PART Ed 505 QUALIFYING METHODS FOR OBTAINING A TEACHING CREDENTIAL—HOW TO OBTAIN A NEW HAMPSHIRE EDUCATOR LICENSE

Readopt with amendment Ed 514.01, effective 8-9-18 (Document #12602), and renumber as Ed 505.01 to read as follows:

Ed 505.01 Basic Academic Skills and Subject Area Assessment.

(a) Except as described in paragraph (bg), each candidate seeking an initial teacher certification or instructional specialist license under one of the alternatives listed in Ed 505 pathways listed below shall pass a nationally recognized test of academic proficiency required by paragraph (d) basic academic skills assessment, including, but not limited to, the praxis core academic skills for educators administered by educational testing service (ETS).

(b) A candidate for initial certification in a career and technical education (CTE) specialty area under Ed 505.04 or Ed 505.05 may substitute the following in lieu of a nationally recognized test of academic proficiency required by paragraph (d):

(1) Three years of full time experience in the area for which certification is sought; and

(2) Current industry-recognized credential approved by the department in a published list of accepted credentials and appropriate to the CTE area in which certification is sought. Each candidate seeking licensure in any endorsement area for which the state board has adopted a subject assessment test cut score shall pass that subject assessment test, or comparable out of state test determined by the bureau, intended to measure the test taker’s knowledge of the specific subject area of a concentration in which the test taker seeks an educator license.

(c) Each candidate seeking teacher certification in any one of the major areas of concentration in which the state board has established a passing score shall pass a subject assessment test. The board may adopt the national cut scores for the praxis core academic skills for educators and all subject assessments in accordance with (a) and (b) above and a list of tests and cut scores shall be maintained on the department website.

(d) The test used for the purposes of the basic academic skills assessment under (a) shall be a basic competency test, such as, but not limited to, the Praxis Core Academic Skills for Educators administered by Educational Testing Service, intended to measure the test taker’s basic academic skills in the areas of reading, writing, and mathematics. In the area of reading, such a test shall measure reading comprehension and require the test taker to analyze content in a reading selection. In the area of writing, such a test shall measure ability to use grammar and language effectively and to communicate effectively in writing. In the area of mathematics, such a test shall measure a test taker’s understanding of key mathematical concepts and ability for problem-solving, reasoning, and estimating. The board may request that the department conduct a validation study for any subject assessment before adopting the cut score. Validation studies shall include input from:

(1) The department;

(2) Teacher education institutions; and

(3) New Hampshire teachers with experience as an educator in the test areas.
(c) The test used for the purposes of the subject assessment under (c) shall be a basic subject assessment test, such as, but not limited to, the subject area assessments administered by Educational Testing Service or Pearson Education, intended to measure the test taker’s knowledge of the specific subject area of concentration in which the test taker seeks certification for a beginning teacher. The entities described in (d)(1)-(3) above shall provide input and recommendations regarding:

1. Test specifications appropriate for New Hampshire;
2. Which assessments are appropriate for New Hampshire; and
3. Passing scores on tests for New Hampshire.

(f) The board shall assign the following qualifying scores following validation studies conducted in accordance with Ed 514.02, after considering recommendations of the validation studies and qualifying scores set by other states in lieu of (a) above, performance at or above the fiftieth percentile on a nationally recognized basic academic skills test in the areas of reading, writing, and mathematics, including, but not limited to:

1. Qualifying scores on each of the 3 Praxis Core Academic Skills for Educators assessments, namely, reading, writing, and mathematics. The scholastic aptitude test (SAT) administered by the college board;
2. 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. The graduate record examinations (GRE) administered by ETS; or-and
3. Qualifying scores on each of the subject assessments in (e). The ACT administered by ACT.

(g) A candidate for a career and technical education (CTE) specialty area license may substitute the following in lieu of a nationally recognized test of academic proficiency required by paragraph (d):

1. Three years of full-time experience in the area for which the license is sought; and
2. Current industry-recognized credential approved by the department in a published list of accepted credentials appropriate to the CTE area in which a license is sought.

(h) Candidates shall be responsible for the actual cost of all assessments.

(hf) A candidate may take a basic academic skills assessment or the subject area assessment as often as they are administered until the candidate passes the assessment.

