



**State of New Hampshire, Department of Education**  
**Bureau of Credentialing**  
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## **Alternative 2 Memo**

### **Out of State/Foreign Educator Program or Educator License ([Ed 505.02](#))**

#### ***Apply via Alternative 2 if you have:***

- Option A: Completed an approved educator preparation program outside of NH, **OR**
- Option B: 3 years out of the last 7 years' experience under a full, valid educator license issued outside of NH
- Fees are non-refundable. Please read this complete document carefully before applying.  
[https://www.education.nh.gov/certification/documents/fee\\_sched.pdf](https://www.education.nh.gov/certification/documents/fee_sched.pdf)

#### ***Do not apply via Alternative 2 if you:***

- Ever held a NH full license (Beginning or Experienced) that is currently expired. Instead, please apply for a DOE Educator Renewal and submit professional development  
[https://www.education.nh.gov/certification/prof\\_dev\\_master.htm](https://www.education.nh.gov/certification/prof_dev_master.htm). If you are unsure if you have ever held a full license in NH, please email [cert.info@doe.nh.gov](mailto:cert.info@doe.nh.gov) to confirm before submitting an application. Once you have renewed your license, you can then apply for any new endorsements via Alternative 2 if eligible.
- Have not completed an approved educator preparation program **OR** do not have 3 years out of the last 7 years' experience under a full, valid educator license issued outside of NH. Instead, please review the other pathways to licensure on our website to determine eligibility.

***What is reciprocity?*** Reciprocity means NH will accept either another state's approved educator preparation program in lieu of a NH educator preparation program **OR** a full license with specific experience. Reciprocity does not mean an educator license from another state is automatically exchanged for a license in NH. [NASDTEC](#)

- Only full licenses are reciprocal in NH (In the NASDTEC Interstate Agreement: for teachers defined as Stage 3 and Stage 4 and Administrators defined as Stage 3). Full license evaluations are made by the Bureau of Credentialing. See page 3 for more detailed information.
- The endorsement area of the license also needs to be comparable to one of NH's available endorsements. Comparable endorsement evaluations are made by the Bureau of Credentialing. See page 4 for more detailed information.
- NH has jurisdiction-specific requirements beyond reciprocity, including:
  - [Basic Academic Skills Assessment \(BASA\) and Subject Area Testing Information](#)
  - Endorsement-specific degree and experience requirements that can be found in the Administrative Rule: <https://www.education.nh.gov/certification/documents/codelist.pdf>

***Option A: How do you document an approved educator preparation program?***

- Check your official transcript for a program verification statement already listed. The program verification must state you completed a state or higher (NCATE, CAEP, TEAC, for example) approved program, the subject/grade level, and that you were recommended for licensure. You are not required to submit documentation that you obtained licensure in the other state.
- If your transcript does not already include program verification, please submit an official statement from the preparing college/university verifying completion of an approved educator preparation program, including licensure area and grade level recommended. This verification must be in the form of an original letter from the Chairperson of the Education Department, the Certifying Officer, or other person of authority who can speak for the programs at the institution.
- Program verifications from online institutions must be provided for the state in which the online program is considered an approved program.
- Please also submit copies of any test score reports and out of state licenses you may have available. Approved preparation program completers are not required to submit documentation of obtaining licensure in the other state. See document submission detail below.

***Option B: How do you document 3 out of the last 7 years' experience under a full, valid educator license issued outside of NH?***

If you have not completed an approved educator preparation program, please submit official transcripts, experience letters from employers documenting each year within the last 7 years, subject, grade level and or assignments, along with copies of any out of state licenses available. Substitute, paraeducator and volunteer experiences do not meet this requirement. See document submission details below.

***How do you submit an application, documentation or see if documentation has been received?***

As of 11/15/2018, Credentialing no longer accepts the following documents via mail or email: Experience Letters, GED/HiSET, Industry Credentials, National Licenses, Official Transcripts, Out of State Educator Credentials, Reference Letters, Résumés, and Test Score Reports.

Please log into <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx> to apply and upload these documents directly into your Educator Information System account or to confirm tests results have been received at myNHDOE/EIS/Educator/View Your Credentials/Tests or Documents. All other documents should be emailed in PDF format to [credentialing.docs@doe.nh.gov](mailto:credentialing.docs@doe.nh.gov)

***How do you document an approved educator preparation program or license from another country (even if your degree is from an English speaking country)?***

Please submit a [Foreign Evaluation](#). Experience letters and licenses must be submitted in English or along with an official English translation.

