Instructions for Online Renewals

For employed Superintendents and all educators <u>not</u> currently employed by a

NH school district or a nonpublic school with a local Professional Development Master Plan.

Updated: Feb 1, 2016

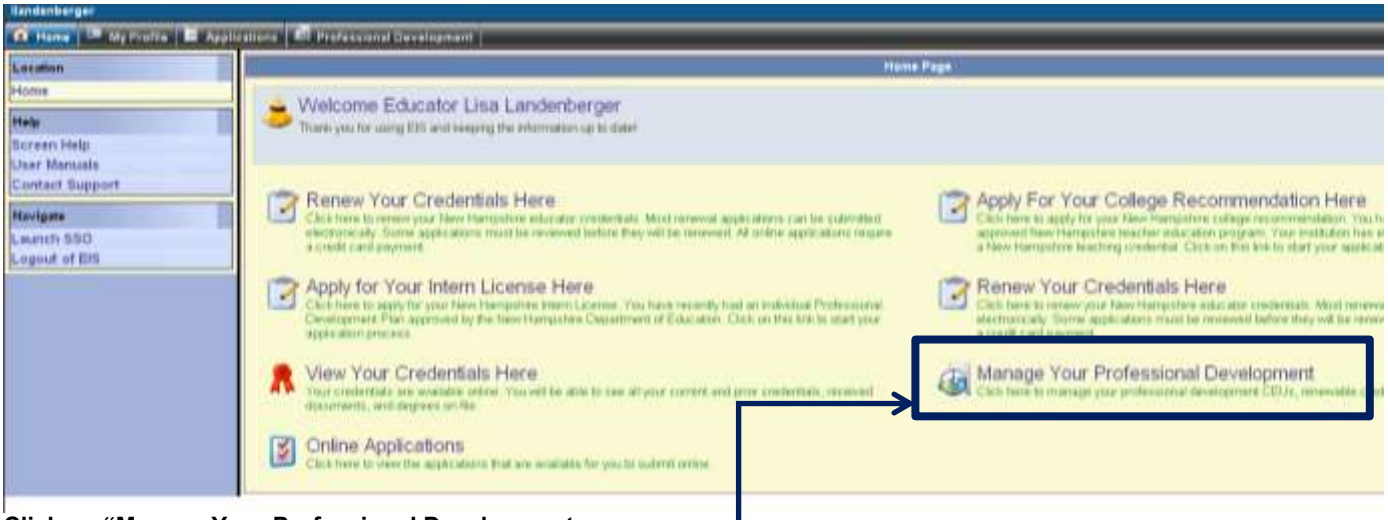
Online Superintendent and Non-Employed Renewal Instructions

Go to: https://my.doe.nh.gov

Log into your SSO/EIS account.

(if you do not already have an account see the Teacher Certification Brochure for instructions at http://education.nh.gov/certification/documents/brochure.pdf)

1.



Click on "Manage Your Professional Development

2.

Click on "Click Here to Add a CEU"

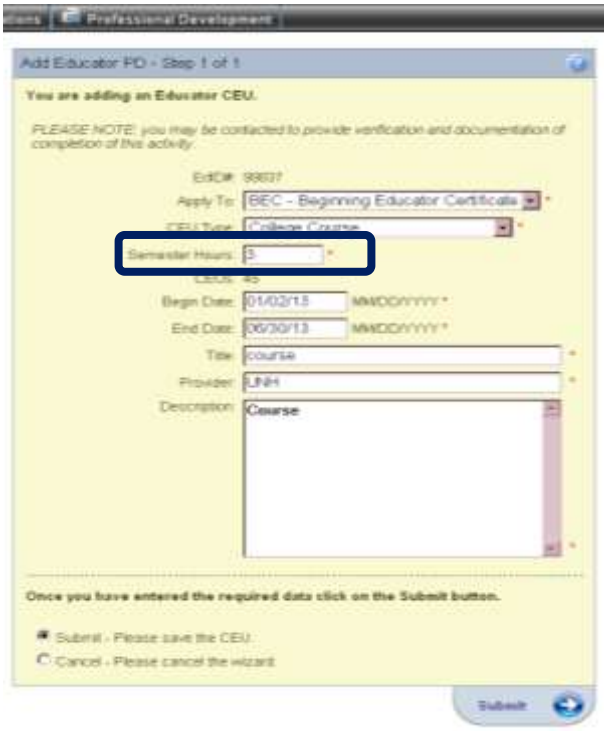
3.

