

# Afterschool Credential Application Checklist

*Before submitting your application, please review the checklist to ensure your application is complete.*

## Application:

- Credential application, signed and dated
- Check, made payable to: Treasurer, State of NH (see front of application for amount)
- Current resume
- Submit completed application and all supporting documentation to:  
**DHHS/DEHS/Bureau of Child Development and Head Start Collaboration**  
**ATTN: Credentialing Specialist**  
**129 Pleasant Street**  
**Concord, NH 03301**

## Education or Specialized Coursework (*see the applicable lattice for specific requirements*):

- Documentation of Afterschool Orientation completion
- Copy of high school diploma, or GED or HiSET
- Official transcripts, in an original sealed envelope or electronically from the college or universities registrar's office, must be provided to the Credentialing Specialist at the Bureau of Child Development and Head Start Collaboration

**OR**

- Documentation of completion of the Afterschool Basics
- Copy of current NH Para II Certificate
- Copy of appropriate Certificate

## Work experience:

- Third-party documentation (see Work Verification Letter in Appendix) from present and past employers to document the relevant work or volunteer experience listed.
- For Afterschool Master Professional Workshop Trainer, Faculty or Allied Professional, work experience may be documented by training certificates listing the individual as the presenter/trainer or by college faculty supervisor verification of course work taught.

## Ongoing Professional Development (initial application):

- Submit documentation of the required number of hours of training within the last 12 months. Documentation includes copies of certificates from trainings or a Training Transcript from the NH Professional Registry. This may include 6 hours of self-study (see Appendix). **Do not submit more than the required number of hours indicated in the lattice.**

## Ongoing Professional Development (renewal application):

- Submit documentation of the required number of hours of training within the last 3 years. Documentation includes copies of certificates from trainings or a Training Transcript from the NH Professional Registry. This may include 6 hours of self-study per year (see Self-Study Template in Appendix). **Do not submit more than the required number of hours.**

## Professional Activities (PA):

- Copy of Professional Activities Matrix and the required documentation for activities completed.
  - Initial application – PAs must be completed within 12 months of application.
  - Renewal – PAs must be completed within the last 3 years.