

**NH Licensure Process:
Library Media Specialist, Principal, Superintendent, Special Education
Administrator, Curriculum Administrator**

1. Submit a [Graduation Application](#). This must be completed well before graduation.
2. Create a [NH EIS account](#) with the NH DOE before graduation. In the link, review the “create/access my NHDOE and/or EIS account.”
3. Please send your NH EdId number to the Holmes Center: psu-holmescenter@plymouth.edu. Subject line: EdId # for (your name)
4. After grades close, the registrar’s office will audit your transcript. Allow 2-4 weeks for this process. If all course requirements are met, the Degree date and Statement of Completion are added to your transcript. Degree conferral takes place in January, May, June, August and December. **Degree conferral is required BEFORE the Holmes Center can make the licensure recommendation to the NHDOE.**
5. The Holmes Center reviews:
 - The transcript and Clinical Experience Data
 - Praxis Core Scores for Library Media Specialist
 - Clinical Experience Data
 - 5 years Required Teaching/Administration experience for School Principal, Special Ed Administrator, School Superintendent and/or Curriculum Administrator licensure areas.
6. Once all requirements are met, the Holmes Center will recommend each candidate to the NHDOE for the appropriate licensure. *An email will then be sent to your Plymouth State address stating you have been recommended for licensure.*
7. After receiving this email, each candidate may now apply for licensure with the NHDOE via the Approved Educator Preparation Program Pathway. [Here are the](#) application** directions.

** Candidates must submit/complete the application requirements within 3 years of completing the program.

School Principal, Special Education Administrator, School Superintendent Licensures:

These licensures require 3 letters of recommendation that attest to the candidate’s proficiencies in the required leadership areas. Refer to Slide 6 of this [presentation](#).

The NH DOE does not require the Praxis Core for the following:

School Superintendent, School Principal, Special Education Administrator and/or the Curriculum Administrator