

Early Childhood Credential

As of July 22, 2021

Frequently Asked Questions (FAQ) *

***FAQs are subject to change and reinterpretation. In addition, corrections will be made for errors, omissions and changes as needed.**

1. What should I do if my credential is expired? (When do I need to reorder transcripts?)

If your credential is expired you need to submit a new application for the credential for which you are applying. If you are applying within one year from the expiration date we will have your transcripts on file. After one year from the expiration date, you will need to submit new official transcripts.

2. What if I cannot get a letter of verification from an old employer, Will you accept any other proof? (Out of Business, Bad Experience, etc.)

As of now, the verification letter is the best form of proving your work experience. If the applicant is having a difficult time getting that form (out of business, bad experience) please reach out to the credentialing specialist and they will work with the applicant in trying to obtain another form of verification.

3. How can I show my college course(s) as Professional Development hours? How many do they count for?

If you have taken college courses within the last year of your application date, you can send in an official transcript. That will count as all of your professional development for new or renewing application. If you have taken classes within the past three years (if renewing) please send these in if not on file; we will work with you to see if any of these courses can count towards PD hours and/ or ECE Credits.

4. Would an English course or a pre- requisite count towards my Professional Development hours?

No, you will need to be either enrolled or have passed a course in the past year in an Early Childhood related course. This can include; Leadership/ Administration in Child Care, Infant Toddler Development, etc. If you have questions regarding your specific course, please reach out to the credentialing specialist.

5. Do EDU courses now count for credentials? Is there an approved list?

As of right now, no, but stay tuned...

6. What if my college courses are only one credit because they were from the 80s/90s- does this mean my credit's don't equal a degree or towards the Growth and Development requirement?

Unfortunately, they do not. They have to be a 3 credit Child, Growth and Development course.

7. When will I be able to apply online?

Online application through NHCIS is currently open for new credential applicants only. Renewal applications must be sent in the mail until further notice as we continue to develop NHCIS. If you prefer to submit a paper application for new credentials you can do that as well at this time.

8. How do I know how much to pay? What if I overpay and don't achieve the additional levels?

The prices of each credential are on the application and listed below. If you need help before applying you can email the credentialing specialist Annmarie.s.censullo@dhhs.nh.gov and she can walk you through the payment process.

Credential Application Type	Fee for Each Credential Selected
NH Early Childhood Credential-New Credential	\$25
NH Early Childhood Credential-Credential Reprint	\$3
NH Early Childhood Credential-Change Of Level	\$10
NH Early Childhood Credential-Application Of Renewal	\$10
NH Early Childhood Infant Toddler Endorsement	\$5

9. My institution sent me my college transcript to my email, will you accept this?

No, the institution needs to send college transcripts to the credentialing specialist in a sealed envelope or the institution can send the official transcript electronically to the credentialing specialist' email.