



**State of New Hampshire, Department Of Education
Bureau of Credentialing**

101 Pleasant Street
Concord, N.H. 03301
Tel: 603-271-2409
Fax: 603-271-4134
cert.info@doe.nh.gov

THE EDUCATOR CERTIFICATION PROCESS: ALTERNATIVE 3A

Alternative 3A is a rigorous portfolio and oral examination process for candidates who have gained the necessary competencies, skills and knowledge required for certification in a specific subject area and/or educator role (e.g., teacher, administrator, or specialist) through a means other than the completion of an approved educator preparation program. To qualify a candidate shall hold a Bachelor's degree, have met prerequisite certification testing requirements, and shall have at least 3 months of full-time continuous educator experience in the area of endorsement for which certification is being requested. Educator experience does not have to be acquired in a public school; experience in a private school is acceptable. Some endorsements have additional requirements, see page 2 for a list of these.

APPLICATION PROCESS

To apply for certification through Alternative 3A the candidate must submit the following:

- A completed application form. Only one endorsement may be pursued at a time. The required certification fee will be charged after successful completion of the application process.
- Documentation of at least three (3) months of full-time continuous educator experience in the endorsement area/educator role for which you seek certification. Some endorsements (e.g., Principal, Superintendent) require additional experience for certification. Verification should appear on school/agency letterhead signed by an authorized school or agency official.
- Official college transcripts documenting attainment of the minimum required degree for the endorsement being pursued.
- A copy of all current out-of-state educator certificates.

If it is determined that the candidate is eligible to pursue certification through Alternative 3A:

- The Bureau will send instructions for the completion and submission of a written portfolio which is to provide evidence of competence for each required certification standard. The candidate is encouraged to contact the Alternative 3A reviewer as the writing part of the process is rigorous; we want you to succeed and will do our best to help get you started.
- At that time the candidate must also provide proof of passing scores on the *Praxis Core Academic Skills for Educators Test* and all other test(s) required for the elected endorsement. See **Testing Information** below for details.
- A non-refundable application fee of \$300.00 is due at the time of submission of these additional required materials.

Upon approval of the portfolio:

- The Bureau of Credentialing will schedule a Board of Examiners for a half-day oral examination. The Board of Examiners, selected by the Bureau, is comprised of three members, two of whom are certified and employed in the area for which certification is sought, and a representative of the Department of Education.
- After the oral examination, the Board will present a written recommendation to the Administrator, Bureau of Credentialing, regarding the granting of certification. The candidate will be notified of the decision of the Administrator via mail within two weeks of the oral review.

NOTE: The New Hampshire Department of Education **reserves the right to reject** applications and materials that are insufficient or incomplete and/or lack adequate documentation of experience in the area for which certification is being sought.

For further information about the Alternative 3A process contact:

Kimberly Wilson
NH Department of Education
Bureau of Credentialing
603-271-2409
Kimberly.Wilson@doe.nh.gov

Testing Information

All educators (teachers, administrators, specialists) seeking initial certification must document basic academic skills in reading, writing and mathematics. In addition, certification in most subject areas* requires the candidate to document content knowledge competency. For all subject areas in which New Hampshire uses a test, competency can be documented by passing the *Praxis II* subject area test or an equivalent test.

For certification in the Early Childhood Education, Elementary Education, Reading and Writing Teacher, and Reading and Writing Specialist endorsement areas New Hampshire requires a passing score on the *New Hampshire Foundations of Reading* test or an equivalent test.

* The current list of subject area tests required for New Hampshire educator certification is available at <http://www.ets.org/praxis/nh/requirements>

Basic Academic Skills:

- *Praxis Core Academic Skills for Educators*; OR
- Other basic academic skills testing comparable to NH requirements; OR
- Performance at or above the fiftieth percentile on a nationally recognized test in the areas of reading, writing and mathematics such as, but not limited to, the SAT, GRE, or ACT;

Content Specific:

- *Praxis II* subject assessment OR
- Other subject area tests when comparable to NH requirements; AND
- *New Hampshire Foundations of Reading* test when required for the endorsement area www.nh.nesinc.com

PRAXIS test information is available on the Educational Testing Service website at www.ets.org/praxis/nh or you may call the ETS toll free number 1-800-772-9476.

NH Foundations of Reading test information is available on our dedicated Pearson Education, Inc. website at <http://www.nh.nesinc.com/>

NOTE: In addition to meeting the testing requirements, all other certification requirements must be met before an initial credential will be issued or an endorsement added to an existing credential.

Additional endorsement-specific certification requirements (refer to **Testing Information** above for testing requirements):

Superintendent:

- CAGS or Doctoral degree
- 3 years of experience as an education administrator in the K-12 setting

Principal:

- Master's degree
- 5 years full-time experience as an educator

School Counselor:

- Master's degree

Special Education Categorical Area:

- Certification in General Special Education or Early Childhood Special Education

Reading and Writing Specialist:

- Master's degree
- 3 years of experience as a certified teacher

Reading and Writing Teacher:

- 2 years of experience as a certified teacher

Elementary Education Mathematics Specialist:

- Master's degree in math, education, or related field
- 3 years of experience teaching mathematics at the K-6 level