

Change the chapter heading for Ed 500 to read as follows:

CHAPTER Ed 500 CREDENTIAL STANDARDS FOR EDUCATIONAL PERSONNEL

Statutory Authority: RSA 21-N:9,II(s); 186:8,II; 186:11,X; 189:39

Readopt with amendment Ed 501.01, effective 11-9-18 (Document #12661), to read as follows:

PART Ed 501 PURPOSE AND DEFINITIONS

Ed 501.01 Purpose. The rules of this part implement the statutory responsibilities of the New Hampshire board of education to:

- (a) Develop and administer credential standards for educational personnel;
- (b) Develop continuing professional education requirements and prerequisites for the renewal or reinstatement of educator licenses;
- (c) Develop and administer a code of conduct for all credential holders and to inform members of the public of the code of conduct applicable to credential holders;
- (d) Specify unprofessional conduct which justifies disciplinary sanctions against credential holders; and
- (e) Provide oversight of adjudicatory proceedings required for discipline of credential holders while providing such with fair hearing practices and rights of appeal.

Readopt with amendment Ed 501.02 effective 11-9-18 (Document # 12661), to read as follows:

Ed 501.02 Definitions. Except where the context makes another meaning manifest, the following words shall have the meanings indicated when used in this chapter:

- (a) “Administrator” means a person who provides building-, district-, or school administrative unit (SAU)-level administrative services at the pre-K, elementary, or secondary level including a superintendent, assistant superintendent, principal instructional leader, associate principal instructional leader, business administrator, special education administrator, curriculum administrator, school counseling director, career and technical education director, and a district administrator;
- (b) “Authorization” means permission for a person to serve in the role of a licensed educator prior to completing the licensure endorsement requirements for that role, or for a temporary period of time established by the document;
- (c) “Board” means the state board of education created by RSA 21-N:10;
- (d) “Bureau” means the bureau of credentialing, division of educator support and higher education, department of education;
- (e) “Certificate” means the electronic or paper form of any type of credential issued by the board;

(f) “College-level course” means a course from an institution accredited by a regional accrediting body approved by the U.S. Department of Education or from an institution approved by the New Hampshire higher education commission;

(g) “Commissioner” means the commissioner, department of education;

(h) “Credential” means any authorization, statement, or license issued by the state board including, but not limited to, beginning educator license (BEL), experienced educator license (EEL), in process of licensure authorization (IPLA), intern authorization (IA), emergency authorization (EA), statement of eligibility (SOE), educational interpreter/transliterator license (EITL), paraeducator I & II license (PARA I & PARA II), school nurse I, II & III license (SN I, SN II & SN III), and master teacher license (MTL);

(i) “Credential holder” means any individual who holds a credential, as defined in Ed 501.02(h);

(j) “Credential verification request” means a request from a credential holder to fulfill a request for verification of a New Hampshire credential;

(k) “Degree” means a degree from an institution accredited by a regional accrediting body approved by the U.S. Department of Education or from an institution approved by the New Hampshire higher education commission;

(l) “Denial” means the refusal to grant a credential to an applicant;

(m) “Department” means the New Hampshire department of education;

(n) “Director” means the director, division of educator support and higher education, department of education;

(o) “Division” means the division of educator support and higher education, department of education;

(p) “Educational interpreter/transliterator” means a person licensed by the board who facilitates communication between individuals who are deaf or hard of hearing, or who use signed language as a primary mode of communication, and individuals who are hearing;

(q) “Educational organization” means a public school, a school administrative unit, a school district, a chartered public school, or a non-public school;

(r) “Educational specialist” means a person who provides non-instructional services to students at the pre-K, elementary, or secondary level including; a school counselor, school psychologist, school social worker, specialist in assessment of intellectual functioning, library media coordinator, and a school speech-language specialist;

(s) “Educator” means administrators, educational specialists, instructional specialists, teachers, paraeducators, educational interpreter/transliterator, and school nurses;

(t) “Emergency authorization” means the authorization issued by the bureau to a school district or school administrative unit to employ a non-credentialed educator to fill a vacancy as specified in Ed 504.04;

(u) “Endorsement” means the area specified on a credential that indicates the role for which the credential holder is authorized for employment;

(v) “Instructional specialist” means a person who provides specialized instructional support to teachers and others who provide direct instruction to children at the pre-K, elementary, or secondary level, including a reading and writing specialist, digital learning specialist, library media specialist, and an elementary mathematics specialist for grades k-6.

