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.*
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...

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

➔ Directions for application

◆ myNHDOE
◆ Apply and Pay!

Educator ID #
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.

**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.

*MC/VISA only thru EIS*
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!

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

It is imperative to have a current email and highly suggested to have a secondary ‘different’ email.
Encounter Any Issues?

Submit a Help Desk Ticket!

Submit a help desk request