Readopt with amendment and renumber Ed 505.06 and Ed 505.07, effective 12-17-11 (Document #10046), as Ed 505.02 and Ed 505.03 to read as follows:

Ed 505.062 General Education Certification Requirements. Each applicant who seeks certification license under Ed 505.045 shall have completed a program providing the following core competencies:

(a) Content competencies in the following areas necessary for college and workforce success:

1. Language arts;
(2) Reasoning;
(3) Information literacy;
(4) Mathematics;
(5) Sciences; and
(6) Social sciences;

(b) Creative competencies in the following areas:

(1) Creative expression;
(2) Critical thinking;
(3) Innovative and collaborative problem-solving; and
(4) Resourcefulness;

(c) Communication competencies in the following areas:

(1) Languages;
(2) Digital media;
(3) Networking; and
(4) Content creation technologies; and

(d) Cultural competencies in the following areas:

(1) Cultural understanding;
(2) Taking responsibility for self and others;
(3) Adaptability and resilience;
(4) Ability to engage in productive teamwork; and
(5) Social and civic engagement.

Ed 505.073 Professional Education Requirements: Alternatives 3, 4, and 5. In addition to the requirements in Ed 505.045 for site-based licensing plans and Ed 505.06 for demonstrated competencies for Alternative 3, Ed 505.04 for Alternative 4, and Ed 505.05 for Alternative 5, an each applicant for a credential under Alternative 3, 4, or 5 who is not already credentialed licensed shall demonstrate evidence of the following before full licensure is granted:

(a) In the area of the learner and learning:
(1) Learner development, as demonstrated by:

   a. An understanding of how learners develop, recognizing that patterns of learning and development vary individually within and across the personal, physical, social, and academic dimensions; and

   b. The ability to facilitate developmentally appropriate and challenging learning experiences based on the unique needs of each learner;

(2) Learning differences, as demonstrated by:

   a. An understanding of individual differences and diverse cultures and communities;

   b. Ensuring inclusive learning environments that allow each learner to reach his or her full potential; and

   c. The ability to employ universal design principles and assistive technology; and

(3) Learning environment, as demonstrated by:

   a. Working with learners to create and access learning environments that support self-directed individual and collaborative learning, based on each learner’s interests and passions; and

   b. Use of learning environments not limited to the classroom, but extended into the larger community as well as virtual experiences;

(b) In the area of content:

(1) Content knowledge, as demonstrated by:

   a. An understanding of the central concepts, tools of inquiry, and structure of his or her discipline(s); and

   b. An ability to create learning experiences that make the discipline(s) accessible and meaningful for learners; and

(2) Innovative applications of content, as demonstrated by an understanding of how to connect concepts and use differing perspectives to engage learners in critical and creative thinking and collaborative problem-solving related to authentic local and global issues;

(c) In the area of learning facilitation practice:

(1) Use of assessment, as demonstrated by an understanding and ability to use multiple methods of assessment to:

   a. Engage learners in their own growth;

   b. Document learner progress;

   c. Provide learner feedback; and
d. Inform the educator’s ongoing planning and instructional practices;

(2) Planning for learning facilitation, as demonstrated by an ability, as an active member of a learning community, to draw upon knowledge of content area standards, cross-disciplinary skills, learners, the community, and pedagogy to plan learning experiences that support every learner in meeting rigorous learning goals; and

(3) Learning facilitation strategies, as demonstrated by:

a. An understanding and use of a variety of strategies and tools to encourage learners to develop deep understanding of content areas and their connections to other disciplines; and

b. An ability to build skills in accessing, applying, and communicating information; and

(d) In the area of professional responsibility:

(1) Reflection and continuous growth, as demonstrated by:

a. Being a reflective practitioner and using evidence to continually evaluate his or her practice, particularly the effects of choices and actions on students, families, and other professionals in the learning community; and

b. Ability to adapt practice to meet the needs of each learner; and

(2) Collaboration, as demonstrated by collaborating, as a member of the larger learning community, with learners, families, colleagues, other professionals, and community members to leverage resources that contribute to student growth and development, learning, and well-being.