The first line is the "Apply to" line. This automatically displays your certficate. This is where you apply your 45 hours of Professional Growth according to the professional education standards.

4.

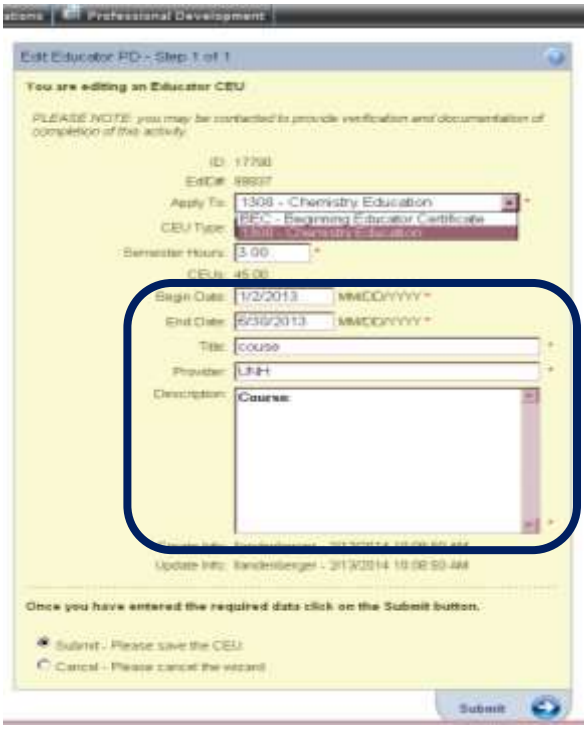
CEU Type – gives you a list of the types of activities you can use. Pick one.

5.



Enter number of contact hours or CEU's for the activity. For college credits, the hours will multiply credits x 15 contact hours.

6.



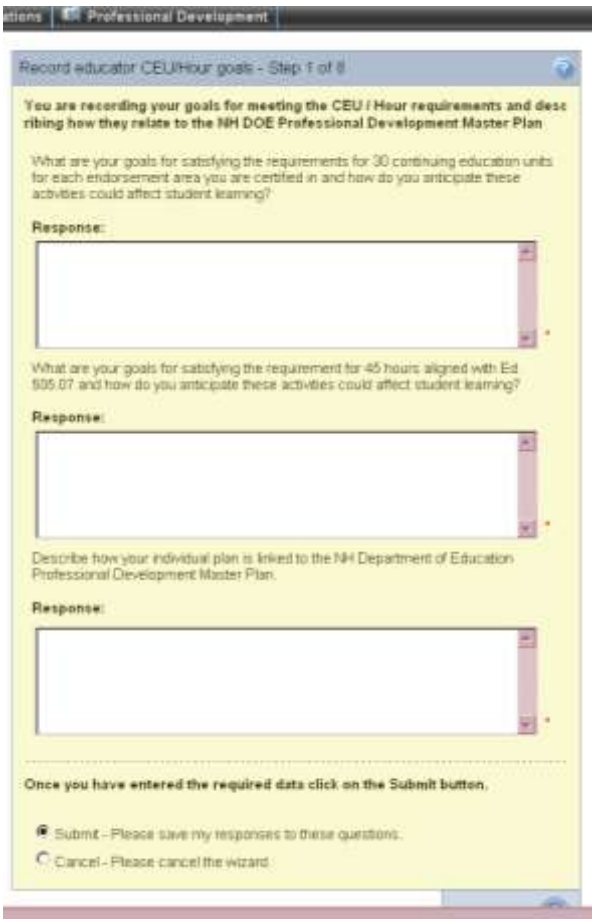
Enter Begin date, end date, Title, who provided it, and a brief description of the activity. Assign activities to the appropriate content/endorsement area (30 hrs each) or your certificate (45 hrs).

