

Readopt with amendment Ed 501.02, effective 6-11-26 (Document #14615, EMERGENCY), to read as follows:

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

(a) “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;

(b) “Board” means the state board of education created by RSA 21-N:10;

(c) “Bureau” means the bureau of credentialing, division of educator support and higher education, department of education;

(d) “Career and technical education (CTE) principal” means the individual who serves as the administrative and instructional leader of a CTE center;

(e) “Case” means a complaint or report has been reviewed by the department and determined that the allegation within the complaint involves a credential holder and a possible violation of the educator code of conduct and might warrant an investigation;

(f) “Certificate” means the electronic or paper form of any type of credential issued by the board;

(g) “Code of conduct” means the code of conduct for credential holders as outlined in Ed 510.01-Ed 510.05;

(h) “College-level course” means a course of at least 3 credit hours from an institution of higher education accredited by a regional accrediting body approved by the U.S. Department of Education;

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

(j) “Complaint” means information that has come to the attention of the department either through direct reporting or other means and alleges possible educator misconduct as defined by the educator code of conduct. The term also includes “report”;

(k) “Contracted service provider” means any individual who performs services for, in, or on behalf of a school administrative unit (SAU), school district, chartered public school, public academy, or nonpublic special education school under a contract, subcontract, or other agreement, including an individual employed, engaged, or assigned by an entity that holds such a contract, whether the services are furnished directly to students or to the school, including but not limited to:

(1) Behavior specialists;

(2) School nurses;

(3) One-on-one and classroom aides, paraprofessionals, and other providers of services or accommodations required by a student's individualized education program or Section 504 plan;

(4) Related service providers as described in 34 CFR 300.34; and

(5) Installation, maintenance, repair, construction, information technology, and other service technicians;

(~~lk~~) “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), statement of eligibility (SOE), educational interpreter and transliterator license (EITL), paraeducator I and II license (PARA I & PARA II), school nurse I, II, and III license (SN I, SN II, and SN III), and master teacher license (MTL);

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

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

(~~on~~) “Criminal history records check clearance” means a document issued by the department to individuals identified in RSA 189:13-a through RSA 189:13-c, which reflects that the criminal history records check was complete and none of the violations in RSA 189:13-a, V were found;

(~~pe~~) “Curriculum administrator” means the individual, other than the superintendent, who is responsible for the oversight of the entire curriculum, instruction, and assessment program of a school district or school administrative unit (SAU);

(~~qp~~) “Degree” means a degree from an institution accredited by a regional accrediting body approved by the U.S. Department of Education;

(~~re~~) “Denial” means the refusal to grant a credential or clearance to an applicant;

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

(~~ts~~) “Designated volunteer” means any volunteer who is designated as such by school administrative units (SAUs), school districts, chartered public schools, or public academies;

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

(~~vh~~) “Disqualified applicant” means any individual who is found to have any of the violations pursuant to RSA 189:13-c, V or founded reports of abuse in the state central registry established in RSA 169:35-C, and is therefore not eligible to be granted a clearance;

(~~wv~~) “District administrator” means the senior educational official of a school district or SAU with 400 or fewer total school-age enrollments and with no more than 2 public schools who provides the superintendent services identified in RSA 194-C:4 and Ed 302;

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

(~~yx~~) “Education administrator” means a person who provides building-, district-, or SAU-level administrative services at the pre-K, elementary, or secondary level including a superintendent, assistant superintendent, principal, assistant principal, special education administrator, curriculum administrator, career and technical education principal, and district administrator, as outlined in Ed 506;

(~~zy~~) “Educational interpreter and 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;

(~~aa~~) “Educational organization” means a public school, an SAU, a school district, a chartered public school, public academy, or a nonpublic school;

(~~ab~~) “Educational specialist” means a person who provides non-instructional services, or provides specialized instructional services outside of the classroom, to students at the pre-K, elementary, or secondary level including a library media specialist, school counselor, school counseling director, school nurse, school psychologist, school social worker, and specialist in assessment of intellectual functioning;

(~~ac~~) “Educator” means education administrators, educational specialists, instructional specialists, teachers, paraeducators, educational interpreter and transliterator, and school nurses;

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

(~~ae~~) “Experience” means full-time employment in a specific educator role, or equivalent to full-time, and does not include time in a role requiring a credential if the educator did not hold the required credential.

