigatory reports related to such substantiated allegations and/or open investigations may be received as part of this application.”