Recommendation for Licensure Process

1. Submit a [Graduation Application](#). This must be completed well before graduation.

2. Create a [NH EIS account](#) with the NH DOE. Current educators and/or individuals who submitted a test evaluation may already have this account set up.

3. After grades close, the registrar’s office will audit your transcript. Allow 3-4 weeks for the process. If all course requirements are met, the Degree date and Statement of Eligibility are added to your transcript. Degree conferral takes place in January, May, June, August and December. **Degree conferral is required BEFORE the Holmes Center makes the licensure recommendation to the NHDOE.**

4. The Holmes Center reviews:
   - The transcript
   - Praxis Core Scores* and/or Praxis II Scores*
   - Clinical Experience Data*
   - NHTCAP scoring* (*when applicable/required)
   - Required Teaching/Administration experience for School Principal, Special Ed Administrator, School Superintendent and/or Curriculum Administrator licensure areas.

5. 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.**

6. After receiving this email, each candidate may now be able to apply for licensure with the NHDOE via the Approved Educator Preparation Program Pathway. Praxis II and/or the Foundations of Reading test are also required for some licensure areas.

**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. These should not refer to teaching ability but rather to administrative abilities. Letters must describe specific leadership activities in which the proficiencies were observed. The Holmes Center cannot write and/or upload these letters.

**Basic Skills Requirement aka Praxis Core:**

The NH DOE doesn’t require the Praxis Core for the following 6 PSU licensure programs:
- School Superintendent, School Principal
- Special Education Administrator, Curriculum Administrator
- School Counselor, School Psychologist

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