Adopt with amendment Ed 505.01 and Ed 505.02, effective 10-11-19 (Document #12897, Interim), and renumber as Ed 505.04 to read as follows:

Ed 505.04 Alternative 4: Approved Educator Preparation Program in New Hampshire.

(a) Individuals shall qualify for a credential beginning educator license or added endorsement to an existing license pursuant to Ed 504 by completing a state board approved educator preparation program(s) at a college, university or teacher training institution in New Hampshire in accordance with Ed 600 and meeting the requirements of Ed 505.01.

(b) Upon completion of a New Hampshire state board approved program in accordance with Ed 600, the applicant shall:

(1) Obtain confirmation of completion of the program on the application for certification described in Ed 508.02 by the designated official of the college or university; and

be recommended for licensure by the program to the department and such recommendation shall remain valid for no more than 3 years from the date of the recommendation by the institution.
(2) Complete and file the application for certification pursuant to the application procedures of Ed 508.

(c) Individuals completing a state approved educator preparation program(s) at a college, university, or teacher training institution in a state other than New Hampshire, whether that state is signatory to the NASDTEC interstate contract or not, shall qualify for a beginning educator license or added endorsement on an existing license by completing a state-approved educator preparation program leading to recommendation by the institution for an educator license in that state, meeting the requirements of Ed 505.01, meeting the and either:

1. Obtaining full licensure in that state in the endorsement area sought providing that such endorsement has not been expired for more than 3 years from the date of application; or

2. Applying for a comparable New Hampshire state board license within three years of the date of recommendation from the institution.

(c) A current listing of approved programs in New Hampshire shall be kept on file by the bureau.

(d) Applicants seeking to obtain licensure under this paragraph shall apply to the department pursuant to Ed 505.07 through Ed 505.09.

Ed 505.02 Alternative 2: States Other Than NH. Alternative 2 shall have 2 distinct requirements known as Alternative 2A and 2B, as described below:

(a) Alternative 2A relative to the National Association of State Directors of Teacher Education and Certification NASDTEC Interstate Contract shall consist of the following:

1. Individuals shall qualify for a beginning or experienced educator credential respectively by:

   a. Completing a program in another state party to the NASDTEC Interstate Contract, which would qualify the applicant for certification as an educator in the other state, including, but not limited to, an alternative certification program, consistent with the terms of the NASDTEC Interstate Contract with New Hampshire; or

   b. Holding an equivalent, valid credential from a state party to the NASDTEC Interstate Contract and having 3 years of educational experience in the last 7 years under a credential from a participating state; and

2. Applicants seeking to obtain certification under this paragraph shall apply to the bureau pursuant to Ed 508.

(b) Alternative 2B relative to a state not signatory to the NASDTEC Interstate Contract shall consist of individuals from a state not a party to the NASDTEC Interstate Contract who qualify for a beginning or experienced educator credential respectively by:

1. Completing a program in another state not signatory to the NASDTEC Interstate Contract, which would qualify the applicant for certification as an educator in the other state,
including, but not limited to, an alternative certification program, approved by the state
department of education in a state not signatory to NASDTEC Interstate Contract;

(2) Holding an equivalent, valid credential from a state not signatory to NASDTEC Interstate
Contract and having at least 3 years of experience as an educator in the last 7 years under a
credential issued by that state.

Readopt with amendment Ed 505.04 and Ed 505.05, effective 9-16-11 (Document #9992), and renumber
as Ed 505.05, to read as follows:

Ed 505.045 Alternative 4: Individualized Professional Development Plan (Restricted) Site-Based
Licensing Plan.

(a) Alternative 4 shall be a qualifying method for certification limited to the following:

(1) Applicants recommended for employment under a critical staffing shortage who hold at
least a bachelor’s degree;

(2) Applicants recommended for employment in the career and technical specialties pursuant
to Ed 507;

(3) Applicants recommended for employment as business administrators who have not
completed the requirements of Ed 506.03; and

(4) Applicants recommended for employment as a driver education teacher in an approved
secondary school program. Before beginning an application for a site-based licensing plan, a qualified
candidate shall be employed as an educator after obtaining a statement of eligibility, valid for 3 years
from the date of issuance, from the department as follows:

(1) Meeting the entry requirements, including the degree requirement, for a statement of
eligibility for a specific endorsement, determined by the department, and published on the
department website;

(2) Meeting the requirements of Ed 505.01;

(3) Applying for a statement of eligibility following the application procedures outlined in
Ed 505.07 through Ed 505.09; and

(4) Applicants shall be assigned in the role of the endorsement that allows them to learn
and demonstrate the professional education standards enumerated in Ed 505.03, if
applicable, and the endorsement specific standards enumerated in Ed 506, Ed 507, and Ed
508.