Readopt with amendment Ed 501.03, effective 6-14-24 (Document #13999), to read as follows:

Ed 501.03 Definitions I - Z. Except where the context makes another meaning manifest, the following words shall have the meanings indicated when used in this chapter:

(a) “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 reading and writing specialist, digital learning specialist, and elementary mathematics specialist for grades K-6;

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

(c) “Intern authorization” means the authorization granted to an applicant pursuant to Ed 504.03 to perform educational services while working under a bureau approved development plan as outlined in Ed 505.06;

(d) “Investigation” means that the department has credible evidence to support and is conducting an official inquiry to determine whether a violation of the educator code of conduct has occurred;

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

(f) “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);

(g) “Nonpublic special education school” means a private or non-district special education program that provides the educational component of a child’s IEP and is subject to program approval under Ed 1114;

(~~hg~~) “Nonrenewal” means the department has prohibited an educator whose credential has expired from renewing any credentials or applying for any new credentials, to satisfy or complete a disciplinary action;

(~~ih~~) “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-, elementary, or secondary level and may be licensed by the board;

(~~ji~~) “Principal” means the individual who serves as the administrative and instructional leader of a school;

(~~kj~~) “Reprimand” means a note related to conduct in the file of a credential holder, 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;

(~~lk~~) “Revocation” means the department has permanently rescinded a credential from a credential holder or clearance holder;

(m) “School facility” means any facility operated by a school district, chartered public school, public academy, or nonpublic special education school for K-12 educational purposes;

(~~nl~~) “School nurse” means a licensed nurse holding a board-issued credential to provide health services in accordance with RSA 200:29;

(~~om~~) “Senior educational official” means the top executive in an educational organization who makes the key decisions on spending, staffing, and other education policies;

(~~pn~~) “Special education administrator” means the individual who is responsible for oversight of the entire special education staff and program at the district or SAU level;

(~~qe~~) “State” means any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S. The term also includes the US Department of Defense Education Activity (DODEA);

(~~rp~~) “Statement of eligibility (SOE)” means a credential issued by the department that indicates that an individual has successfully met the entry requirements to seek employment and begin the site-based licensing plan described in Ed 505.06;

(~~sq~~) “Superintendent” means the individual serving in the role of executive officer of the local school district(s) within the SAU and providing superintendent services as outlined in RSA 194-C:4 and Ed 302;

(~~tr~~) “Surrender” means when a credential holder offers to voluntarily give up the possession of a credential;

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

(~~vt~~) “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), at any school or education institution except as otherwise noted in these rules; and

(w) “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 504.12, effective 6-11-26 (Document #14615, EMERGENCY), 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 seeking an educator credential in New Hampshire for the first time;
- (2) Any individual seeking employment or employed as a school bus driver, school transportation vehicle driver, or transportation monitor;
- (3) Designated volunteers as described in RSA 189:39-a, VII;
- (4) Any contracted service provider providing services of a school administrative unit (SAU), school district, chartered public school, public academy, or nonpublic special education school pursuant to RSA 189:13-b, I, who provide services to students or regularly occupy the premises of any school facility; a school administrative unit (SAU), school district, chartered public school, public academy, or nonpublic special education school, pursuant to RSA 189:13-b, I;
- (5) Part-time teachers as defined in RSA 189:39-c; and
- (6) Professional educator preparation program (PEPP) candidates upon selection or admittance to a PEPP as outlined in RSA 189:13-c, I(b).

(b) Notwithstanding (a)(3) and (a)(4) above, the requirement for contracted service providers and designated volunteers to obtain a criminal history records check clearance from the department pursuant to RSA 189:13-b shall not take effect until July 1, 2027.

(c) Contracted service providers and designated volunteers may voluntarily seek a criminal history record check clearance granted by the department prior to July 1, 2027 in accordance with this section.

(d) SAUs, school districts, public academies, chartered public schools, and nonpublic special education schools shall not be relieved of the requirements to obtain a criminal history record check pursuant RSA 189:13-a.

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

(1) To the department:

a. One of the applicable forms as follows:

1. For first time applicants, DOE-BOC 4 “Criminal History Record Check Clearance - First time Licenses Only,” October~~June~~ 2026, including certifying the statements in Ed 505.08(f)(3) and Ed 505.08(j) and including any explanatory attachments as applicable; or

2 For applicants listed in (a)(2)-(6) above, DOE-BOC 5 “Criminal History Record Check Clearance,” ~~October~~^{June} 2026, including the certification statement in Ed 505.08(j) and any explanatory attachments as applicable;

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 fee pursuant to Ed 505.09; and

(2) To the department of safety:

a. A completed department of safety “Criminal History Record Release Form” DSSP 382 for school employees, contracted service providers, and designated volunteers, along with the fee indicated on the form; or

b. A completed department of safety “Contracted School Transportation Providers Form” DSSP 434, along with the fee indicated on the form.

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

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

(h) An individual’s criminal history records check clearance shall be denied if during review of the completed application, the background check coordinator determines that the individual is a disqualified applicant.

(i) Upon completion of the review of an applicant’s criminal history record check, the department shall:

- (1) Issue a clearance to the individual if they are determined not to be a disqualified applicant; and
- (2) Provide to the applicant a notice of issuance of the clearance, including the date of issuance and the expiration date.

