

NH Early Childhood Professional Development System Frequently Asked Questions (FAQs)*

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

1. I heard there has been a revision to the Early Childhood Credential. What are the changes?

- Changes have been made to the lattices. The former system included five lattices. The revised system contains three lattices:
 - The **Early Childhood Professional Credential Lattice** which replaces the former Family Child Care, Teacher and Master Teacher Lattices.
 - The **Early Childhood Administrator Credential Lattice** now has two levels compared to the former Administrator lattice that contained four levels.
 - The **Early Childhood Professional Development Specialist Credential Lattice** which replaces the Early Childhood Master Professional Credential Lattice.
- The Infant and Toddler Credential Endorsement Lattice has been updated to align with the new credentials.
- The following credentials require 24 hours of ongoing professional development:
 - Early Childhood Educator III
 - Early Childhood Administrator II
 - All endorsements on the Early Childhood Professional Development Specialist Lattice
- Professional Activities have been reinstated in this revision. The Professional Activities Matrix is included in Appendix F of the Early Childhood Professional Development System Guidebook.
- The fees for New and Expired credentials have been reduced from \$25 to \$15.

2. When do these changes take effect?

- If your credential(s) expired/expires between August 1, 2022 and December 31, 2022 you received an email from the Credentialing Specialist granting you an extension for your current credential. You must apply for a credential in the new system by March 31, 2023.
- If your credential(s) expire after December 31, 2022, you must apply for your credential(s) using the revised system. Credentials are valid until the date printed on the current Credential Certificate. There is no need to apply in the revised system until the credential expires, although you are welcome to apply under the revised system prior to the expiration date of your current credential(s).
- The revised Guidebook will be available September 1, 2022, which will enable you to see the new lattices and determine which credential(s) you now qualify to receive.
- Within 3 to 6 months prior to the expiration date, you should review the new credential lattices to determine where your education and experience align with a credential or credentials on the revised lattices.
- If you are applying for a credential for the first time or your credential expired prior to August 1, 2022 and the revised system has been available for three months, you will apply using the revised system.
- When you first apply in the revised system, you will be submitting an initial credential application. When that credential expires in 3 years, you would need to meet the criteria for the renewal application.

3. I have an unexpired credential. Do I need to resubmit transcripts and work experience letters if the credential for which I am applying has the same education and work requirements? (When do I need to reorder transcripts?)

If your credential has not expired, you will not need to resubmit transcripts and work experience letters if the credential you are applying for in the revised system has the same education and work experience requirements as the credential you currently hold. If you are applying within one year from the expiration date of an expired credential we will have your transcripts on file. After one year from the expiration date, you will need to submit new official transcripts and work experience letters required for the credential for which you are applying.

4. What is considered current professional development hours for my initial credential application?

Current professional development hours are dated within one year of your application submission date.

5. How can I show my college course(s) as professional development hours?

If you have taken **early childhood or administrator qualifying** college courses within one year of your application date, you may send in an official transcript. The transcript will count as all of your professional development for a new credential. If you have taken classes within the past three years (if renewing) please submit these transcripts if you have not already done so. We will work with you to see if any of these courses can count towards professional development hours and/or ECE Credits.

6. Would an English course or a prerequisite 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.

7. Upon the 3 year renewal, how do I count my professional development hours? Do I have to have the same number of hours each year, or can I earn all my hours in one year?

If you work in a Head Start/Early Head Start or licensed child care program, you must earn the annual required number of hours listed in the Child Care Licensing Rules. The goal of professional development is to ensure that you are engaged in ongoing learning in order to better meet the needs of the individuals with whom you are working. Certain credentials require 24 hours per year of professional development. The additional 6 hours per year of professional development (totaling 18 hours) may be earned over the course of the 3-year renewal period.

8. My college courses are only one credit because they were from the '80s/'90s. Does this mean my credits don't equal a degree or count towards the Child Growth and Development course requirement?

The Credentialing Specialist will review the transcript documentation to determine if those courses would now equate to 3 credits. Decisions will be handled on a case-by-case basis. Courses must equate to a minimum of 3 credits in Child Growth and Development.

9. Can transcripts be sent electronically from the college?

Yes. In fact, transcripts must be sent directly from the college to the Credentialing Specialist email: credentialme@dhhs.nh.gov

10. Can I use Appendix E, Transcript Request Form, in the guidebook to request transcripts if I attended a NH Community College?

As of 2022, any student that attended a college within the NH Community College System after 1991 must order their transcript through the National Student Clearinghouse at this link: <https://tsorder.studentclearinghouse.org/school/ficecode/00258100>

11. If I cannot get a letter of verification from an old employer, will you accept any other proof?

The verification letter is the best form of documentation of your work experience. If you are having a difficult time getting that form (e.g., former employer went out of business, bad experience), please reach out to the Credentialing Specialist to discuss potential alternate forms of verification.

12. What are Competencies?

Competencies are evidence-based knowledge and skills that Early Childhood Professionals develop and demonstrate in their work with, or on behalf of, children ages birth through grade three and their families.

