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**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
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Citizens Services Line 1-800-339-9900**

## **Application to Serve as a Professional Educator Preparation Program Reviewer**

Dear Colleague:

The New Hampshire Department of Education is currently seeking professional educators to participate as a member of a team that will be conducting an assessment review of one of New Hampshire's fifteen postsecondary institutions that prepares future professional educators. As a volunteer reviewer, you will receive a brief on-line training session and be expected to review the institution's self-assessment documents prior to the review and participate in a site visit of approximately one to three days, with your expenses covered by the host institution. Following the site visit, you would be asked to report on your assessment of the programs being reviewed.

Through this experience, you would earn up to 40 continuing education units (CEUs) to be used for teacher recertification and professional development. In addition, the benefits of serving as a volunteer reviewer include:

- Contributing toward improved preparation of future educators in your field.
- Expanding your professional network.
- Learning how to conduct a program assessment.
- Learning about best practices in your field and sharing your own experiences.
- Expanding your knowledge of regional programs in your field for future program development and access to a broad applicant pool.

Should you wish to apply, please complete the attached application and return with your current resume. If you have questions or concerns, please contact Lisa Kaim at [Lisa.Kaim@doe.nh.gov](mailto:Lisa.Kaim@doe.nh.gov).

Thank you for your consideration.

Sincerely,

Ginny Clifford  
Administrator, Bureau of Credentialing

**Application to Serve as a Professional Educator Preparation Program Reviewer  
New Hampshire Department of Education**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Have you had prior experiences on an accreditation review or program approval team? If so, please describe. \_\_\_\_\_

\_\_\_\_\_

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2. Explain what interests you in serving as a teacher preparation program reviewer. \_\_\_\_\_

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3. Do you prefer to participate in a review during the fall or spring terms? \_\_\_\_\_

4. Are there any limitations you may have on your availability to participate? \_\_\_\_\_

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5. Describe any past affiliations you may have with a New Hampshire educator preparation institution that may preclude you from serving as a reviewer at a particular site. \_\_\_\_\_

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Thank you for your interest.

Return this completed form with your current resume to the following:

Lisa Kaim, [Lisa.Kaim@doe.nh.gov](mailto:Lisa.Kaim@doe.nh.gov) or Department of Education, 101 Pleasant Street, Concord, NH 03301

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