



**State of New Hampshire, Department Of Education**  
**Bureau of Credentialing**  
101 Pleasant Street  
Concord, N.H. 03301  
Tel: 603-271-2409  
Fax: 603-271-4134  
[cert.info@doe.nh.gov](mailto:cert.info@doe.nh.gov)

## **INSTRUCTIONS FOR PARAEUCATOR RENEWAL**

(for Paraeducators not employed under a district Master Plan)

- Complete the Renewal Form listing Dates, Number of hours completed, and the Title of activity and Sponsoring Organization, and sign form. 10% of the files submitted for recertification will be audited. If you are audited you will be requested to provide verification of completion of the professional development listed on the renewal form. See Professional Development Requirements for listing of acceptable professional development activities.
- Send in the completed form and a check with the non-refundable processing fee of \$25.00, if you are renewing your Paraeducator license at the end of your 3-year cycle. Please make check payable to State of NH - Treasurer.
- If you need assistance with the recertification process please contact Julie Rich at (603) 271-0052 or [Julie.Rich@doe.nh.gov](mailto:Julie.Rich@doe.nh.gov).



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### **Certification Renewal Form for Paraeducators I and II That are not Employed under a Master Plan**

**PAYMENT:** The non-refundable renewal fee is \$25.00 – Make checks payable to State of NH – Treasurer

Please Print or Type: \* required fields

Social Security Number                      -                      -                      EdID # (if known)

Name:                      \* Last Name                      \* Maiden                      \* First Name                      \* MI

Gender:    Male                      Female                      \*Date of Birth

\*Are you: (check one)                      No, not Hispanic or Latin                      Yes, Hispanic or Latino

\* What is your race? ( Indicate one or more)

\* Experience – In-state                      Public                      Private                      \*Experience – Out of State                      Public                      Private

\* Mailing Address:

Street / PO Box                      City                      State                      Zip

\* Primary Telephone number                      Alternate Telephone

\*Primary email Address                      \*Alternate email address

**PLEASE CHECK APPROPRIATE ANSWERS**

Have you ever held a New Hampshire certificate?	Yes	No
<b>If yes, what year did it expire</b>		
<b>and under what name</b>		
Have you ever been convicted of a felony?	Yes	No
Have you ever had a teaching credential revoked?	Yes	No
Have you ever surrendered your teaching credential in any other state or country?	Yes	No
Are you currently being investigated in any other state?	Yes	No

**IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, ATTACH AN EXPLANATION**

**Educators Signature**

**Date**

**PLEASE NOTE:** United States Postal Mail will NOT be forwarded if your address changes after we receive this form. You must notify us of your new address, and/or change of name. Credentials will NOT be mailed to your place of employment.

**Please fill in the areas below listing activities completed to meet the recertification requirements- if you need more space attach extra paper.**

**PLEASE NOTE: you may be contacted to provide verification and documentation of completion of these activities.**

**A minimum of 50 continuing education units of Paraeducator related professional development activities.**

<b>Date(s)</b>	<b>#of Hours</b>	<b>Activity Title</b>	<b>Name of Organization</b>
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**PLEASE BE SURE THAT YOU HAVE UPDATED YOUR MAILING ADDRESS WITH THE BUREAU OF CREDENTIALING. STATE MAIL IS NOT FORWARDED, IF AN OUTDATED ADDRESS IS USED THE CORRESPONDENCE IS RETURNED TO THE DEPARTMENT OF EDUCATION.**

Mail completed renewal form and renewal fee to:

NH Department of Education  
Division of Program Support  
Bureau of Credentialing  
101 Pleasant Street  
Concord, NH 03301

### PROFESSIONAL GROWTH REQUIREMENTS FOR PARAEducATORS

All certified New Hampshire Paraeducators who are not enrolled in an approved professional development plan are required to submit evidence of satisfactory professional growth and the **NON-REFUNDABLE \$25.00** renewal fee to the Bureau of Credentialing for renewal. The check should be made payable to the **State Of New Hampshire**. This applies to current and expired Paraeducator licenses.

**Professional growth** is the acquisition of additional information or skill related to one's role as a Paraeducator. It consists of such activities as college courses, local in-service seminars or workshops, institutes, independent study and research. While we recognize the value of work experience and volunteer activities in one's personal growth, these experiences do not in themselves constitute professional growth for recertification purposes. However, if one receives training for such experiences, that training may constitute growth if it relates to improved performance as a paraprofessional.

A minimum of fifty (50) continuing educational units of paraprofessional growth is required during the three years preceding the date of application for recertification. Participation in growth activities must be documented **AND** verified. One continuing educational unit equates to one clock hour.

### EXAMPLES OF ACCEPTABLE PROFESSIONAL GROWTH ACTIVITIES

The following list describes acceptable professional growth activities and appropriate verification of those activities:

1. **WORKSHOPS, CONFERENCES, SEMINARS, SYMPOSIA, IN-SERVICE TRAINING, ETC:**  
Submit dates, explanation of topic and verification of participation on a certificate or letterhead of the sponsoring organization.
2. **COLLEGE COURSE(S):** Submit transcript or grade report and a course description. If a course is taken for credit each awarded semester hour of credit equals 15 educational units. If you are auditing a course, you will need written verification from the instructor on college letterhead as to topic(s) and time spent in class.
3. **RESEARCH:** Submit topic(s) outline, bibliography and an explanation of how the information will be used in a classroom or curriculum. Estimate the educational units spent in research.
4. **PROFESSIONAL READING:** Submit a bibliography with a description of the knowledge gained through this reading and how this knowledge will be useful to you in a classroom. An estimate of educational units spent must also be provided. Video courses or self-teaching activities will be considered under this area.
5. **WRITING PROFESSIONAL ARTICLES:** Submit a copy of the published article, or draft submitted for publication, and an estimate of clock hours spent.
6. **TRAVEL:** Submit a description of the trip and several classroom activities resulting from your travel demonstrating how the activity would be used in the classroom.
7. **CURRICULUM/PROGRAM DEVELOPMENT:** Submit a copy of the curriculum, or unit of instruction, and an estimate of educational units spent in preparing it. Include goals, objectives, sample activities, and evaluation strategies.
8. **OBSERVATION:** Submit a log of actual hours spent observing activities germane to your certification. Observation time must be verified by staff member(s) observed. The log should be accompanied by an explanation of what was learned and how it will be used.
9. **STUDY GROUPS:** Collaborative work or discussion among a small group of educators for the purpose of professional learning. (e.g.: Teachers learn new strategies or program content through professional development activities and from study groups to support implementation of the instructional strategy or technique. To explore knowledge or an educational topic related to readings, research, and shared reflection). Submit verification from Principal or Group Leader regarding dates and times involved along with objectives, purpose and outcomes of study group.