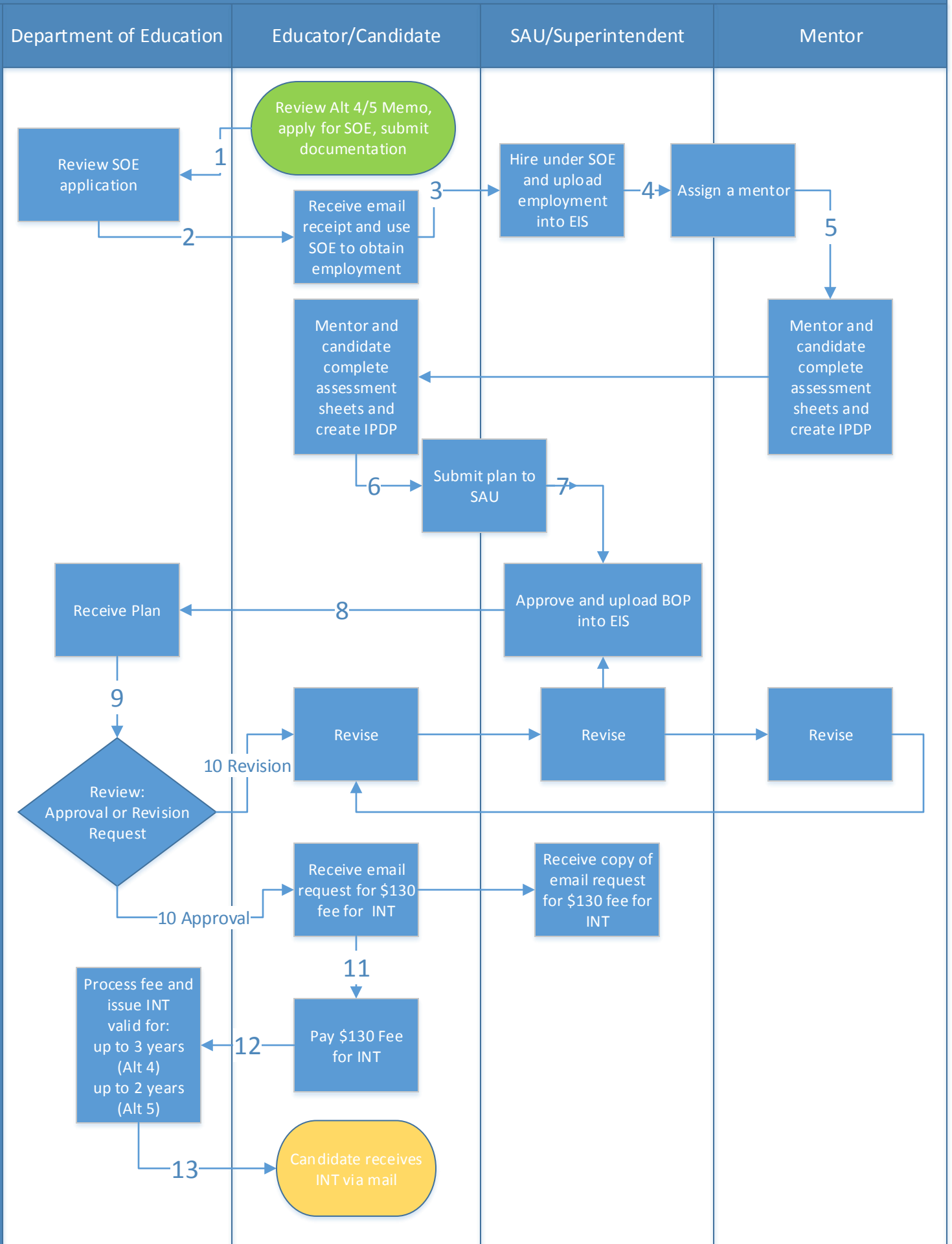


Alternative 4 or 5 Statement of Eligibility to Intern License Flowchart

Beginning of Plan (BOP)



