NH Approved Educator Preparation Program Recommendation

Apply for your License

myNHDOE
https://my.doe.nh.gov
Do not create a new myNHDOE account if you have already created one. myNHDOE is used as a portal for many NHDOE systems – EIS (Educator Information System) is one of them.

Instead, log in or use the Forgot Username/Password link to log into your account if needed. If you no longer have access to the email you used to set up your myNHDOE account, please email myNHDOEhelp@doe.nh.gov

If you have had any name changes since you completed testing, enrolled in your program, or previously applied for a credential with our office, you must submit a name change form and receive confirmation that the name change is complete via email prior to beginning this process. 
If you have ever submitted a test evaluation form, applied for any credential, had test scores submitted from ETS or Pearson to our office, or received a recommendation for licensure from a NH approved educator preparation program, you may already have an EIS account established. This account may or may not have sufficient profile information to associate with your myNHDOE account during the set-up process.

If you receive any errors while attempting to create your myNHDOE account, cancel the set-up wizard and email myNHDOEhelp@doe.nh.gov

If the issue requires assistance from the EIS support team, your request will be forwarded.

Please do not submit multiple support requests.

Troubleshooting at Step 1

You may be using an email already used by another family member with an EIS account or your EIS account has a different name or incorrect date of birth listed.

Your EIS account may contain different emails than the emails you are using to create a myNHDOE account or your EIS account may contain no emails at all.

Please cancel the wizard and email EIS.Help@doe.nh.gov
A recent streamlining of our process has eliminated Step 2 😊 The wizard continues straight to Step 3 of 4.

Your next task is to create a User Name. The system will suggest a User Name but you can create one of your own if you choose. Please be advised that those with permissions to access the EIS system for work-related reasons will be able to see your username.

Be sure to follow the directions regarding restrictions for Username and Password length and characters.
<table>
<thead>
<tr>
<th>Troubleshooting Step 4 of 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you submit and then receive an error message, try using a new browser window <a href="https://my.doe.nh.gov">https://my.doe.nh.gov</a> and log in with the username and password you just created.</td>
</tr>
<tr>
<td>If this is unsuccessful, please email <a href="mailto:myNHDOEhelp@doe.nh.gov">myNHDOEhelp@doe.nh.gov</a></td>
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<tr>
<td>If you are able to log in and you do not see the EIS/Educator role and instead see “New Applicant”, this means your EIS account has not been associated with your myNHDOE account.</td>
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<td>If you know your Ed ID, please click the link to associate your accounts by adding in your NH Educator Number to your profile.</td>
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<td>If you do not know your Ed ID, or you receive any error message, please email <a href="mailto:myNHDOEhelp@doe.nh.gov">myNHDOEhelp@doe.nh.gov</a></td>
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<td>If you click on your EIS/Educator role, but do not see the link on your Welcome page to “Apply For Your College Recommendation Here”, this could mean you have two EIS/Educator accounts or your educator preparation program has not submitted an electronic recommendation for you yet – please email <a href="mailto:EIS.Help@doe.nh.gov">EIS.Help@doe.nh.gov</a></td>
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Click on “Apply for Credential” to begin the seven step application/payment wizard. You will confirm your profile information, respond to conduct/ethics acknowledgements and submit payment.

Tips:

Our system only accepts Visa/MasterCard.

There is a time limit for completing the payment wizard. Please have your card ready.

If you cancel the wizard, your information/application will not be saved.

You can see if your transaction has been successful from EIS/Educator/Home/View Your Credentials/Fees. Any payment issues should be emailed to EIS.Help@doe.nh.gov

General Questions: cert.info@doe.nh.gov

Name change: https://www.education.nh.gov/certification/documents/nameaddresschangeform.pdf