(j) A criminal history records check clearance for the individuals outlined in (a)(2)-(5) above shall be valid for 5 years from the date of issuance.

(k) Notwithstanding (j) above, a criminal history record check clearance shall be subject to revocation prior to its expiration date upon the background check coordinator of the department:

- (1) Receiving actual notice of a basis to deny a criminal history records check clearance in accordance with RSA 189:13-c, V; and

(2) Providing notice of revocation of the criminal history records check clearance to the individual, the SAU, school district, public academy, chartered public school, or nonpublic special education school, and the New Hampshire division of motor vehicles for bus drivers.

(l) An individual who believes their criminal history records check clearance was denied in error may file a written petition for reconsideration to the director within 10 calendar days of notice of denial of the criminal history records check clearance.

(m) The director shall review the individual's criminal history record to determine whether the individual is a disqualified applicant and the department will notify the individual of the decision.

(n) The determination made by the director in (m) above shall be final.

(o) Individuals shall reapply for a new clearance no more than 6 months and no less than 60 days prior to the expiration of the criminal history records check clearance by submission of the requirements enumerated in (e) above.

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

(q) PEPP candidates shall reapply for a new clearance no less than 60 days prior to the expiration of their criminal history records check clearance, if required for a period beyond that established in RSA 189:13-c, II(c), by submission of the requirements enumerated in (e) above.

Readopt Ed 505.09, effective 6-11-26 (Document #14615, EMERGENCY) to read as follows:

Ed 505.09 Fees.

(a) An application shall not be complete until all application materials, including the proper fee, have been filed with the bureau.

(b) Payments shall be made:

(1) Electronically at the time of application on the Educator Information System (EIS); or

(2) By cash, money order, cashier's check, or school employer check on behalf of applicants, made payable to "Treasurer, State of New Hampshire," to the bureau as outlined in Ed 505.08(a).

(c) The required fees shall be in accordance with RSA 186:11, X(b) and the fee schedule set forth below:

Table 505-1 Fee Schedule

All fees are non-refundable and include processing fee.	
Issuance of initial New Hampshire credential	
Beginning Educator License (BEL), Experienced Educator License (EEL) (must include one licensure area endorsement) by all licensure pathways	\$150.00
To add another endorsement to BEL or EEL	\$150.00

New Hampshire Approved Educator Preparation Program completer, per endorsement	\$150.00
Master Teacher license	\$150.00
School Nurse I or III	\$150.00
Paraeducator I	\$10.00
Paraeducator II	\$10.00
Educational Interpreter and Transliterator	\$25.00
Additional fees associated with specific licensing pathways (per endorsement):	
Site Based Licensing Plan (SBLP)	
• Statement of Eligibility	\$120.00
• Intern Authorization	\$500.00
Demonstrated Competencies Portfolio/Oral Board (DCPOB)	
• Portfolio Materials	\$120.00
• Portfolio Review/Oral Board	\$500.00
Demonstrated Competencies Transcript Analysis (DCTA) for Administrator endorsements only	\$500.00
Master Teacher Portfolio Review	\$800.00
License renewal fees (3-year cycle)	
BEL/EEL/Master Teacher License Renewal	\$150.00
School Nurse I, II, III Renewal	\$150.00
Educational Interpreter and Transliterator Renewal	\$25.00
Paraeducator I and II Renewal	\$10.00
Other Bureau Fees	
Lapsed License Reinstatement Fee, BEL/EEL/Master Teacher only	\$100.00
Criminal History Record Check Clearance	\$100.00
Designated Volunteer and PEPP Candidate Criminal History Record Check Clearance	\$20.00

3rd and subsequent Name Changes	\$50.00
Credential Verification Letter	\$50.00
Returned check fee (RSA 6:11-a)	\$15.00 (State Treasurer's fee) \$25.00 (Bureau of Credentialing fee)

(d) For the specific licensing pathways enumerated in Table 505-1 above, the individual shall apply for the appropriate educator license and pay the applicable fee upon confirmation from the department that the pathway has been successfully completed.

(e) An individual with endorsements in multiple areas may renew one or more of the held endorsements and pay one license renewal fee. If an individual chooses to later renew other held endorsements that have or have not expired, those endorsements shall be subject to a separate license renewal fee at the time of renewal.

(f) If an individual seeks renewal for an expired license or endorsements, the individual shall be responsible for the lapsed license renewal reinstatement fee, in addition to the applicable renewal fees.

APPENDIX

RULE	SPECIFIC STATE STATUTE THE RULE IMPLEMENTS
Ed 501.02	RSA 21-N:9; RSA 186:8
Ed 501.03	RSA 21-N:9; RSA 186:8
Ed 504.12	RSA 189:13-a, V-VI; RSA 189:13-b; RSA 189:13-c
Ed 505.09	RSA 21-N:9, II(s)(4); RSA 186:11, X(b)