Alternative 4 or 5 Statement of Eligibility to Intern License Pathway

SOE - Statement of Eligibility	IPDP - Individualized Professional Development Plan
BOP - Beginning of Plan	INT - Intern License

SAU/Superintendent
for the purposes of this document only, includes public, charter, and non-public Heads of Schools

1. Alternative 4 and 5 Memos and Applications: <https://www.education.nh.gov/certification>
2. After SOE application is reviewed, the Department of Education (DOE) will either send a letter to the candidate requesting further documentation, or an email with the SOE attached as a PDF.
3. Candidate will provide SAU with copy of SOE.
4. EIS employment must include at least one assignment in the SOE endorsement to be worked on for certification. Candidates are only able to work on one endorsement area plan at a time.
5. Mentors need to hold a current valid Experienced Educator Certificate (EEC) in the same endorsement area. Mentors do not need to be employed at the same school, district or SAU as the candidate, and can be retired educators.
6. Assessment sheets, IPDP and Handbook: be sure to always download the most recent documents

Alternative 4 <https://www.education.nh.gov/certification/alt4planmaterials.htm>

Alternative 5 <https://www.education.nh.gov/certification/alt5planmaterials.htm>

PowerPoint for Alternative 4 and 5 <https://www.education.nh.gov/certification>
7. Pages in plans should be included in the following order:
 - 1) Beginning of Plan signature page (including Ed Id's for educator and mentor)
 - 2) IPDP
 - 3) competency assessment sheets
 - 4) supporting documentation*

*if coursework documents a "Met" competency, official transcripts must be submitted to the Credentialing office via mail in a sealed envelope or electronically directly from the institution to credentialing.docs@doe.nh.gov A candidate can log into myNHDOE/EIS/View Credentials/Images to see what official transcripts are in file already. Login assistance: myNHDOEhelp@doe.nh.gov

8. Once the Beginning of Plan signature page is signed by candidate, mentor and Superintendent, a PDF should be created of all documents as described in #7. The PDF must be less than 15 MB. We suggest scanning black and white, at 300 dpi resolution. The Superintendent or Superintendent Designee EIS roles have the access to upload a plan under EIS/Uncertified/BOP Submissions. For assistance using the Uncertified tab in EIS, please contact EIS.Help@doe.nh.gov

9. Uploading the plan moves the candidate's name from the BOP Submission tab to the DOE BOP Approval tab and puts the plan in queue for review here at the DOE. This review process can take months. As long as the candidate, mentor and Superintendent agree on a plan, the candidate may begin working on the plan. Please be advised, upon review of the plan, the DOE may request a revision, which may include additional activities to sufficiently meet a competency. The revision request will never indicate that a candidate must not complete an activity already approved by the Superintendent.

Calls/emails to the DOE checking on the status of a plan review extends the time required for plan reviews. Candidates can log into myNHDOE/EIS/View Credentials/Images to see if a BOP has been uploaded. If a plan has not been reviewed 6 months after submission, please have the SAU Alternative 4/5 contact inquire at cert.info@doe.nh.gov with the candidate's Ed Id and the date plan was submitted.

10.

Revision request: a descriptive document will be emailed to the candidate's email on file in EIS, the Superintendent, and the SAU's Alternative 4/5 contact. The candidate's name will also be returned to the EIS/Uncertified/BOP Submission tab so that the revised plan can be re-uploaded in EIS. Candidates that need a plan revision upload will appear pink on the list. Please see #8 for instructions on uploading the revised plan.

Approval by DOE: the candidate's name will appear on the EIS/Uncertified/Intern Licenses tab.

11. Once the plan has been approved by the DOE, an email with fee information/directions will be sent to the candidate, the Superintendent and the SAU's Alternative 4/5 contact.

12 and 13. After receipt of payment, the DOE will issue the INT and send via mail. The candidate's name will now appear on the EIS/Upgrades/To Recommend tab in preparation for completion of the plan and uploading the End of Plan.