



DOE CHRC PROCESS

BUS DRIVER & TRANSPORTATION MONITOR

Department of Education

Winter 2022

Purpose- DOE Role



- ✓ <https://nhdoepm.atlassian.net/wiki/spaces/CHD/pages/2026373121/School+Bus+Driver+Transportation+Monitor>
- ✓ RSA 189:13- b
<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-b.htm>
- ✓ Statewide clearance
- ✓ Beginning March 1, 2022

Bus Driver



✓ New Bus Drivers

To immediately apply

✓ Existing Bus Driver

Apply 60 days prior to license expiration

Transportation Monitor



✓ New Transportation Monitors

To immediately apply

✓ Existing Transportation Monitors

To apply within 90 days- *no later than June 1*

CHRC Process

✓ Attain School Bus Certificate

✓ Create NH DOE Ed ID <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

NH DOE Home I4SEE Contacts Helpdesk Additional Resources ▾

myNHDOE Login

Username

Password

Login ↗

LOGIN TROUBLE INSTRUCTIONS

Before opening a support ticket, please read below

New user? [Create an Account](#)

Existing myNHDOE user?

Forgot Username/Password

Use the [Forgot Username/Password](#) wizard

Disabled account?

Use the [Forgot Username/Password](#) wizard to re-enable your account and reset your password


Locked out of your account?

Try logging in again later using the [Forgot Username/Password](#) wizard

CHRC Process- DOS Application

Option 1- Paper

- ✓ Manually fill out form DOS382 or DOS434
- ✓ Applicant fingerprinted




New Hampshire Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD RELEASE FORM

SCHOOL EMPLOYEE/VOLUNTEER CRIMINAL HISTORY RECORD CHECK – RSA 189:13-A

I hereby authorize the New Hampshire Department of Safety, Division of State Police to notify the Superintendent/Chief Executive Officer of an employing school administrative unit, school district, chartered public school, public academy, or non-public school of the presence of any Felony and/or Misdemeanor Criminal History Record Conviction pursuant to RSA 189:13-a.

| | |
|---|--|
| CHRI RELEASED TO: DEPARTMENT OF EDUCATION, Bureau of Credentialing Name of SAU Susan Blake/Katelyn Komisarek Superintendent/Chief Executive Officer 101 Pleasant St, Concord, NH 03301 Address | SAU # _____ Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Prepaid Account Number _____ |
|---|--|



New Hampshire Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

CONTRACTED SCHOOL TRANSPORTATION PROVIDERS

I hereby authorize the New Hampshire Department of Safety, Division of State Police to notify the Superintendent/Chief Executive Officer of an employing school administrative unit, school district, chartered public school, public academy, or non-public school of the presence of any Felony and/or Misdemeanor Criminal History Record Conviction, or charges pending disposition for any crimes listed in paragraph V, pursuant to RSA 189:13-a.

CRIMINAL HISTORY RECORD INFORMATION TO BE REQUESTED ON:

Last Name _____ First Name _____ Maiden _____ MI _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Social Security # (optional) _____ Hair Color _____ Eye Color _____ Sex _____
Driver's License Number _____ State _____
Signature _____ Date _____
By signing above you are certifying that you are the individual listed above and that the information provided is true under penalty of forgery and/or unsworn falsification

School Transportation Staff Employed By: _____

RESULTS TO BE RELEASED TO:

DEPARTMENT OF EDUCATION, Bureau of Credentialing
SAU, school district, chartered public school, or approved public academy
Susan Blake/Katelyn Komisarek
Superintendent/Chief Executive Officer
101 Pleasant Street, Concord, NH 03301
Address

CHRC Process- DOS Application

Option 2- CHRI Portal (preferred method)

✓ Apply at CHRI Portal <https://services.dos.nh.gov/chri/cpo/>

The screenshot shows the homepage of the New Hampshire State Police Criminal Records Portal. The header includes the New Hampshire Department of Safety logo and the text "Criminal Records Portal" and "an official New Hampshire government website". The main content area is titled "Welcome to the New Hampshire State Police Criminal Records Portal" and features several service options:

- Schedule NEW Fingerprint & Criminal Record Check Appointment**: Includes a "Schedule a New Appointment" button, which is highlighted with a red box in the original image.
- EDIT Existing Fingerprint & Criminal Record Check Appointment**: Includes "Reschedule an Appointment" and "Cancel an Appointment" buttons.
- Resubmission Appointment**: Includes a "Schedule a Resubmission Appointment" button.
- Request Online NH Criminal Conviction Check**: Includes a "Request Online NH Criminal Conviction Check" button.
- Agency Selection**: A section with instructions and a form. The form includes a "Select Type Of Agency" dropdown menu (set to "Educational - Employee") and a "Select Agency" dropdown menu (set to "NH DEPARTMENT OF EDUCATION").

At the bottom right of the page, there are "Back" and "Next" buttons.

CHRC Process- DOE Application

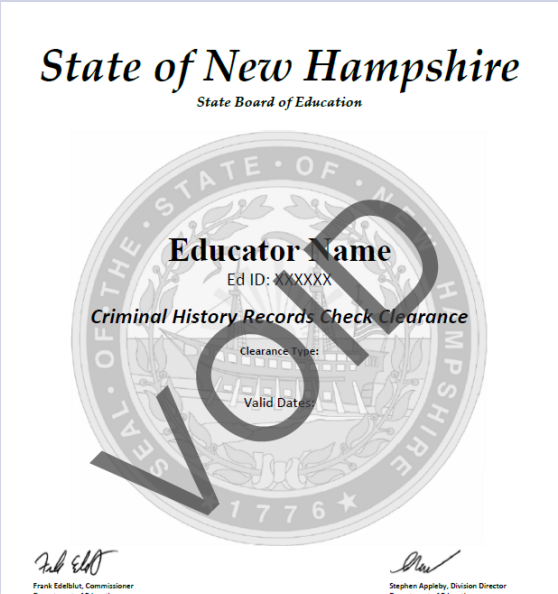
- ✓ Manual application only

<https://nhdoepm.atlassian.net/wiki/spaces/CHD/pages/324042772/Paper+Applications>

- ✓ Include Ed ID on form

- ✓ Mail in application with fee, driver's license, and school bus certificate (if applicable)

DOE Clearance Review

| Issued / Cleared | Requirements Not Met |
|---|---|
| <ul style="list-style-type: none">✓ Applicant notified via email✓ Download certificate from EIS: https://my.doe.nh.gov/myNHDOE/Login/Login.aspx  | <ul style="list-style-type: none">➤ Applicant notified via email➤ Letter stating the same via mail |

This clearance certificate designates that the person named above has passed a Criminal History Records Check as a Bus Driver or Transportation Monitor for New Hampshire schools in accordance with RSA 159:15-a,b. The holder of this clearance is responsible for being knowledgeable regarding current requirements for maintaining an active clearance. The holder must apply to renew their clearance no less than 60 days prior to the expiration of this clearance. Clearance holders are subject to the Code of Ethics and Code of Conduct requirements. Any alteration of this clearance violates RSA 636.

Time Sensitive

- ✓ Mail DOE and DOS applications at the same time
- ✓ DOE application auto close 60 days
- ✓ By law can only hold criminal records for 60 days from DOS

FAQs

- ✓ Payment
- ✓ Statewide clearance
- ✓ Check for employment

Thank you!

Questions?

Katelyn Komisarek

Katelyn.N.Komisarek@doe.nh.gov

Susan Blake

Susan.C.Blake@doe.nh.gov