

NH requirements for the approval of distance education/online instructional programs.

If the 'HOME STATE' is a current member of NC-SARA AND, the INSTITUTION is a NC-SARA MEMBER-	
<ul style="list-style-type: none"> • AND, the degree or certificate program is <u>totally</u> online, • The Home State, Institution and Program all fully comply with the most current SARA Manual. • NO PART of the program is deemed to constitute a “physical presence” in the Host State.* <p><small>*“Physical presence” means an actual physical location for instructional purposes, maintaining an administrative office including a mailing address or phone number in NH.”</small></p>	<p>... then there is NO requirement for the institution to go through the authorization process with the NH Higher Education Commission</p>
<p>HOWEVER- If:</p> <ul style="list-style-type: none"> • If there is a “physical presence” in NH <small>(*See description directly above)</small> • And/or per the current SARA Manual- Version 20.3 (Section 5) requirements for coverage are NOT met, <p>then...</p>	<p>...the institution MUST submit for Administrative Review and be approved by the NH Higher Education Commission.</p> <p><small>The associated Administrative Review fee is \$500.00 (per program).</small></p>

If the INSTITUTION is NOT a NC-SARA MEMBER-	
<p>ANY online credit-bearing certificate or degree program enrolling students in New Hampshire...</p>	<p>...then the program(s) MUST submit for an Administrative Review and be approved by the NH Higher Education Commission regardless of the requirements for internships, clinical, or practicum. <small>The associated Administrative Review fee is \$500.00 (per program).</small></p>
<p>ANY out-of-state institution seeking to offer open or closed credit-bearing internships, practicums, courses, programs or degrees that have the physical presence of an instructor in New Hampshire...</p>	<p>...then the program(s) MUST submit for an Administrative Review and be approved by the NH Higher Education Commission regardless of the requirements for internships, clinical, or practicum. <small>The associated Administrative Review fee is \$500.00 (per program).</small></p>
<p>ALL Institutions that have a physical presence in NH and seeking to offer or currently offer credit bearing courses, programs or associate, bachelor, master, and/or doctoral degrees in New Hampshire...</p>	<p>...then the program(s) MUST submit for an Administrative Review and be approved by the NH Higher Education Commission. <small>The associated Administrative Review fee is \$500.00 (per program).</small></p>

The requirements and process for administrative approval are detailed in the NH Code of Administrative Rules, Heds 404.04 ([NH Admin Heds 400 Rules](#)).

For Distance Education Inquiries, additional information can be found on the NHDOE website at: [NH Higher Education Commission Link/Resources](#).

Additionally, the Institution is advised to **check with specific professional licensing boards** within the State of NH as some have additional education requirements (*typically understood as an academic residency*) of students seeking NH licensure.

If you have any questions or wish to request to apply for Administrative Review through the NH Higher Education Commission please email laura.a.stoneking@doe.nh.gov.