(b) An applicant may be employed as an educator after obtaining a statement of eligibility from the
bureau while completing an individualized professional development plan. A site-based licensing plan
shall be a qualifying method for licensure limited to the following:

(1) Applicants for an endorsement determined by the department to be a critical staffing
shortage, published on the department’s website, who hold at least a bachelor’s degree, or
who hold an associate’s degree for educational interpreter/transliterator for children and youth ages 3-21;

(2) Applicants for an endorsement in the career and technical specialties pursuant to Ed 507;

(3) Applicants for any endorsement for which there is no other available pathway to the license who hold at least a bachelor’s degree, or who hold an associate’s degree for educational interpreter/transliterator for children and youth ages 3-21;

(4) Applicants for a new endorsement for a period of five years from the effective date of the new rule and who hold at least a bachelor’s degree;

(5) Applicants for an business administrator or endorsement who have successfully completed at least 4 college-level courses in the endorsement for which they seek a license;

(6) Applicants for a teaching endorsement who have successfully completed at least 4-10 college-level courses in the endorsement area for which they seek a license;

(7) Applicants for elementary K-6 education and early childhood education who have successfully completed at least 2 college-level content courses each in mathematics, English, social studies, and science

(8) Applicants for elementary K-8 education who have successfully completed at least 2 college-level content courses each in mathematics, English, social studies, and science and at least 3 additional college-level content courses for a concentration of coursework in one of those areas.

(c) An educator shall be considered for a credential under (a)(1) above only if the bureau has received notification from the superintendent that the applicant has been employed as an educator. Upon employment as an educator under a statement of eligibility, the applicant and the superintendent shall adhere to the application requirements outlined in Ed 505.09(f).

(d) The process for establishing an individualized professional development plan shall be as follows:

(1) The individualized professional development plan shall be based on an assessment of the strengths and weaknesses of the applicant;

(2) Each plan shall include:

   a. A description of the competencies outlined in Ed 505.06 for general education requirements, in Ed 505.07 for professional education requirements, as appropriate, and in the area in which the applicant seeks certification;

   b. The means by which these competencies shall be attained, demonstrated and evaluated; and

   c. An evaluation of resources to be utilized such as, but not limited to, additional coursework, on the job training, and professional development;

(3) The plan shall be developed collaboratively and agreed to by:
a. The applicant;
b. A mentor certified in the same subject area that the applicant will be teaching who shall:
   1. Be appointed by the superintendent; and
   2. Hold a valid experienced educator credential with the appropriate endorsements in the same subject area in which the applicant is seeking to obtain a credential; and
c. The superintendent;

(4) The superintendent shall submit the plan and identify the mentor appointed in accordance with Ed 501.02(m) to the bureau for approval; and

(5) The bureau shall review the plan to ensure all of the following are included:
   a. Subject matter content;
   b. General education requirements as specified in Ed 505.06, if appropriate;
   c. Professional education requirements as specified in Ed 505.07, if appropriate;
   d. Performance objectives of educators;
   e. Evaluation of resources to be utilized such as, but not limited to, additional coursework, on the job training, and professional development; and
   f. Documentation of how the applicant will overcome weaknesses identified in the assessment process in the applicant’s area of endorsement. Upon employment as an educator under a statement of eligibility, each candidate for this pathway to licensure shall be assigned a mentor, appointed by the superintendent or head of school, who holds a valid experienced educator license with appropriate endorsements in the same subject area in which the candidate is seeking to obtain a license. If a mentor who meets that criteria is not available through the candidate’s employer, the superintendent or head of school shall contact the bureau for assistance in obtaining an appropriate mentor.

(e) If an assessment of the applicant’s background determines that some or all of the education requirements under (d)(5)a. through e. have been completed prior to application, the applicant shall not be required to repeat any requirement already completed.

