



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

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## **APPLICATION INSTRUCTION SHEET**

### **INTRODUCTION**

Thank you for your interest in becoming an educator in New Hampshire schools. The following information is provided to assist you in completing the application form. If further assistance is needed, please contact the Bureau at 603-271-2409.

The New Hampshire State Board of Education recognizes that persons may become qualified as educators through a variety of educational and life experiences. Therefore, the following five alternatives for becoming a certified educator in New Hampshire are available to you. **Candidates may apply online and use the credit card payment process for all pathways.**

**ALTERNATIVE 1\*** is a process whereby the New Hampshire State Board of Education approves programs of professional preparation in education. The Chairperson of the Education Department of each preparing institution recommends certification to the Bureau of Credentialing. **If you are about to complete an approved program in New Hampshire, please contact the certifying officer of the Education Department of the institution for the certification process and instructions.**

The following information must be submitted by persons applying for certification under Alternative 1:

Application for certification. **Candidates completing an in-state certification program are recommended for certification online by their preparing institution. The candidate then sets up their account online and pays online for their certification with a credit card.**

**ALTERNATIVE 2\*** is a process whereby the State of New Hampshire recognizes training and certification in other states and countries and territories of the United States.

#### **I. STATES THAT ARE MEMBERS OF THE NASDTEC INTERSTATE AGREEMENT:**

A. If you are a graduate of an approved program of professional preparation in one of the states belonging to the Interstate Agreement and wish to apply for certification under Alternative 2, please submit the following:

- (1) Completed application.
- (2) An original official transcript bearing the institutional recommendation or an official transcript plus an official statement from the chairperson of the preparing institution attesting to your having completed its approved program if it is not noted on the transcript.
- (3) A **NON-REFUNDABLE** fee of \$130.00; make check payable to STATE OF NEW HAMPSHIRE-Treasury or apply online.
- (4) Copies of test score reports.

B. Holders of valid certification, based on a baccalaureate or higher degree and with at least three years successful regular teaching experience in the past seven years under certificates from states in the Interstate Agreement, meet the experience requirements for a comparable certificate.

- (1) Completed application.
- (2) A copy of the valid credential (front and back).
- (3) An original letter of verification from school system(s) where you were employed identifying your major teaching assignment(s).
- (4) A **NON-REFUNDABLE** fee of \$130.00; make check payable to STATE OF NEW HAMPSHIRE -Treasury or apply online.
- (5) Official transcripts.
- (6) Copies of test score reports.

#### **II. STATES OR COUNTRIES THAT ARE NOT MEMBERS OF THE INTERSTATE AGREEMENT:**

Persons who have completed programs in states or countries *not party to the Interstate Agreement* may also be eligible for certification in New Hampshire if such programs are comparable with those in New Hampshire. In addition, some candidates for certification as school principal or superintendent of schools may be eligible for certification if their coursework and experience is comparable to what is required in New Hampshire (Alternative 3C).

**ALTERNATIVE 3\*** (all components A, B, & C) is a certification process designed for candidates who have gained the competencies, skills, and knowledge through means other than Alternative 1 or Alternative 2. Alternative 3A is a process that includes both written examination and oral review. Alternative 3B is a process that recognizes National or regional licensure. Alternative 3C is a process that allows for transcript analysis for administrator certification.

**Alternative 3A**, submit the following: (1) completed application; (2) letter of intent from the candidate to pursue Alternative 3A; (3) official college transcripts; (4) employer verification of 3 months full time teaching. Additional experience is required for administrators and some specialists; (example: for Principal certification verification of 5 years' experience as an educator and a minimum of 3 confidential references attesting to proficiencies in the required area). Details are available from the Bureau. Upon receipt of these items detailed procedures and list of additional materials required will be mailed to you if you qualify. The NON-REFUNDABLE \$300.00 processing fee for Alternative 3A is due at the time of submission of the additional required materials. Make check payable to State of New Hampshire-Treasury or apply online. *There is no fee submitted with the initial application.*

**Alternative 3B**, submit the following: (1) completed application; (2) copy of National or Regional licensure; (3) official college transcripts; (4) \$130.00 fee for initial certification, or \$20.00 if adding an endorsement to an existing New Hampshire credential. Make check payable to State of New Hampshire-Treasury or apply online.

**Alternative 3C** (transcript analysis for administrative areas only), submit the following: (1) application; (2) official college transcripts; (3) \$130.00 fee for initial certification, or \$20.00 if adding an endorsement to an existing New Hampshire credential. Make check payable to State of New Hampshire - Treasury or apply online.

**ALTERNATIVE 4\*** is a certification process restricted to critical shortage areas, to certain vocational areas, and to business administrators. A superintendent may employ a candidate who meets eligibility requirements. The superintendent of school, or designee, shall then develop an **Individualized Professional Development Plan (IPDP)** leading to full certification. Entry level requirements are available from the Bureau. Persons seeking letters of eligibility should submit (1) application, (2) passing scores for Praxis Core Academic Skills for Educators (CORE), (3) official transcripts of all academic work, and (4) **non-refundable** processing fee of \$50.00 per endorsement. Make check payable to the STATE OF NEW HAMPSHIRE-Treasury or apply online.

**ALTERNATIVE 5\*** is a site based certification plan option that allows an individual to attain certification in elementary and secondary teaching areas excluding vocational education and special education areas. The candidate must have a bachelor's degree and meet one of the following criteria: (1) For secondary education, at least 30 credit hours in the subject to be taught and an overall grade point average of at least 2.5, or equivalent; and (2) for elementary education, coursework in Mathematics, English, Social Studies, and Science with an overall grade point average of at least 2.5, or equivalent. A superintendent may hire an individual who possesses a statement of eligibility issued by the Bureau of Credentialing. The school district must appoint a mentor teacher to provide support for the candidate. Eligibility requirements are available from the Bureau. Persons seeking letters of eligibility should submit (1) application, (2) **passing scores for Praxis Core Academic Skills for Educators (CORE)** (3) official transcripts of all academic work, and (4) **non-refundable** fee of \$50.00 per endorsement. Make check payable to the STATE OF NEW HAMPSHIRE-Treasury or apply online.

**NOTE: All candidates for initial certification under Alternative 1, 2, 3, 4, and 5 must document basic academic skills of reading, writing, and mathematics (Ed 513.01). Candidates may do so by passing the Praxis Core Academic Skills for Educators (CORE). Performance on alternative tests such as SAT, GRE, or ACT may qualify.**

**Praxis Core Academic Skills for Educators (CORE) & Praxis II** test scores must be sent by Educational Testing Services (ETS) to the NH Department of Education [NH code is 7660], Division of Program Support, Bureau of Credentialing, 101 Pleasant Street, Concord, NH 03301. For all PRAXIS tests, candidates must register with Educational Testing Service (ETS). INITIAL registration and other information is available on the ETS website, [www.ets.org/praxis/nh](http://www.ets.org/praxis/nh) - **choose New Hampshire for the state**. RE-REGISTRATION and other PRAXIS Information is available by telephone: toll free number 1-800-772-9476, or 609-771-7395. In addition, the Department of Education will also consider other tests mandated by other state departments of education that are comparable to the Praxis Core Academic Skills for Educators (CORE), Praxis II and Foundations of Reading. Please contact the Bureau for further information regarding comparable tests.

**Foundations of Reading test:** For educators pursuing certification in Elementary Education, Early Childhood Education, Reading and Writing Teacher, and Reading and Writing Specialist will also be required to take the Foundations of Reading test given by Pearson Education. For information about the Foundations of Reading test: [www.nh.nesinc.com](http://www.nh.nesinc.com).