7.

When all your activities are entered, your CEU's Remaining should read "0".

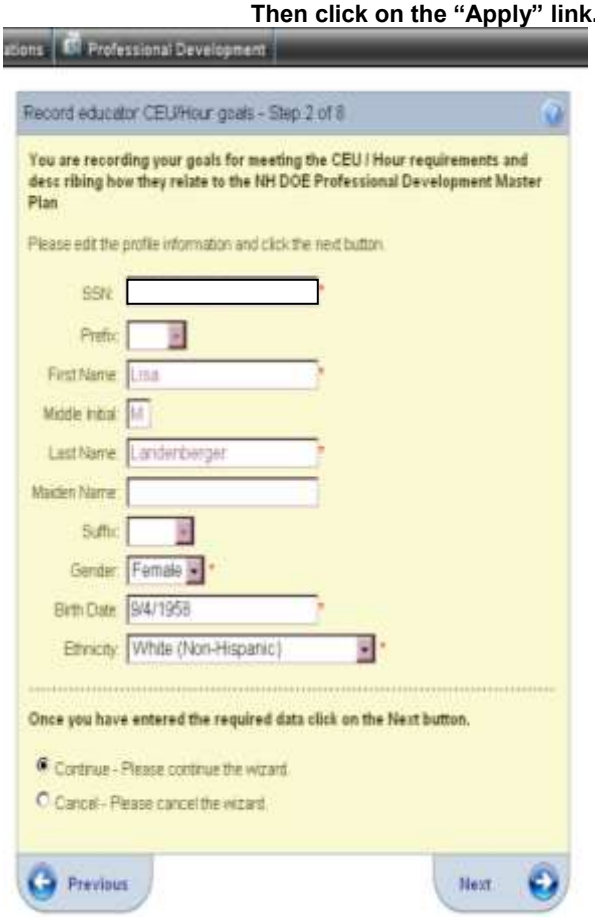
Then click on the "Apply" link.

8.



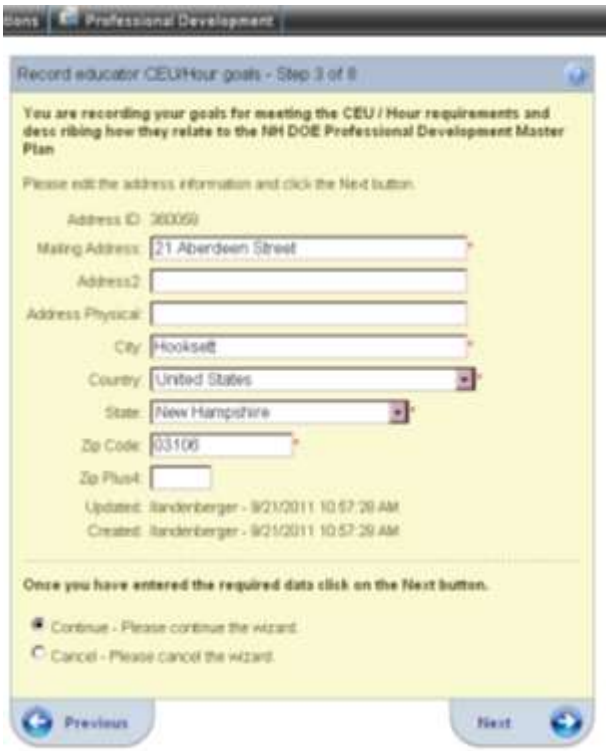
This brings you to the Goals page. This is where you enter your goals for the upcoming 3 year cycle. Employed Superintendents should align goals to their local Professional Development Master Plan.