(f) Within 30 days of the bureau’s determination under (d)(5) that the plan submission is complete, the bureau shall send written notification to the superintendent and the applicant of the bureau’s approval of the plan, if the bureau determines that:

   (1) The subject matter content of the plan is complete;
   (2) Completion of the plan will assure that the applicant will meet the general education requirements as specified in Ed 505.06, if appropriate;
(3) The plan contains professional education requirements as specified in Ed 505.07, if appropriate;

(4) The performance objectives specified in the plan are directly related to and substantiate the competency;

(5) The resources to be utilized in the plan are relevant to and support the activity proposed; and

(6) The documentation of how the applicant will overcome weaknesses identified in the assessment process in the applicant’s area of endorsement proves that the activity proposed in the plan has been completed as defined in the accepted plan.

(g) The bureau shall send written notification to the superintendent and the applicant that the bureau does not approve the plan, within 30 days of the bureau’s determination under (d)(5) that the plan submission is complete, if the bureau determines that a plan does not meet the criteria listed in (f)(1) through (6) above.

(h) An individualized professional development plan shall be canceled if the applicant fails to attain the skills and knowledge agreed to by the applicant within the time frame specified by the plan.

(i) The superintendent shall notify the bureau in writing of the applicant’s failure to meet the goals which the applicant agreed to as specified in the plan.

(j) Annual progress reports shall be due at the end of each school year, and a final report shall be due at the end of the school year during which an individualized professional development plan is completed.

(k) The reports required by (j) above shall be filed by the superintendent, in consultation with the mentor, attesting to the applicant’s:

(1) Acquisition and demonstration of skills;

(2) Competencies; and

(3) Knowledge of the plan.

(l) The bureau shall grant an intern license for up to 3 years upon initial approval of the plan, to coincide with the time period in the plan.

(m) The applicant shall qualify for a beginning educator or experienced educator credential upon successful completion of the plan during the period of the intern license.

(n) Once a plan is filed with the bureau, the educator may obtain employment in a similar position in another school district provided that:

(1) The bureau is notified in writing of the change in place of employment; and

(2) The revised plan is:
a. Approved by the mentor in the district to which the educator is moving;

b. Signed by the superintendent in the district to which the educator is moving; and

c. Resubmitted to the bureau for approval.

Ed 505.05 Alternative 5: Site-Based Certification Plan.

(a) The site-based certification plan shall be available in elementary and secondary teaching areas, excluding career and technical specialty certification under Ed 507.03 and special education, for those individuals who qualify under the following specific conditions:

(1) The applicant shall possess a bachelor's degree from an institution approved by the New Hampshire postsecondary education commission or equivalent regional accrediting agency such as but not limited to the Northeast Regional Association of Schools and Colleges;

(2) The applicant shall meet one of the following criteria:

a. For secondary education, the applicant shall possess at least 30 credit hours in the subject to be taught and an overall grade point average of at least 2.5, or equivalent; or

b. For elementary education, applicants shall have successfully completed courses in mathematics, English, social studies, and science with an overall grade point average of at least 2.5, or equivalent; or

c. For computer science education, applicants shall:

1. Possess at least 30 credit hours in the subject to be taught and an overall grade point average of at least 2.5; or

2. Have a current computer science major assignment, as determined by the bureau of credentialing, during or after the 2014/2015 school year and prior to June 30, 2019, and have applied for a computer science education credential during that time period;

(3) An individual who fails to meet the grade point average requirement shall still qualify for the site-based certification plan provided that:

a. All other requirements are met;

b. Collegiate graduation occurred more than 5 years prior to application for the site-based plan; and

c. Occupational experience totaling 5 years directly related to the area to be taught is documented; and

(4) Documentation of experience under (a)(3)c. above shall include, but not be limited to:

a. Letters from previous employers;

b. Employment contracts; or
c. Letters of commendation and recommendations from parties knowledgeable about the applicant's background and experience.

(b) The bureau shall issue a statement of eligibility to an applicant who meets the requirements of (a)(1)-(4) above.

(c) An applicant may be employed as an educator after obtaining an Alternative 5 statement of eligibility from the bureau while completing a site-based certification plan.

