MEMORANDUM

Date: March 26, 2020
To: New Hampshire IHEs Hosting One or More Approved Educator Preparation Programs
From: Bureau of Credentialing
& Bureau of Educator Preparation and Higher Education
Subject: Required Educator Testing and Test Center Closure

One of the consequences of the current Covid-19 situation in the U.S. is the temporary closure of both ETS Praxis and Pearson Foundations of Reading test centers. The Bureau of Credentialing (BoC) is aware of, and sympathetic to, the difficulty this creates for those PEPP program completers who have not yet taken and/or passed content knowledge tests required for licensure.

Please be advised the BoC cannot waive a test requirement, nor can we issue a credential that requires a passing score on a content knowledge test without documentation of such a score. However, in order to facilitate the employment of program completers who have not yet passed a required content knowledge test, the BoC has an option known as the In Process of Licensure Authorization or IPLA.

Key points about the In Process of Licensure Authorization process as specified in Ed 504.05:

- An IPLA is requested by and issued to the employer or prospective employer (superintendent or head of participating non-public school) and not the candidate.
- In order for an IPLA request to be approved the candidate must have submitted an application for licensure and the associated fee.
- Submission of an application as a NH PEPP program completer requires the institution to have submitted a licensure recommendation through the Educator Information System (EIS).
- When issued the IPLA is valid for up to one school year and is not renewable.

We are aware that some IHEs consider passing the content knowledge test(s) to be a condition for program completion and submission of institutional recommendation while other IHEs do not. Please be advised the PEPP program approval process does not mandate the former. Institutional recommendation is necessary in order for the candidate to be able to submit an application for licensure. An IHE’s choice to withhold a licensure recommendation until the candidate passes the required content knowledge test means that some of their program completers will not be eligible for the issuance of an IPLA unless the institution changes its practice and therefore may not be employable.

Because it is not yet clear when the test centers will be able to reopen the BoC shall begin processing IPLA requests for the 2020-2021 school year from employers beginning on May 18th, 2020.

Please direct your program completers who have need of further information to the Test Center Closure article on the Bureau of Credentialing Knowledge Base.

Ed 504.05  In Process of Licensure Authorization (IPLA).
(a) The applicant who is in process of licensure authorization (IPLA) shall sign the application acknowledging that all information contained on the application is true, accurate, and complete to the best of the applicant's knowledge.
(b) If a superintendent files an IPLA with the bureau, the bureau shall approve such filing, if the bureau finds that the applicant who is the subject of the IPLA:
   (1) Is in the process of certification;
   (2) Has submitted a completed application for certification; and
   (3) Has paid any applicable fees.
(c) An approved IPLA shall be issued to the superintendent of schools for up to one school year and shall not be renewable.

Source: #10506, eff 1-17-14 (from Ed 504.01); ss by #12661, eff 11-9-18 (formerly Ed 504.041)