(w) “In process of licensure authorization” means the authorization issued by the bureau to a school district or school administrative unit to employ a non-credentialed educator who is in the process of licensure to fill a vacancy as specified in Ed 504.05;

(x) “Intern authorization” means the authorization granted to an applicants pursuant to Ed 505.05 to perform educational services while a plans is being implemented;

(y) “License” means the document issued when an applicant meets full licensure requirements;

(z) “Licensure” means the official recognition by the board that an individual has met all requirements and is approved to practice in an endorsement area(s);

(aa) “Paraeducator” means a person who works under the supervision of a teacher or other appropriate licensed education professional to provide specialized or concentrated non-initial instructional support to students at the pre-K, elementary, or secondary level and might be licensed by the board;

(ab) “Professional conduct” means a set of established professional norms and behaviors as defined in Ed 510.01 through Ed 510.04 which extend beyond the workplace;

(ac) “Reprimand” means a note to file of a credential holder for his or her conduct, which does not rise to the level of a suspension or revocation of a credential, which can be used in the event of a subsequent investigation;

(ad) “Revocation” means the department has permanently rescinded a credential from a credential holder;

(ae) “School nurse” means a person licensed by the board to provide health services in accordance with RSA 200:29;

(af) “Senior educational official” means the top executive in an education organization who makes the key decisions on spending, staffing and other education policies. For all New Hampshire public schools this is the superintendent and for all New Hampshire chartered public schools, semi-private academies, and non-public schools the senior education official is the head of school or headmaster, or similar title to indicate the head of the organization.

(ag) “Statement of eligibility” means a credential issued by the department of education that indicates that an individual has successfully met the entry requirements to seek employment and begin the site-based licensing plan described in Ed 505.05;

(ah) “Suspension” means the department has rescinded a credential from a credential holder for a specified period of time;

(ai) “Student” means an individual who is enrolled or participating in any class or program from preschool through grade 12, or any “adult student” as specified in Ed 1102.01(f)(1), at any school or education institution except as otherwise noted in these rules; and

(aj) “Teacher” means a person who plans, provides, and assesses direct instruction to children at the pre-K, elementary, or secondary level in a content area specified in Ed 507. “Teacher” does not include paraeducator.

Readopt with amendment Ed 502.01, effective 11-09-18 (Document #12661), cited and to read as follows:

#### PART Ed 502 PUBLIC INFORMATION

##### Ed 502.01 Confidentiality of Credentialing Records.

(a) Pursuant to RSA 91-A:5, V, the following limited credential status information shall be available to the general public, upon written or verbal request:

- (1) The name of the credential holder;
- (2) The individual's current credential status, including type of credential, expiration date of credential, and all endorsements;
- (3) The individual's suspension, if applicable, including effective dates of each suspension period, reason for the suspension, and revocation, if applicable; and
- (4) The school, if known or stated, where the credential holder is currently employed.

(b) The provisions of this section shall not require the release of information related to:

- (1) Informal or formal investigations; or
- (2) Board or hearing officer records from adjudicatory proceedings involving the credential holder when such adjudicatory proceeding is not open to the public in accordance with Ed 200.

