

**Non – Employed Teacher Renewal Instructions:  
If your credential has already expired you cannot use  
this process.**

First you set up your Single Sign On account.

1. Once set up click on “Manage your Professional Development”.
2. The next screen will show what you have due for renewal.
3. At the bottom of the page, click on “Click Here to Add a CEU”
4. The first line you need to use is the “Apply To.” This is a critical step of the online renewal process. When you click on this drop down menu it will show your credential (either EEC– Experienced Educator Certification/or BEC– Beginner Educator Certificate), this is where you apply your 45 hours that align with the Professional Education Regulation. The list also contains the different subject areas you are certified for. \*\* - It is important that when you are applying your renewal information that you make sure you apply the correct amount of hours for each area: 30 hours per endorsement area.
5. You then will pick the type of activity you did
6. Then enter the Hours, Begin Date, End Date, Title of activity, the Provider, and if necessary a description of what it was about. Once all the information is filled in you click “Submit”
7. Continue to enter your hours to cover all areas being renewed. The EIS system will track hours submitted and hours due for each area as you go.
8. You can enter your hours as you go along during your 3 year cycle. Then any time after January of the year you are due to renew, you can complete the process by submitting your 3 year growth plan for the next cycle. If you have completed all your hours, you will be able to complete the renewal process and pay with a credit card.

Contact our office for assistance or a copy of the expanded instructions.

#### Testing Requirements:

All candidates for certification are required to meet educational testing requirements.

Please Note: Effective January 1, 2015, a Master’s degree will no longer waive the Praxis Core or Praxis II testing.

**Testing continued...**

#### **PRAXIS CORE: (or equivalent testing)**

Praxis Core Academic Skills for Educators. The Praxis Core tests the educators’ knowledge of Reading, Writing and Mathematics and is required for all educators.

#### **PRAXIS II: (or equivalent testing)**

Praxis II testing is content specific.

PRAXIS information is available on the Educational Testing Service Website at [www.ets.org/praxis/nh](http://www.ets.org/praxis/nh)

#### **EXEMPTION FROM PRAXIS CORE: Ed 513.01(b)**

SAT’s (taken in or after 2005 that included the new writing portion) GRE’s or ACT Scores above the 50th percentile (contact the Bureau of Credentialing for a waiver form to qualify).

***Both the Core Academic Skills for Educators and the Subject Assessment - Praxis II requirement apply to all FIVE certification alternatives.***

**Effective July 1, 2014 the Foundations of Reading test provided by Pearson Education will be required for the following subject areas:**

Elementary Education	Early Childhood
Reading & Writing	Reading & Writing
Teacher	Specialist

**For information about the Foundations of Reading test: [www.nh.nesinc.com](http://www.nh.nesinc.com).**

Lisa Landenberger 603-271-0072	Alternative 4 & 5 Support, EIS support Lisa.Landenberger@doe.nh.gov
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Julie Rich 603-271-0052	Non-employed or expired renewals Julie.Rich@doe.nh.gov
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Kimberly Wilson 603-271-2409	Paraeducator cert / Support Staff Kimberly.Wilson@doe.nh.gov
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William Ross 603-271-2407	Alternative 4 evaluator / Master Plans William.Ross@doe.nh.gov
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New Hampshire Department of Education  
Division of Program Support  
Bureau of Credentialing  
[www.education.nh.gov](http://www.education.nh.gov)

## **Teacher Certification Information**

New Hampshire Department of Education  
Division of Program Support  
Bureau of Credentialing  
101 Pleasant Street  
Concord, NH 03301  
Telephone: 603-271-2409  
Fax Number: 603-271-4134

To apply online go to: <https://my.doe.nh.gov>

If you are a current user of the Single Sign On system, log in using your current log in information.

### SETTING UP YOUR ONLINE SINGLE SIGN ON ACCOUNT

If you are a new user follow these instructions to set up your online account.