9.



Verify your information; there is a new page in the verification wizard that asks for the number of years of teaching experience that you have among in-state, out-of-state, public, and non-public schools.

10.

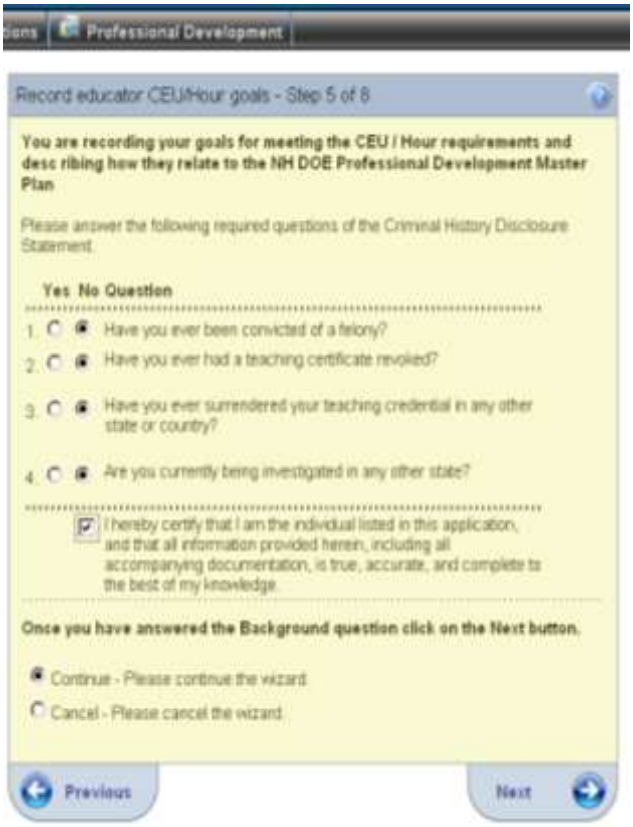


Verify and update your mailing address.

11.

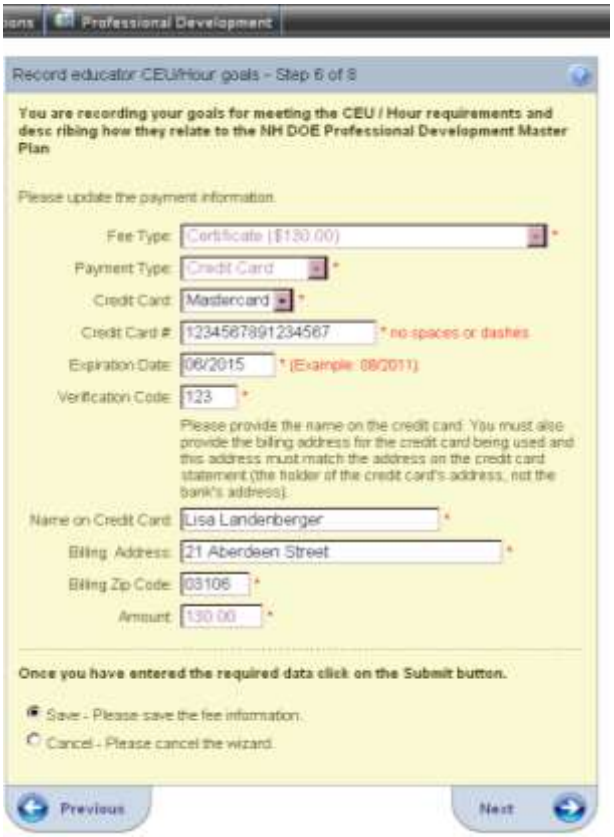
Verify and update your phone numbers and email addresses.

12.



Read carefully and answer all questions

13.



Enter your payment information.

PLEASE NOTE: 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.

Congratulations, you're finished. When you go back and look at your credential page it will show that your file is now open for review.