(c) The complete record of a credential holder shall be released by the division upon written request to the following:

- (1) A party in an adjudicatory proceeding when:
  - a. The credential holder is a party to the proceeding; and
  - b. The credential holder’s credential record is relevant to the proceeding;
- (2) A law enforcement agency when the agency is conducting a criminal investigation of the credential holder;
- (3) A certifying agency of another jurisdiction for:
  - a. Purposes of credentialing the credential holder in the other jurisdiction; or

b. An investigation of the credential holder by the other jurisdiction, when:

1. The credential holder was the subject of a formal investigation under Ed 511;  
or

2. Disciplinary action was taken against the credential holder by the board under Ed 511;

(4) Board investigators or prosecutors; or

(5) Persons to whom the credential holder has given a release.

(d) The bureau shall report:

(1) Any suspension or revocation to the credential holder's current senior educational official in N.H. and The National Association of State Directors of Teacher Education and Certification (NASDTEC) educator identification clearing house; and

(2) Any reprimand to the credential holder's current superintendent of school in N.H.;

(e) The department shall maintain a list of all credential holders whose credentials have been revoked or who are under suspension, and such list shall be published on the department's website.

Readopt with amendment Ed 502.02, effective 3-27-14 (Document #10558), to read as follows:

Ed 502.02 Access to Records. Any member of the general public may make a request either verbally, in writing, or by e-mail to the department for access to records listed in Ed 502.01(a).

Readopt Ed 502.03, effective 3-27-14 (Document #10558), to read as follows:

Ed 502.03 Custodian of Records.

(a) All records regarding educators or educational personnel credentials shall be maintained by the bureau while the credential is valid.

(b) Educator or educational personnel records which are no longer valid shall be maintained by the bureau.

Readopt with amendment Ed 503, effective 3-27-14 (Document #10558), to read as follows:

#### PART Ed 503 REQUIREMENT FOR EMPLOYMENT

Ed 503.01 Requirement for Employment.

(a) A non-credentialed substitute teacher, paraeducator, or school nurse may be hired for up to 20 consecutive days during the school year in the same position without holding a New Hampshire educator credential issued by the state board.

(b) All other employees hired for positions requiring a credential by the state board shall hold a valid board-issued credential in the endorsement area appropriate to the employee's assigned position.

Ed 503.02 Sanctions for Employment Without a Valid Credential.

(a) The board shall revoke the credential of a superintendent who knowingly employs or continues the active employment of an individual who does not hold a valid New Hampshire credential provided the board determines that the superintendent took such action knowingly based on findings of fact or conclusions of law established in accordance with due process rights in Ed 200.

(b) All fair hearings and notice provisions of Ed 5101 shall be met prior to revocation of the superintendent's credential.

(c) The superintendent shall remove an individual who knowingly continues employment after the expiration of a New Hampshire credential until such time as the educator obtains a New Hampshire credential pursuant to these rules.

(d) This section shall not apply to any individual who has filed a timely application for license renewal pursuant to Ed 509.

Readopt with amendment Ed 504.01 through Ed 504.03, effective 1-17-14 (Document #10506), cited and to read as follows:

PART Ed 504 PROFESSIONAL CREDENTIALS

Ed 504.01 Beginning Educator License.

(a) To qualify for a beginning educator license, an individual shall meet the qualifications for a license specified in Ed 505 and either:

- (1) Have less than 3 years of educator experience; or
- (2) Have more than 3 years of educator experience but does not meet the requirements for an experienced educator license pursuant to Ed 504.02.

(b) Beginning educator licenses shall be issued for 3 years and renewed pursuant to Ed 509.

Ed 504.02 Experienced Educator License.

(a) To qualify for an experienced educator license an individual shall:

- (1) Have at least 3 years of full-time or full-time equivalent educator experience;
- (2) Have been deemed effective or above according to the local evaluation system for 2 consecutive years; and
- (3) Have successfully completed a renewal cycle pursuant to Ed 509 and the state or local professional development master plan as determined by the senior educational official.

(b) Experienced educator licenses shall be issued for 3 years and renewed pursuant to Ed 509.