(d) The process for establishing a site-based certification plan shall be as follows:

(1) The site-based certification plan shall be based on an assessment of the strengths and weaknesses of the applicant;

(2) Each plan shall include:

   a. A description of the competencies outlined in Ed 505.07 for professional education requirements, as appropriate, and in the area in which the applicant seeks certification;

   b. The means by which these competencies shall be attained, demonstrated and evaluated; and

   c. An evaluation of resources to be utilized such as, but not limited to, additional coursework, on the job training, and professional development; and

(3) The plan shall be developed collaboratively and agreed to by:

   a. The applicant;

   b. A mentor certified in the same subject area that the applicant will be teaching who shall:

       1. Be appointed by the superintendent; and

       2. Hold a valid experienced educator credential with the appropriate endorsements in the same subject area in which the applicant is seeking to obtain a credential; and

   c. The superintendent.

(e) The applicant’s site-based certification plan shall:

(1) Require that the applicant meet the professional education competencies outlined in Ed 505.07, if the applicant is not currently certified in New Hampshire;

(2) Require that the applicant meet the competencies required in the area in which the applicant is teaching; and

(3) Contain a description of how the applicant plans to meet these competencies.
(f) If an assessment of the applicant's background determines that some or all of this study has been completed prior to employment the applicant shall not be required to repeat any requirement already completed.

(g) The superintendent shall file with the bureau:

(1) A copy of the completed site-based certification plan; and

(2) A description of the applicant's teaching assignment.

(h) When the district submits the site-based certification plan, the bureau shall issue an intern license to the applicant, after the applicant has paid the required fee under Ed 508.06(c). An intern license shall be issued for up to 2 years to coincide with the time period in the plan.

(i) The site-based certification plan shall be completed during the period of the intern license.

(j) The site-based certification plan shall be developed and filed with the bureau by the end of the school year. The plan may be modified by those responsible for the work of the applicant, but any modifications shall be filed with the bureau.

(k) Upon completion of the site-based certification plan, the superintendent shall submit a statement to the bureau verifying that all portions of the plan have been implemented by the district and satisfactorily completed by the applicant. This statement shall include a recommendation for certification.

(l) A positive recommendation shall not obligate a school district to continue the employment of an applicant.

(m) Failure by a candidate to complete the site-based certification plan shall result in a negative certification recommendation by the superintendent.

(n) Upon successful completion of the site-based certification plan and the superintendent's positive recommendation, the bureau, according to the requirements of RSA 21:5-N:7, I, shall issue the credential with the endorsement sought by the applicant.

(o) Once a plan is filed with the bureau, the educator may obtain employment in a similar position in another school district provided that:

(1) The bureau is notified in writing of the change in place of employment; and

(2) The revised plan is:

a. Approved by the mentor in the district to which the educator is moving;

b. Signed by the superintendent in the district to which the educator is moving; and

c. Resubmitted to the bureau for approval.

Readopt with amendment and renumber Ed 505.03, effective 10-11-19 (Document #12897, Interim), as Ed 505.06 to read as follows:
Ed 505.036 Alternative 3: Demonstrated Competencies and Equivalent Demonstrated Competencies. Applicants who qualify under any of the following demonstrated competency pathways shall meet the requirements of Ed 505.01 and Ed 505.03, as applicable, and apply for the pathway following the procedures outlined in Ed 505.07 through Ed 505.09.

(a) Alternative 3A relative to demonstrated competencies and equivalent experiences shall require:

(1) An applicant for a credential to have acquired competencies, skills and knowledge through means other than Ed 505.01 or Ed 505.02;

(2) An applicant to hold a bachelor’s degree prior to submitting documentation that the applicant meets the required competencies;

(3) An applicant to have at least 3 months of full-time continuous experience as an educator in the area of endorsement; and

(4) Three parts, a written application, submission of documentation that the applicant meets the required competencies in the area of endorsement, and an oral interview process as described below:

a. Individuals seeking a credential through this section shall submit to the bureau:

1. A completed application form required by Ed 508.03;

2. Documentation that the applicant meets the required competencies, which may include, depending on the area of endorsement, documentation in the following forms:

   (i) Written materials;

   (ii) Videotapes;

