

NH requirements for the approval of distance education/online instructional programs.

If the 'HOME STATE' is a current member of NC-SARA AND, the INSTITUTION is a NC-SARA MEMBER-	
<ul style="list-style-type: none"> • AND, the degree or certificate program is <u>totally</u> online, • The Home State, Institution and Program all fully comply with the most current SARA Manual. • NO PART of the program is deemed to constitute a “physical presence” in the Host State.* <p><small>*“Physical presence” means an actual physical location for instructional purposes, maintaining an administrative office including a mailing address or phone number in NH.”</small></p>	<p>... then there is NO requirement for the institution to go through the authorization process with the NH Higher Education Commission</p>
<p>HOWEVER- If:</p> <ul style="list-style-type: none"> • If there is a “physical presence” in NH <small>(*See description directly above)</small> • And/or per the current SARA Manual- Version 20.3 (Section 5) requirements for coverage are NOT met, <p>then...</p>	<p>...the institution MUST submit for Administrative Review and be approved by the NH Higher Education Commission.</p> <p><small>The associated Administrative Review fee is \$500.00 (per program).</small></p>

If the INSTITUTION is NOT a NC-SARA MEMBER-	
<p>ANY online credit-bearing certificate or degree program enrolling students in New Hampshire...</p>	<p>...then the program(s) MUST submit for an Administrative Review and be approved by the NH Higher Education Commission regardless of the requirements for internships, clinical, or practicum. <small>The associated Administrative Review fee is \$500.00 (per program).</small></p>
<p>ANY out-of-state institution seeking to offer open or closed credit-bearing internships, practicums, courses, programs or degrees that have the physical presence of an instructor in New Hampshire...</p>	<p>...then the program(s) MUST submit for an Administrative Review and be approved by the NH Higher Education Commission regardless of the requirements for internships, clinical, or practicum. <small>The associated Administrative Review fee is \$500.00 (per program).</small></p>
<p>ALL Institutions that have a physical presence in NH and seeking to offer or currently offer credit bearing courses, programs or associate, bachelor, master, and/or doctoral degrees in New Hampshire...</p>	<p>...then the program(s) MUST submit for an Administrative Review and be approved by the NH Higher Education Commission. <small>The associated Administrative Review fee is \$500.00 (per program).</small></p>

The requirements and process for administrative approval are detailed in the NH Code of Administrative Rules, Heds 404.04 ([NH Admin Heds 400 Rules](#)).

For Distance Education Inquiries, additional information can be found on the NHDOE website at: [NH Higher Education Commission Link/Resources](#).

Additionally, the Institution is advised to **check with specific professional licensing boards** within the State of NH as some have additional education requirements (typically understood as an academic residency) of students seeking NH licensure.

If you have any questions or wish to request to apply for Administrative Review through the NH Higher Education Commission please email Whitney.Ca.Vaillancourt@doe.nh.gov.