Ed 504.03 Intern Authorization.

(a) To qualify for an intern authorization an individual shall complete the application required in Ed 505 and be currently employed in a New Hampshire school under a valid statement of eligibility;

(b) Intern authorizations shall be granted under Ed 505.09(f) for the duration of the site-based licensing plan.

Readopt with amendment Ed 504.04 and Ed 504.05, effective 11-9-18 (Document #12661), to read as follows:

Ed 504.04 Emergency Authorization.

(a) The senior educational official shall complete and file the “Emergency Authorization Request” form, January 2020, and the emergency authorization shall be granted for up to the duration of the school year for which the request was made, after the applicant provides the information required in (b) below.

(b) The bureau shall issue an emergency authorization requested under (a) above if a staffing emergency situation exists as determined by the senior educational official and the applicant for the educator position has:

- (1) Paid the applicable application fee, provided in Ed 505;
- (2) Completed and filed with the bureau the "Application for Emergency Authorization" form, January 2020, as referenced in Ed 505; and
- (3) Submitted documentation of a conferred bachelor’s degree.

Ed 504.05 In Process of Licensure Authorization (IPLA).

(a) The senior educational official shall complete and file an “In Process of Licensure Authorization Request (IPLA)” form, January 2020 with the bureau.

(b) The bureau shall approve such filing, if the bureau finds that the applicant who is the subject of the IPLA request:

- (1) Is in the process of licensure;
- (2) Has submitted a completed application for licensure as outlined in Ed 505.07(b)(1);
- (3) Meets all requirements for licensure except for the testing requirements under Ed 505.01; and
- (4) Has paid any applicable fees.

(c) The bureau shall notify the senior educational official that the applicant is authorized under an IPLA for up to the duration of the school year for which the request was made with no renewal offer.

Readopt with amendment Ed 504.08 through Ed 504.10, effective 11-14-17 (Document #12418), to read as follows:

Ed 504.08 School Nurse I.

(a) An applicant for school nurse I shall be currently licensed in New Hampshire as a registered nurse as defined by RSA 326-B:2, X at the associate's degree level and have 3 years of clinical nursing experience under their own license in pediatric nursing or other related nursing areas, including, but not limited to public health, community health, family mental health, emergency and primary care nursing.

(b) The applicant shall complete and file a "School Nurse Application", January 2020, with the bureau of credentialing along with the following additional materials:

- (1) An official transcript from a board of nursing approved registered nursing program;
- (2) A copy of a valid New Hampshire issued license as a registered nurse; and
- (3) An employment verification letter from current or previous employers which demonstrates 3 years of work experience required in Ed 504.08(a).

(c) A school nurse I shall obtain skills, competencies, and knowledge, through the completion of 45 school nurse related continuing education hours during the 3-year life of the license as outlined in Ed 513.07.

(d) A school nurse I shall be assigned a mentor licensed as a school nurse II or III who shall:

- (1) Be listed as an available mentor by the bureau;
- (2) Be appointed by the senior educational official;
- (3) Have at least 5 years of experience as a school nurse; and
- (4) Be assigned to mentor during the 3 years of the original license of the school nurse I to which they are assigned.

(e) A school nurse I license shall be valid for 3 years and may be renewed one time with verification of compliance with Ed 504.08(f).

(f) A school nurse I shall submit to the bureau a verification of enrollment in a board of nursing approved ADN to BSN program that shows a completion date on or before the expiration date of the school nurse I original or renewal license.

#### Ed 504.09 School Nurse II.

(a) School nurses appointed on or before August 25, 2019 shall have applied for a license prior to August 25, 2019. Any school nurse appointed on or before August 25, 2019 who has not applied for a license shall apply for school nurse I or school nurse III.

(b) A school nurse II shall obtain skills, competencies, and knowledge, through the completion of 45 continuing education hours during the 3-year life of the certificate as outlined in Ed 513.07 and shall follow the renewal procedures outlined in Ed 509.

