



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

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Educator Digital Document Upload

Applicants for a New Hampshire educator credential may upload documents to support their application directly into the Educator Information System (EIS). Please read the following information prior to beginning the upload process.

Document upload restrictions

- The required file type for document uploads is limited to Portable Document Format (PDF) and file size to a maximum of 10 megabytes (MB).
- The Bureau of Credentialing makes the final determination on the acceptance of application documents. We reserve the right to require additional verification when we deem it to be necessary.
- If the name on a document does not match the name of the applicant, including due to name change for any reason, additional verification may be necessary before the document is accepted.
- Once uploaded you cannot delete a document nor change the selected document type. It is the applicant's responsibility to select the correct document type at the time of upload. If you select the incorrect document type please upload the document again with the correct document type. Do not contact us to correct the error as we will do this when we review your application.
- Only a limited set of document types (listed below) may be uploaded.
- Multiple document types must NOT be combined into a single PDF file for upload.
- Only where indicated below, multiple instances of a specific document type may be combined into a single PDF file for upload.
- Where appropriate include the front and back sides of relevant pages. This is often the case for paper transcripts and educator credentials.
- Do not upload transcripts that have an expiration date. These transcripts will 'self-erase' and disappear from our system on a specified date. At that time we will be unable to process your application. To date we have experienced this with many transcripts from National Student Clearinghouse.

- Whenever possible, please upload all documents applicable to your application in a single session or on the same day.

Please note: Failure to adhere to these restrictions may cause the upload process to fail and/or may cause a delay in processing of your application.

A step-by-step guide with screen shots of the steps is included below.

Unable to upload a document?

If you are unable to upload a document, please email it to credentialing.docs@doe.nh.gov for processing. Include your Educator ID Number (EdID) in the body of the email to ensure the documents are matched with your application.

Document types that may be uploaded

The following document types appear on the Document dropdown list.

Transcript, College: Must be uploaded separately for each institution. You should indicate the state and institution at time of upload. If the institution does not appear on the dropdown list please leave that box blank. We require official transcripts, please do not upload unofficial transcripts or screenshots of online grade reports. Applicants should also enter state, institution, degree, major(s), and degree conferral date in the **Degrees** section of their EIS profile. Enter 15 for day of month if no day is indicated on your transcript (e.g. 05/15/2015 for May 2015)

Transcript, High School: Must be uploaded separately for each institution. We require official transcripts, please do not upload unofficial transcripts or screenshots of online grade reports. Please select the applicable state from the dropdown list.

GED/HiSET documentation: This document type is only applicable for endorsements that do not require a college degree. Please select the applicable state from the dropdown list.

Experience as an Educator: This file type is reserved for letters of verification of professional work experience in an educator (teacher, administrator, or specialist) role. Must be signed and include employer name, dates of employment and job role/title. Multiple letters of this type may be combined for uploading as a single PDF file.

Experience as a Non-Educator: This file type is for employer verification of experience verification letters. Primarily, but not exclusively, applicable to Career and Technical Education specialty area certification. Must be signed and include employer name, dates of employment and job role/title. Multiple letters of this type may be combined for uploading as a single PDF file.

Test Score: Official score reports including, but not limited to, those from Educational Testing Service (ETS), Pearson, other state educator testing (e.g. MTEL), Graduate Record Examination (GRE), SAT, and ACT. Multiple reports of this type may be combined for uploading as a single PDF file.

Out-of-State educator credential: Multiple documents of this type may be combined for uploading as a single PDF file. Please select the applicable state from the dropdown list.

National educator license: Examples include credentials from National Board for Professional Teaching Standards (NBPTS) and National Association of School Psychologists (NASP). Multiple credentials of this type may be combined for uploading as a single PDF file.

Industry recognized credential: Primarily applicable to Career and Technical Education specialty area certification, examples include documentation of ASE Master Mechanic certification, state Master Electrician license, or Microsoft Certified Professional (MCP). Credential must be current and valid. Multiple credentials of this type may be combined for uploading as a single PDF file.

Reference Letter: Multiple letters of this type may be combined for uploading as a single PDF file.

Verification of 'Official' college transcripts

Regardless of whether the college transcript is mailed by the applicant to the Bureau of Credentialing in paper form, scanned into digital form and uploaded into EIS by the applicant, or sent to the applicant by a third-party vendor (such as *Credentials eSCRIP-SAFE* or *Parchment*) and then uploaded into EIS, the determination that the transcript is 'official' requires that the Registrar's signature must be visible. The Bureau encourages the applicant to confirm visibility of this signature prior to submission of the transcript.

An 'electronic transcript' is a transcript that is sent electronically to the Bureau of Credentialing or another designated recipient's email address, usually from a transcript clearinghouse such as *Credentials eSCRIP-SAFE* or *Parchment* . Such a transcript may not necessarily include a registrar's signature but is considered 'official' by the institution. The New Hampshire Department of Education, Bureau of Credentialing does not consider an electronic transcript that lacks a Registrar's signature to be official unless the Bureau has received the transcript directly from the clearinghouse.

Document Upload Procedure

Screen shot step-by-step to be added here.