



State of New Hampshire, Department of Education
Bureau of Credentialing
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ADMINISTRATOR CERTIFICATION: ALTERNATIVE 3C

As authorized by Department of Education administrative rule ED 505.03(e), Alternative 3C is a process for granting certification for a limited set of administrator endorsements* by way of a review of official college transcripts. Refer to the ***Alternative 3C Certification Matrix*** below for a list of the general content areas required for each endorsement.

Note: Course titles will not necessarily match the course content area names.

In addition to requisite coursework, applicants for certification by transcript review must meet all additional endorsement-specific requirements including experience and degree requirements as specified in the applicable certification standards. Refer to the ***Alternative 3C Certification Matrix*** for a list of those requirements.

It is the nature of the educational administration career lattice that these endorsements have many competencies in common. For that reason it may be possible that an educator who has completed a program leading to one administrator certification subsequently will qualify for an additional endorsement through the completion of coursework and additional work experience rather than through the completion of an entire program.

The following documentation should be submitted at the time of application if it is not already on file with the Bureau of Credentialing:

- All relevant official college transcripts
- Employer verification of applicable work experience
- Letters of recommendation that specifically address leadership abilities

These documents must be uploaded via your myNHDOE/EIS/Educator account:

<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

*Only the following endorsements are available through Alternative 3C: **Superintendent, Principal, Career and Technical Education Director, Special Education Administrator, Curriculum Administrator, and Business Administrator**

Alternative 3C Certification Matrix

Certification Requirements		Superintendent	Principal	Career and Technical Education Director	Special Education Administrator	Curriculum Administrator
Course Content Areas	School Finance and Budget	X	X	X	X	X
	Educational Staff Selection, Supervision and Evaluation	X	X	X	X	X
	Transforming the Agenda/Managing Change/Planning	X	X	X	X	X
	Collaborative Leadership/Community Relations	X	X	X	X	X
	Education Research	X	X	X	X	X
	Leading Curriculum and Instruction to Transform Schools	X	X	X	X	X
	Education Technology	X	X	X	X	X
	School Law (including NH laws and rules)	X	X	X	X	
	Data/Assessment Indicators	X	X	X		X
	Policy, Politics, School Culture	X	X	X		X
	District-Level Leadership and Management	X				
	Collective Bargaining and Labor Relations	X				
	School Facility Management	X	X	X		
	Building-Level Leadership and Management		X	X		
	Career and Technical Education Leadership			X		
	Special Education Law (including NH laws and rules)				X	
	Advanced Curriculum, Instruction and Assessment				X	X
Experience	3 years in education administration at the K-12 level	X				
	5 years as an educator		X			
	3 years as a CTE educator			X		
	5 years in special education or a related area				X	
	5 years as a classroom teacher					X
Degree	Post-Master's degree in Education Administration	X				
	Master's degree in Educational Leadership or Education		X	X		
	Master's degree in Special Education or a related area				X	
	Master's degree in Curriculum and Instruction or Education					X
	3 Letters of Recommendation (addressing leadership)	X	X	X	X	

Business Administrator endorsement: please email cert.info@doe.nh.gov for requirements.