

**Readopt with amendment Ed 504.12, eff 2-22-23 (Document #13562) to read as follows:**

Ed 504.12 Criminal History Record Check Clearance.

(a) A criminal history records check clearance shall be required for:

- (1) Any individual who seeks employment as a school bus driver; and
- (2) Professional educator preparation program (PEPP) candidates prior to unsupervised placement in a field experience as described in Ed 604.3;

(b) Individuals currently employed as a school bus driver shall apply for a criminal history record check clearance no more than 6 months and no less than 60 days prior to the expiration of their current state-issued driver's license.

(c) An applicant for a criminal history record check clearance shall submit:

(1) To the department:

- a. A completed DOE BOC 17 "Criminal History Record Check Clearance" form, March September 2024~~3~~, which includes the certification in Ed 505.08(f) and the attestation in Ed 505.08(h);
- b. A copy of a valid government-issued identification (ID) including, but not limited to:
  1. A driver's license;
  2. A state-issued photo ID;
  3. A passport; or
  4. A military ID; and
- c. The applicable credentialing fee as required in Ed 505.09; and

(2) To the department of safety:

- a. A completed department of safety "Criminal History Record Release Form DSSP 382" for SAU employees, ~~as referenced in Appendix H~~, along with the fee indicated on the form; or
- b. A completed department of safety "Contracted School Transportation Providers Form DSSP 434", ~~as referenced in Appendix H~~, along with the fee indicated on the form.

(d) A criminal history records check clearance shall not be issued without the department's receipt of the applicant's criminal history record.

(e) A criminal history records check clearance shall be denied to any individual in accordance with Ed 512.01.

(f) A completed application for criminal history records check clearance shall be reviewed by the background check coordinator, as defined in RSA 21-N:8-a, I-a, in accordance with Ed 505.10(a)-(d).

(g) A criminal history records check clearance for bus drivers shall be valid:

- (1) For 5 years; or

(2) Until the background check coordinator of the department:

- a. Receives actual notice of a basis to deny a criminal history records check clearance in accordance with Ed 512.01; and
- b. Provides notice of revocation of the criminal history records check clearance to the bus driver and the New Hampshire department of motor vehicles.

(h) A criminal history records check clearance for new bus driver applicants shall be valid for:

(1) ~~¶~~The duration of the individual’s current state-issued driver’s license; or

(2) A period not to exceed 5 years from the date of issuance.

(i) A criminal history records check clearance for PEPP candidates shall be valid for the period established in RSA 189:13-c, II(c)for 3 years.

(j) Renewal applications for bus drivers shall be submitted no more than 6 months and no less than 60 days prior to the expiration of the criminal history records check clearance or current driver’s license, as applicable, by submission of the requirements enumerated in (c) above.

(k) Renewal applications for PEPP candidates shall be submitted no less than 60 days prior to the expiration of the last criminal history records check clearance, as applicable, by submission of the requirements enumerated in (c) above.

### Appendix I

Rule	Statute
Ed 504.12	RSA 189:13-a, V-VI; RSA 189:13-b; RSA 189:13-c