13. Where can I find competency tools?

The New Hampshire Infant and Toddler, Preschool and Early Childhood Workforce Specialized Competencies can be found on the NH Connections website at <https://www.nh-connections.org/providers/nh-specialized-competencies/>

14. How many competencies should I plan to complete once I choose a competency tool?

The number of competencies you need to complete varies by credential. Here is a quick look at the requisite numbers:

- Emerging Professional Certificate: 2 competencies
- Early Childhood Associate Educator: 2 competencies
- Early Childhood Educator I: 3 competencies
- Early Childhood Educator II and III: 4 competencies
- Administrator: 4 competencies
- Professional Development Specialist (all endorsements): 4 competencies

Applicants applying for more than one credential only need to complete the competencies for the highest level credential for which they are applying. Example: If a person applies for the Early Childhood Educator III and Administrator credentials, they only need to complete 4 competencies. If a person is applying for the Administrator and Professional Development Specialist credentials, they will complete 4 competencies.

15. How do I complete a self-assessment using a competency tool?

Step 1: Select the competencies you would like to use to assess your own knowledge and skills.

Step 2: Read all levels of each selected competency and check the boxes in the level that best demonstrates your current competency. You may have a higher level of knowledge than skill, and that’s fine (see below). In your professional development plan, you should indicate what activity you will engage in to attain the higher skill level. **Competencies are demonstrated as skills so you should strive to attain the highest skill level**, and in doing so, you will automatically increase your knowledge.

Step 3: Go to the self-assessment at the end of the competency tool and locate the same competency.

Step 4: Jot down your action step for moving to the next level of skill in the competency.

Step 5: Once you have repeated and completed this process for the total number of required competencies, meet with your supervisor, mentor, colleague or other respected early childhood professional and discuss your action steps.

Step 6: Write your reflection on the last page of the self-assessment, describing your professional **development plan for increasing your competency**.

Step 7: Ask the same person with whom you discussed action steps to read and sign your reflection and sign it yourself. Remember that each of you also needs to date your signature.

This is a sample of a competency from the New Hampshire Preschool Workforce Specialized Competencies:

Core Knowledge 4: Promoting Child Growth and Development	Foundational Knowledge=K1 Skill=S1	Intermediate Knowledge=K2 Skill=S2	Advanced Knowledge=K3 Skill=S3	Specialist Knowledge=K4 Skill=S4
Component 1:4.1 Children’s Learning and Development	Foundational	Intermediate	Advanced	Specialist
Competency 2 (C2): Early Learning Standards (ELs)	<input type="checkbox"/> Knowledge 4.1C2K1 Understands the role of ELs in identifying appropriate expectations for children’s development and learning.	<input type="checkbox"/> Knowledge 4.1C2K2 Understands the role of ELs in supporting high-quality, developmentally appropriate practice with preschoolers.	<input checked="" type="checkbox"/> Knowledge 4.1C2K3 Appreciates that ELs provide a common vision and commitment to children’s well being.	<input type="checkbox"/> Knowledge 4.1C2K4 Understands the relation of ELs to other significant standards, such as NAEYC Standards, for professional practice.

	<input type="checkbox"/> Skill 4.1C2S1 Accesses and draws on information from ELSs in interactions with and experiences for preschoolers.	<input checked="" type="checkbox"/> Skill 4.1C2S2 Uses the ELSs to enhance practice and promote reflection.	<input type="checkbox"/> Skill 4.1C2S3 Shares ELSs with staff and families and uses ELSs to support staff and families' understanding of their importance in children's development and learning.	<input type="checkbox"/> Skill 4.1C2S4 Promotes and contributes to professional development systems that integrate the knowledge inherent in the ELSs with other significant standards for professional practice.
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16. Do I have to send in the self-assessment and professional development plan?

No, just the professional development plan needs to be submitted. The self-assessment is a tool to help you write the professional development plan.

17. I see that Professional Activity Units (PAUs) are required in the revised system. How many PAUs do I need to complete?

The required number of professional activity units is determined by the credential for which you are applying:

Credential Title	Number of PAUs for initial application	Number of PAUs for renewal application
Early Childhood Associate Educator	1	3
Early Childhood Educator I	2	6
Early Childhood Educator II and Early Childhood Educator III	3	9
Early Childhood Administrator I and II	4	12
Early Childhood Professional Development Specialist - all endorsements	4	12

If you are applying for more than one credential, you only need to complete the highest number required, not the total number for each individual credential.

18. I am applying for the Coach endorsement in the Early Childhood Professional Development Specialist lattice. What is the extra form that must be completed for this endorsement?

A supervisor will need to complete the Coach Competency Supervisor Feedback Form found on pages 40 and 41 of the September 2022 Early Childhood Professional Development System Guidebook found here: https://www.nh-connections.org/uploads/2022/08/EC_CredentialGuide_2022.pdf. You and the supervisor will need to sign and date the form and it will need to be submitted with your credential application.

19. I have the Trainer endorsement on my Early Childhood Master Professional Credential. Do I need to submit documentation of "Planning and implementation of at least 12 hours of group training of adults over a 1-year period" when I apply for a Trainer credential in the revised system?

No, you do not need to submit this documentation again. It only needs to be submitted with the initial application for this credential endorsement.

20. I have the Faculty endorsement on my Early Childhood Master Professional Credential. Do I need to submit documentation of "Planning and implementation of at least 24 hours of group training of adults over a 2 year period" when I apply for a Faculty credential in the revised system?

Updated September 1, 2022

No, you do not need to submit this documentation again. It only needs to be submitted with the initial application for this credential endorsement.

21. Who should I call if I have questions?

Please contact the Bureau of Child Development and Head Start Collaboration Credentialing Specialist at credentialme@dhhs.nh.gov or by phone at 603-271-4684

You can also reach out to Child Care Aware of NH: Child Care Training and Technical Assistance Support at 603-578-1386 ext. 2526 or ext. 2532 or (855) 393-1731