#### Ed 504.10 School Nurse III.

(a) An applicant for school nurse III shall have completed a board of nursing approved registered nursing program at the bachelor's degree level or higher, be currently licensed in New Hampshire as a



registered nurse as defined by RSA 326-B:2, X, and have 3 years current experience in pediatric nursing or other related nursing areas, including, but not limited to public health, community health, family mental health, emergency and primary care nursing.

(b) A school nurse holding national certification (NCSN) or out of state certification shall meet the requirements of school nurse III upon evaluation by the bureau of credentialing.

(c) The applicant shall complete and file a “School Nurse Application”, January 2020 edition, with the bureau of credentialing along with the following additional materials:

(1) Employment verification letters from a current or previous employer which outlines 3 years of work experience required in Ed 504.09(a);

(2) A copy of a valid New Hampshire issued license as a registered nurse at the bachelor’s degree level or higher; and

(3) An official transcript from an accredited college or university showing the successful completion of a BSN or higher.

(d) A school nurse III shall obtain skills, competencies, and knowledge, through the completion of 45 continuing education hours during the 3-year life of the license as outlined in Ed 513.07 and shall follow the renewal procedures outlined in Ed 509.

Readopt and renumber Ed 507.36 as Ed 504.11, effective 12-21-12 (Document #10245), to read as follows:

Ed 504.11 Educational Interpreter/Transliterater for Children and Youth Ages 3-21.

(a) For purposes of this section, the following definitions shall apply:

(1) “Educational interpreter” means the professional employee whose job entails the facilitation of communication between individuals who are deaf or hard of hearing, or who use signed language as a primary mode of communication, and individuals who are hearing;

(2) “Interpreting” means the process of accurately conveying information between American Sign Language (ASL) and English; and

(3) “Transliterating” means accurately conveying a message via visual or tactile manual representations of the English language such as manually coded English, cued speech, Signed English, Signing Exact English (SEE), and oral transliterating. This process conveys information from one mode, spoken or signed, of English to another mode of English.

(b) The following requirements shall apply to the licensure of an educational interpreter/transliterater for children and youth ages 3 to 21 years:

(1) Hold a minimum of an associate’s degree;

(2) Receive a passing grade on the Educational Interpreter Performance Assessment Written Test (EIPA-WT) as specified in (c); and

(3) Meet one of the following entry level requirements relative to education and experience:

- a. Receive a passing grade as determined by the board on the practical examination in signing for the EIPA Performance Test (EIPA-PT) as specified in (c);
- b. Hold a current national certification from either national office of the Registry of Interpreters of the Deaf (RID) or National Association of the Deaf (NAD) of at least level III; or
- c. Educational interpreter licensure from another state whose standards are equivalent to Ed 507.35.

(c) Candidates for the EIPA-WT and EIPA Performance Test shall demonstrate the following skills, competencies, and knowledge through a combination of a written examination and an actual practical examination in signing in the following areas:

- (1) A knowledge of history of general interpreting/transliterating such as:
  - a. Educational interpreting/transliterating; and
  - b. Relevant federal, state and local organizations;
- (2) The ability to identify resources that serve students who are deaf/hard of hearing (D/HH) including:
  - a. Services;
  - b. Programs; and
  - c. Agencies;
- (3) A knowledge of the National Registry of Interpreters for the Deaf Code of Professional Conduct;
- (4) The ability to establish an environment allowing for effective interpreting and transliterating in a wide variety of educational settings; ~~and~~
- (5) A knowledge of different modes of communication which shall include but not limited to:
  - a. ASL;
  - b. Pidgin sign English (PSE);
  - c. Manually coded English;
  - d. Oral;
  - e. Cued speech; and
  - f. Tactile;

(6) In the area of the process of interpreting/transliterating, the ability to match the child's communication mode(s) as determined by the Individualized Education Program (IEP) team specified in Ed 1109.03 or the 504 team in one of the following:

