

# Terminology

The terminology used in occupational regulations can be confusing. The terms *license* and *certification* are frequently interchangeable, and the term *certification* is also used to describe a *registration*. Regardless, these terms are typically defined as follows.

## License

Licensing is generally used to describe the most restrictive method of regulation, requiring any person earning a living in the occupation to obtain permission from a government agency designated by law. To qualify for a license, applicants usually must meet requirements including completing an approved educational program, attaining a specific amount of work-related experience, pass an examination, have reached a specific age, provide proof of professional character, and pay a fee.

## Certification

Generally, this term relates to use of title by a professional. In some cases, anyone may engage in the occupation but may not claim to be certified without meeting requirements and obtaining permission from a government agency. In other cases, certification is a title granted by a professional association indicating that certain requirements have been met, but there may be no legal requirement for certification. Applicants for certification usually must meet educational or experience requirements, pass an examination, and pay a fee.

## Registration

Registration is usually the least restrictive type of regulation. In some cases, registration is voluntary. Applicants engaging in the occupation may be required to submit an application for placement on an official roster maintained by the regulatory agency. Requirements for registration are usually less than those required for certification or licensure, and may include evidence of residence, character references or similar documentation, and payment of a fee.

In addition to licensure, certification, and registration, there are a number of other terms used in this publication to describe regulated occupations and professions.

## Administrative Rules

Administrative rules are regulations, standards or other statement of general applicability adopted by an agency to (a) implement, interpret or make specific a statute enforced or administered by such agency, or (b) prescribe or interpret an agency policy, procedure or practice requirement binding on persons outside the agency, whether members of the general public or personnel in other agencies. Rules have the force of law if validly adopted and filed. Unless specifically exempted by statute, New Hampshire agency rules must be adopted and then filed according to a rulemaking process contained in the Administrative Procedure Act, RSA 541-A, with oversight by the Joint Legislative Committee on Administrative Rules (JLCAR).

## Terminology (continued)

### Reciprocity or Endorsement

Some occupational regulations allow reciprocity or endorsement, which is recognition of the validity of licenses or privileges granted by some other state or jurisdiction as acceptable for licensure in this state. Usually requirements in the other state or jurisdiction must be equal to or more stringent than requirements in this state, or a reciprocal agreement must be in place. Payment of a fee or passing an exam is frequently required in addition to proof of licensure. Applicants may also be required to submit proof of active employment for a specified period of time, or report any prior disciplinary action.

### O\*Net

O\*Net is an occupational classification system that includes detailed analysis of occupational work duties, knowledge, skills, and abilities. O\*Net is maintained as an electronic dictionary, allowing it to be fluid and constantly changing and making current information more readily available. O\*Net occupational coding is based on the Standard Occupational Classification (SOC) system. For more information about the O\*Net classification, go to <[www.onetonline.org](http://www.onetonline.org)>.

### Classification of Instructional Programs (CIP)

Listed related training uses titles from the Classification of Instructional Programs. This taxonomy identifies educational programs by describing subject matter and curricular activities. The CIP was developed by the US Department of Education's National Center for Education Statistics to support accurate tracking, assessment, and reporting of fields of study and program completions activity. Correlation of programs and occupations assists in identification of training that may be used to attain educational requirements. For more information on the CIP, go to <[www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode)>.