***How do you obtain an Experienced Educator License (EEL) in NH?***

Please submit documentation from employer on letterhead indicating you have at least 3 years of full-time experience as an educator at the elementary through secondary levels of education, being deemed effective or above according to the local evaluation system for 2 consecutive years, and successfully completing a renewal cycle. Please also submit a letter of request for an EEL upgrade, as applicants meeting NH licensure requirements are automatically issued a Beginning Education License (BEL) unless a formal request is submitted. Do not submit copies of your employment contracts or performance reviews.

**Full licensure:**

The following table includes some of the most common types of licenses NH has evaluated for full licensure. **This list does not include all states or license types, and licenses with a particular name in one state may not mean the same thing in another state.** In addition, some states have updated names/requirements of licenses and further evaluation may be needed. Please submit documentation from your state Department of Education if you have any concerns about whether your licensure will be evaluated as a full license.

Licenses issued by state agencies other than the state's Department of Education are generally not reciprocal for a NH Department of Education license (currently we will accept TX School Psychologist through the TX Board of Examiners).

If you have determined your license is not reciprocal, please review the other pathways to licensure on our website to determine eligibility.

State	Less than Full Licensure (not reciprocal)	Full Licensure (reciprocal)
Example (NH):	Statement of Eligibility, Intern, Emergency, In Process	Beginning Educator, Experienced Educator
Any state	Temporary, Interim, Emergency, Conditional, Probationary	Initial, Professional, Standard
AZ		Provisional
AR		Provisional
CA		Preliminary, Clear
CO		Master
CT		Provisional
DC		Provisional
DE		Continuing, Advanced
MA	Preliminary, Provisional	Provisional/Advanced
MD		Professional Eligibility
ME		Provisional, Master
MI		Provisional
MN	Limited	Full
NM		Level I, Level II, Level III
OR	Limited, Restricted, International, Conditional Assignment, Charter School	Preliminary, Teacher Leader
PA		Instructional Level I, Instructional Level II
RI	Preliminary	Certificate of Eligibility for Employment
VA	Provisional	
VT	Provisional, Apprenticeship	Residency
WA		Residency

## Endorsement Comparability:

The following table includes some of the most common endorsements NH has evaluated for comparability. This list does not include all states or endorsement types, and endorsements with a particular name in one state may not mean the same thing in another state. In addition, some states have updated names/requirements of endorsements and further evaluation may be needed. Please submit documentation from your state Department of Education if you have any concerns about whether your endorsement will be evaluated as comparable.

Endorsements that have been “tested into” without the corresponding approved educator preparation program or 3 out of the last 7 years’ experience under a full license are not comparable.

If you have determined your endorsement is not comparable to a NH endorsement, please review the other pathways to licensure on our website to determine eligibility.

NH Endorsements/Administrative Rules:

<https://www.education.nh.gov/certification/documents/codelist.pdf>

State	Endorsements	Comparability Comments
Any State	Micro-endorsements	NH does not offer any micro-endorsements and micro-endorsements are not comparable to NH endorsements.
Any State	General Science (secondary level)	NH does not offer a secondary General Science endorsement.
Any State	Special Education: Mild, Moderate, Severe	NH does not offer special education endorsements described as such. Please apply for Early Childhood Special Education (birth – grade 3) and/or General Special Education (K-12). Upon issuance of one of these endorsements, you may pursue another pathway to licensure for our special education categorical endorsements.
Any State	Social Sciences/Humanities	NH does not offer broad Social Sciences/Humanities endorsements.
FL	ESOL Endorsement	This is not comparable to the NH ESOL endorsement. Only the FL ESOL Certification is comparable.
GA	ESOL Endorsement	This is not comparable to the NH ESOL endorsement. Only the GA ESOL (P-12) is comparable.
IL	Learning Behavior Specialist I	Comparable to General Special Education
MA	SEI (Sheltered English Immersion)	This is not comparable to the NH ESOL endorsement. Only the ESL/ELL is comparable.
	School Social Worker/School Adjustment Counselor	This is comparable only to NH School Social Worker, not NH School Counselor.
ME	Early Elementary	This is not comparable to either Early Childhood Education or Elementary Education.
OH	Intervention Specialist	This is comparable to Early Childhood Special Education (birth – grade 3) and/or General Special Education (K-12), depending on grade level.