

Applying for Clearance

1. Get School Bus Certificate and/or Endorsement on License from DMV (if required)
2. Create or access your myNHDOE account
 - a. [myNHDOE: Create or Access your account - Credentialing HD Knowledge Base - Confluence \(atlassian.net\)](#)
 - b. If you do not already have an EIS account, proceed to create a profile.
3. Choose *Online Applications and Test Evaluation Requests*



Online Applications and Test Evaluation Requests

Click here to view the applications and test evaluation requests that are available for you to submit online.

4. Select *Apply for a Criminal History Record Check Clearance*. (**Payment is due at the time of application**)
 - a. **NOTE:** you must have your driver's license/government issued ID, and school bus certificate (if applicable) available.



Test Evaluation Request

If enrolled in a New Hampshire Approved Educator Preparation Program, or enrolling in one, click here to apply for a test evaluation request. Upload any applicable test score reports using the wizard in score reports will be evaluated with the application and a separate test evaluation is not needed.



Apply for a Name Change

Submit an application for a Name Change.



Apply for a Credential Verification

Submit an application for a Credential Verification. This application is not for obtaining a new credential, but rather to receive official verification of a credential you have already been issued.



Apply for a Criminal History Record Check Clearance

Submit an application for a Criminal History Record Check Clearance. This application must be associated with a parallel application submitted to the Department of Safety.

5. Choose the applicable type of clearance.

Create Criminal History Record Check Clearance Application - Step 1 of 8

You are applying for a Criminal History Record Check Clearance

Please select the purpose for your clearance application.

- First-time New Hampshire Educator
- PEPP Student
- School Bus Driver
- Transportation Monitor

This application must be submitted in conjunction with a record check application with the New Hampshire Department of Safety.

Please select the purpose for your clearance application.

- Continue - Please continue the application.
- Cancel - Please cancel the wizard.

Next



6. Steps 2 through 4 verify your personal information including address, phone number, email, etc.
7. Carefully read and answering the application questions in step 8.

Create Criminal History Record Check Clearance Application - Step 5 of 8

You are applying for a Criminal History Record Check Clearance

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Have you ever been convicted of a felony?
<input type="radio"/>	<input type="radio"/>	Are you currently being investigated in any other state?
<input type="radio"/>	<input type="radio"/>	Have you ever held a New Hampshire certificate?

If yes, what year did it expire? And under what name?

I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation, is true, accurate, and complete to the best of my knowledge.

By checking this box, I certify that I have read the Educator Code of Ethics. [View Code of Ethics](#)

By checking this box, I certify that I have read the Educator Code of Conduct. In so certifying, I understand that the Educator Code of Conduct, Ed 510 sets forth 4 Principles: (1) Responsibility to the Education Profession and Educational Professionals; (2) Responsibility to Students; (3) Responsibility to the School Community; and (4) Responsible and Ethical Use of Technology, which as a credentialed educator, I am obligated to follow. A founded violation of any of the principles of the Educator Code of Conduct may result in a written reprimand, suspension or revocation of my Educator credential. Additionally, in so certifying, I understand that pursuant to Ed 510.05, I have a duty to report any suspected violation of the code of conduct. Failure to report a suspected violation of the Educator code of conduct may result in a written reprimand, suspension or revocation of my Educator credential. [View Code of Conduct](#)

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Once you have answered the Background question click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

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8. Step 6 upload required documents.
 - a. Select *Choose File* and select the document to upload. Then choose *Document Type* and *Add File*.
 - b. The status icons will turn to yellow once the required documents are uploaded, verify the *Files to be imported*, and select the required acknowledgement prior to moving on to the next step.

Create Criminal History Record Check Clearance Application - Step 6 of 8

You are applying for a Criminal History Record Check Clearance

Providing evidence of these requirements will enable your application review. During that review additional requirements may be identified And requested. You can add them now or do so later from your Educator home page. PDF format, max 15 MB per file.

You must provide all required documents before you can proceed.

Status	Requirement	Description
!	Copy of NH Driver's License	Please provide the required documentation

[Show Status Explanation >>>](#)

Choose a file and a type, then click "Add File". Repeat the process for as many files as you need.

File: No file chosen

Document Type:

Files to be imported:

Document Name: Drivers License.pdf	<input type="button" value="Remove"/>	<input type="button" value="View"/>
Document Type: Driver's License		

I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation, is true, accurate, and complete to the best of my knowledge.


Once you have completed selecting documents for upload, click on the Next button.

Save - Please save the documents.

Cancel - Please cancel the wizard.

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9. Step 7 completing the payment process. Select *Make Payment* and you will be able to pay by debit/credit care (VISA/MasterCard).



Completing the Payment Process

Please Note

You will be redirected to a secure third party vendor to complete your payment.
The payment must be completed within a 15 minute time period that has just started.
Do not use your browser's back button. If you wish to stop the payment process, use the Cancel Payment button below.

Once you have completed your payment you will redirected back to the Educator Information System application to receive your confirmation and further instructions.

By continuing to use the "Make Payment" button you acknowledge the Department of Education Credentialing Refund Policy. All application fees are nonrefundable.

If you do not wish to proceed, click the "Cancel Payment" button to stop the payment process.

10. Step 8 the application is complete, you will receive confirmation on screen and via email.

The application will be reviewed by the Department of Education. The application is not considered complete until the DOE receives the applicant's criminal history records from the Department of Safety to complete the review.

The applicant will be notified via for missing information and clearance approval.