   (iii) Audiotapes; and

   (iv) Art portfolio;

3. Official college or university transcript(s); and

4. A letter from the employer verifying that the applicant has completed at least 3 months full-time experience in the area of endorsement for which a credential is sought;

b. Upon receipt of the materials listed in (4) requesting processing pursuant to Ed 505.03, the bureau shall evaluate the materials to determine if the applicant qualifies for this application method by:

1. Reviewing the materials to determine if the application is complete; and

2. Notifying the applicant if any additional information is needed to complete the application process;
c. If the bureau determines that an individual does not qualify under this method, the bureau shall:

1. Notify the individual in writing within 15 days of its decision;

2. Provide the reasons for the determination, which shall include a written explanation stating why the materials the applicant has submitted are not acceptable and how they can be corrected; and

3. Recommend another appropriate application method if one is available;

d. Upon the determination by the bureau that the application is complete and qualifies under this method, the applicant shall attend a meeting with the review board;

e. At the meeting with the review board under d. above, the board shall review the applicant’s application, including the written application, transcript(s), and documentation that the applicant meets the required competencies in the area of endorsement and ask the applicant questions based upon the materials submitted;

f. The review board shall make a written recommendation to the administrator, based upon:

1. Its evaluation of the applicant’s written application;

2. Its evaluation of the quality of the applicant’s documentation of meeting the required competencies in the area of endorsement, after considering:

   (i) The materials submitted to provide the documentation; and

   (ii) The applicant’s oral responses to the board’s questions regarding the documentation;

3. Whether the applicant’s college or university transcript(s) demonstrates sufficient mastery of the subject matter for which the applicant seeks to be credentialed; and

4. Whether or not the bureau has received the letter verifying experience as required under Ed 505.03(a)(4)a.4.;

g. After reviewing the review board’s written recommendation and the applicant’s application and portfolio, the administrator shall:

1. Grant certification if the administrator determines that the applicant meets the education and experience requirements of Ed 504.031(d); or

2. Deny certification if the administrator determines that the applicant does not meet the education and experience requirements of Ed 504.031(d);

h. The administrator shall issue a decision in writing stating the reasons for the administrator’s decision under g. above; and
An applicant may appeal a decision made by the administrator to deny an application for a credential under this part pursuant to Ed 200.

(b) The oral interview review board shall be appointed by the bureau as follows:

(1) The review board shall consist of a member of the department and 2 other members; and

(2) The 2 members who are not department employees shall:

   a. Hold valid credentials as experienced educators in the area of endorsement; and

   b. Be employed in the subject area in which the applicant is seeking to obtain a credential.

(c) The department shall pay a stipend for each member on the oral interview review board who is not a department employee. The stipend may be paid to the member or used by the school district where the member is employed to pay for a substitute teacher for the member while the member is serving on the review board.

(d) Alternative 3B relative to demonstrated competencies and equivalent experiences, national or regional examination, shall consist of the following:

(1) Individuals shall be eligible for a New Hampshire credential who possess:

   a. A national level or regional certification which has been validated in the individual’s endorsement area achieved by passing a national or regional examination designed to assess the individual’s skills in the area in which the individual seeks certification; or

   b. Proof of completion of a specialized program, such as, but not limited to, a bachelor’s degree in social work, culminating in a bachelor’s degree from a college or university accredited by a recognized national, regional, or state accrediting agency; and

(2) Applicants under this paragraph shall apply for a credential by submitting official documentation as identified in (1) along with an application for certification pursuant to Ed 508.03 to the bureau with the appropriate filing fees and accompanying documentation as required by Ed 508.