- a. Simultaneously and consecutively interpret accurately, both expressively and receptively;
- b. Simultaneously and consecutively transliterate accurately, both expressively and receptively; or
- c. Simultaneously and consecutively orally transliterate accurately, both expressively and receptively;

(7) In the area of the professional roles, responsibilities and practices:

- a. Knowledge of federal IDEA/504 and state laws and rules that pertain to students who are deaf and hard of hearing and how they are applied;
- b. Knowledge of state child protection laws and school policies regarding how to report child abuse/neglect and explain the appropriate protocol to follow the laws and rules;
- c. Knowledge of American deaf culture and how it is distinguished from general American culture;
- d. Knowledge of the role and responsibilities of an educational interpreter/transliterating in an educational setting for children and youth ages 3 through 21;
- e. The ability to interpret/transliterate accurately in a public forum; and
- f. Knowledge of hearing loss and amplification in deaf and hard of hearing children;

(8) In the area of child development:

- a. How students learn and develop cognitively, linguistically, socially, morally, emotionally, and physically; and
- b. How the development of language in deaf students impacts their development cognitively, linguistically, socially, morally, and emotionally;

(9) In the area of principles and philosophies of public education:

- a. Respect for the students' varied talents and perspectives;
- b. Knowledge and understanding of public schools as complex organizations within a larger community; and
- c. Effective collaboration with school staff, parents, and others to support students' learning and well-being;

(10) In the area of IEP and 504 process in educational settings in:

a. Basic knowledge of the individualized education program (IEP) process as specified in Ed 1109; and the 504 process; and

b. The ability to work with members of the IEP/504 team, contributing information about the child's language including:

1. Most effective mode(s) of communication; and

2. Use of practical and functional language; and

(11) In the area of general studies:

a. A command of language, including the language of words, mathematics, and other common terms typically found in preschool through grade 12 curriculum;

b. The ability to comprehend reading materials commonly found in preschool through grade 12 educational programs and curriculum, including:

1. Mass media and social media;

2. Newspapers; and

3. Magazines;

c. The ability to write coherently using:

1. Correct spelling;

2. Grammar;

3. Punctuation; and

4. Appropriate vocabulary;

d. Sufficient cultural literacy including understanding of major principal events and significant figures in American and world cultures and other such information commonly presented in preschool through grade 12 curriculum;

e. Logical thinking and problem-solving ability which draws on a large spectrum of knowledge in the humanities, sciences and the arts; and

f. The ability to utilize technology/assistive technology to enhance and support the instruction of students who are deaf and hard of hearing.

(d) Candidates shall participate in professional development for both personal growth and school district's master plan program improvement as specified in Ed 513.03(c) individual professional development plan, Ed 513.04 criteria for recertification of educators under the professional development master plan and Ed 513.05 criteria for recertification of educators not under the local professional development master plan.

**Appendix I**

<b>Rule</b>	<b>Specific State Statute the Rule Implements</b>
Ed 501	RSA 186:8, II; RSA 189:39
Ed 502	RSA 186:11, X(a)
Ed 503.01(a)	RSA 21-N:9, II(q); RSA 186:8, III
Ed 503.01(b)	RSA 189:39
Ed 503.02	RSA 21-N:9, II(s)
Ed 503.03	RSA 186:11, X(a)
Ed 504.01	RSA 21-N:9, II(s)
Ed 504.02	RSA 21-N:9, II(s)
Ed 504.03	RSA 21-N:9, II(s)
Ed 504.04	RSA 21-N:9, II(s); RSA 189:39-b
Ed 504.05	RSA 21-N:9, II(s)
Ed 504.06	RSA 21-N:9, II(s)
Ed 504.07	RSA 21-N:9, II(s)
Ed 504.08 – Ed 504.10	RSA 200:29
Ed 504.11	RSA 21-N:9, II(s)