1. Click on "New User: Create an account Here"
2. Fill in your full legal name.
3. Fill in your Date of Birth – xx/xx/xxxx make sure you use the slashes. (if your month or day is a single number do not put in the 0's)
4. Fill in your email address (Next)
5. Fill in your user ID; usually first initial and last name works. (system will give suggestion)
6. Develop a password you will remember, Your password must be between 6 and 20 characters long and consist of 2 types of characters (Lowercase letters, Uppercase letters, Numbers, or Symbols)
7. Confirm new password
8. Enter Town of Birth (NO STATE)
9. Pick a secret question
10. Fill in the answer (Next)
11. Verify your user name (Submit)
12. Educator Information System -
13. Click on - New Applicant to start application process.

This is your application process:

1. From your welcome page, select "Online Applications"
2. Select which Alternative you are seeking,
3. Fill in your Social Security number (optional), your name will already filled in, add Gender, Date of Birth and Ethnicity.
4. Fill in your mailing address
5. Fill in your phone and email information
6. Answer the questions
7. Pick the subject area(s) you are applying for.
8. Fill in your credit card information
9. Apply
10. Verification of completed application,

EIS will show you your pending application

The following is needed to apply for all New Hampshire Certification processes or a Statement of Eligibility:

**All application fees are non-refundable.**

Application	Done online
Applicable Fee	Paid online
Passing scores for Praxis Core Academic Skills for educators test (CORE) or equivalent	Official scores from ETS
Official College Transcripts from all college courses including transfer credits.	These can be sent electronically ONLY if sent directly by the college as a pdf file – (see brochure) or sent directly by US Mail from the college.

<ol style="list-style-type: none"><li>1. Current working resume</li><li>2. Copy of current teaching license</li><li>3. Copy of any testing completed</li><li>4. Employer verification of teaching experience including length of employment and assignment</li></ol>	These can all be scanned into individual pdf files and sent as an email attachment
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**Please Note:** Materials are to be emailed to: [Credentiaing.Docs@doe.nh.gov](mailto:Credentiaing.Docs@doe.nh.gov)

**ALTERNATIVE 1: Ed 505.01** The educator completed an approved teacher preparation program with a New Hampshire college or university.

**ALTERNATIVE 2: Ed 505.02** Applying for certification if an educator holds full teacher certification from another state.

**ALTERNATIVE 3: Ed 505.03**

**ALTERNATIVE 3A:** Demonstrated Competencies and Equivalent Experiences

**Alternative 3A is a written portfolio/oral review board process. The portfolio is written based on the New Hampshire regulations for certification.**

**ALTERNATIVE 3A: Additional application requirements:** Employer verification of a minimum of 3 months fulltime teaching experience in the area to be pursued.

**ALTERNATIVE 3B**

Alternative 3B is a process for certification for areas such as School Psychologist. It is used for those candidates who hold a national certification or have completed the ABCTE process for licensure.

**ALTERNATIVE 3C FOR ADMINISTRATIVE AREAS ONLY**

Alternative 3C is a transcript review for administrative certifications only.

**ALTERNATIVE 4: Ed 505.04**

Alternative 4 is for Critical Shortage areas, Business Administrator and Career and Technology Specialty Areas only.

If applying for a Career and Technical area (Vocational area) the candidate must also include employer documentation of work experience on company letterhead as follows:

No College Degree:

4 Years work experience - a high school transcript or verification of a GED (or equivalent)

Associates degree or higher:

2 Years work experience

**ALTERNATIVE 5: Ed 505.05**

Alternative 5 is a site-based certification plan for content areas only. Eligibility requires 30 credits in the subject area being pursued and an overall Grade Point Average of 2.5 or higher.

**PLEASE NOTE:**  
All fees are Non-Refundable

**Credit card (MC or VISA) payment is required for online applications. Credit cards are not accepted by phone, on paper, or at the NHDOE office.**