



Approved Educator Preparation Programs

2020-2021



NH Department of Education



Bureau of Educator Preparation:
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Administrator

Bureau of Credentialing:
Pam Comeau
Education Consultant

Plymouth State University:
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Bachelor's Program- Degree or Licensure Program

Minimum Requirements for Teacher/Educator/Specialist Licensure through a New Hampshire Approved Preparation Program:

- ❑ Official transcripts for all coursework taken-
 - ❑ Must have Registrar's signature
 - ❑ Shows conferred degree
- ❑ Verification of completion of at least a bachelor's degree
- ❑ Recommendation from an approved NH educator preparation program
- ❑ Passing Praxis Core (or equivalent) scores (BASA/CORE)
- ❑ Passing Praxis Subject Test (or equivalent) scores
 - ❑ This may include 'Foundations of Reading' score too.
- ❑ Completed application and payment of non-refundable processing fee-
 - ❑ This includes understanding and acknowledgement of-
 - ❑ Code of Conduct
 - ❑ Code of Ethics



ADDITIONAL REQUIREMENTS (Bachelors):

K-8 Elementary Educator

A minimum of 15 credits in CONTENT area (not pedagogical courses):

- English
- Mathematics
- Science
- OR, Social Studies

And, passing score on corresponding Middle School Praxis II content assessment

**Note: If the Institution recommends you for K-8 Elementary licensure, however, you would like your application reviewed only for K-6 Elementary Education licensure, please submit a Help Desk Ticket of this intent.*

Advanced Program- Degree or Licensure Program

Master's; CAGS; Ed.S; PhD

The following endorsements require the completion of a Master's degree

ADMINISTRATION:

Principal, Business Administrator,
Curriculum Administrator, Special Education Administrator,
CTE Director

EDUCATIONAL SPECIALIST:

School Counselor, Psychologist, Social Worker,
Speech-Language Specialist

INSTRUCTIONAL SPECIALIST:

Reading Writing Specialist, Elementary Math Specialist

Minimum Requirements for Administrator/Educator/Specialist Licensure through a New Hampshire Approved Preparation Program:

- ALL Official transcripts for all coursework taken-
 - must have Registrar's signature
 - shows conferred degree or Approved Educator PReparation Program
- Verification of completion of a bachelor's degree and any advanced degrees
- Recommendation from an approved NH educator preparation program
- Passing Praxis Core (or equivalent) scores (BASA/CORE).- (where applicable)
- Passing Praxis Subject Test (or equivalent) score.- (where applicable)
 - This may include Foundations of Reading score.
- Completed application and payment of non-refundable processing fee
 - This includes understanding and acknowledgement of-
 - Code of Conduct
 - Code of Ethics



ADDITIONAL REQUIREMENTS (advanced):

Superintendent; Principal; Business Administrator;
Special Education Administrator; Career and Tech Ed Director; Curriculum Administrator

*A minimum of 3 signed **references** from persons who can attest to the proficiencies in the required leadership area.

These should not refer to teaching ability but rather to administrative abilities.

Letters must describe specific leadership activities in which your proficiencies were observed.

If you completed an educator preparation program, a letter from your institution stating you completed the program requirements does not meet this requirement.

I.e. Letters need to reference specifics about leadership skills, abilities and accomplishments for the specific leadership area within the standards for the license (Ed 600s).

A recommendation from the Institution informs the Bureau of candidates completion of Program requirements.

*Administrator and Specialists- **experience requirement**

(teaching, classroom teaching, educator, administrative)

have additional experience requirements.

See endorsement list and Administrative Rule(s).

*Administrator and Specialists- **degree requirement**

See Administrative Rule(s) for specific degree requirement(s).

APPLYING:

ONLY WHEN you receive notification from the Institution that you have been recommended for Licensure...

FYI...
Educator Information System (EIS)---

Educator ID #

LOG into your EIS account and access the link titled “APPLY FOR CREDENTIAL” or “APPLY FOR RECOMMENDATION”...



Welcome Laura Stoneking (63524) ←

Thank you for using EIS and keeping the information up to date!



[Directions for application](#)



[myNHDOE](#)



Apply and Pay!



Apply For New Endorsement if You Completed an Approved Program in NH or Another State (AEPP)
Submit an application for review through the Approved Educator Program pathway.

TROUBLESHOOTING



duplicate account

If you are unable to access-
i.e. states "email" or "social
security number already
assigned to another account"...
STOP and submit a helpdesk
request



payment

DO NOT attempt to make
multiple payments or a payment
in EIS without a
recommendation from the
Institution.

MC/VISA only thru EIS



duplicate application

DO NOT attempt to apply for an
endorsement already applied
for... STOP and submit a paper
application which can be found
through the Help Desk.



employment

Letters from IHE's to
Schools/Districts, do not meet
the requirements for
employment. New hires must
hold full licensure or authorized
through the NHDOE/BOC.

PROCESSING TIME

If you have been offered a position in a NH school contingent upon the completion of this application, please have someone from the employer administration (Superintendent, Principal) contact the NHDOE/BOC directly.

Expect 30 days processing for initial review for completeness of application.

Processing is sometimes quicker, however, sending status inquiries hinders the process.

You can check your status in myNHDOE/EIS/Educator/View Your Credentials as well as documents/tests we have processed in the Documents/Tests links.

Due to the cyclical nature of applications, we are unable to pre-determine processing times. Once your application is reviewed, you will either receive your issued license via email or an email sent advising what other requirements you will need to meet. Once you submit this additional documentation, your application will stay in "MORE INFO" status until re-review.

- The BOC has 30 days to review the initial application
- If the application is incomplete, candidates have 30 days from notification to upload the requested documentation into their EIS account.
- If the candidate fails to submit a completed application meeting all requirements within this timeframe, the application will close and the candidate will need to submit a new application and fee.

FYI...

The recommendation from the Institution informing the Bureau of program completion is valid for no more than three years!

LICENSURE!

It is imperative to have a current email and highly suggested to have a secondary 'different' email.

Once all application and applicable requirements are met-

- *E-licenses are delivered via email in file and also uploaded to myNHDOE/EIS/Educator/View Your Credentials/Documents as PDF's.*
- *Directions for document uploads and all documents for review (including licensure) can be found:*

[Document Upload](#)

Encounter Any Issues?



Submit a Help Desk Ticket!

[Submit a help desk request](#)