(e) Alternative 3C, relative to demonstrated competencies and equivalent experiences, shall consist of the following for superintendent, principal, special education administrator, curriculum administrator, business administrator, or career and technical education director:

(1) An applicant for certification as a superintendent under this paragraph shall qualify if the bureau determines, using transcript analysis, that he or she meets the requirements specified in Ed 506.01(a)(3);

(2) An applicant for certification as a principal under this paragraph shall qualify if the bureau determines, using transcript analysis, that he or she meets the requirements specified in Ed 506.04(a)(2)b.2.
(3) An applicant for certification as a special education administrator under this paragraph shall qualify if the bureau determines, using transcript analysis, that he or she meets the requirements specified in Ed 506.07(d);

(4) An applicant for certification as a curriculum administrator under this paragraph shall qualify if the bureau determines, using transcript analysis, that he or she meets the requirements specified in Ed 506.05(b)(2)b.2;

(5) An applicant for certification as a Business Administrator under this paragraph shall qualify if the bureau determines, using transcript analysis, that he or she meets the requirements specified in Ed 506.03(a)(2)a;

(6) An applicant for certification as a career and technical education director under this paragraph shall qualify if the bureau determines, using transcript analysis, that he or she meets the requirements specified in Ed 507.01(a)(2)b.2.

(a) Applicants for demonstrated competencies through portfolio and oral board reviews shall qualify for a beginning educator license or added endorsement on an existing license as follows:

(1) Holding the minimum degree required for the endorsement area;

(2) Having at least 4 months of continuous full-time or full-time equivalent experience as an educator in the endorsement area;

(3) Documentation of meeting any additional endorsement-specific requirements;

(b) Applicants for demonstrated competencies through national or regional licensure shall qualify for a beginning educator license or added endorsement on an existing license by holding the minimum degree requirements for the endorsement sought, meeting any additional endorsement specific requirements and meeting one of the following requirements:

(1) Current national board certification in the area of endorsement from the National Board for Professional Teaching Standards;

(2) A current national license in school psychology (NCSP) by the national association of school psychologists for an endorsement in school psychology; or

(3) A current US department of defense educator license;

(c) Applicants for an administrator endorsement, as defined in Ed 501.02(a), through demonstrated competencies shall qualify for a beginning educator license or added endorsement on an existing license by holding the minimum degree requirements for the endorsement sought, meeting any additional endorsement specific requirements, and meeting endorsement-specific knowledge and skills competencies as determined by transcript analysis; or

(d) Applicants for demonstrated competencies based on experience under an out-of-state endorsement on a full license shall qualify for a beginning educator license or added endorsement on an existing license by:

(1) Having held a comparable license from a state other than New Hampshire within the last 7 years, verified by the department; and
(2) Having 3 years of educator experience in the last 7 years working in the endorsement area being sought while licensed in that endorsement area, verified by the department.

Readopt with amendment and renumber Ed 508.01, effective 6-15-13 (Document #10363), as Ed 505.07 to read as follows:

Ed 508.0407–Application—Generally

General Application Instructions.

(a) Persons interested in holding New Hampshire credential(s) shall apply online or through paper application to the:

Bureau of Credentialing
Division of Program Support
New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301-3860

https://my.doe.nh.gov/myNHDOE/Login/Login.aspx

(b) Applications for credentials shall be investigated by the bureau for the purpose of verifying all application materials.

(c) An applicant shall use the appropriate application form as specified in Ed 508.02–Ed 508.05.

Persons interested in holding a New Hampshire educator credential shall complete and file an application with the bureau either online or by mail as follows:

(1) On the department website; or

(2) Bureau of Credentialing
Department of Education
101 Pleasant Street
Concord, NH 03301; or

(b) Applicants for any credential shall complete and file the appropriate form as follows:

(1) “Statement of Eligibility” form, August 2019 as outlined in Ed 505.05(a);

(2) “Application for Licensure – Educator Preparation Program Completer” form, August 2019, for all applicants seeking initial licensure or additional endorsements as outlined in Ed 505.04;

(3) “Recommended for Renewal Application” form, August 2019, for all New Hampshire licensed educators seeking to renew after recommendation pursuant to Ed 509.01;

(4) “DOE Renewal Application” form, August 2019, for all New Hampshire licensed educators seeking to renew directly to the bureau pursuant to Ed 509.02;

(5) “Application for Emergency Authorization” form, August 2019, for any unlicensed educator employed by a school district pursuant to Ed 504.04;
(6) “Paraeducator License Application” form, August 2019, for any applicant seeking a paraeducator license as pursuant to Ed 504.06 and Ed 504.07; and

(7) “School Nurse License Application” form, August 2019, for any applicant seeking a school nurse I, II, or III license pursuant to Ed 505.08 through Ed 505.10;

(8) “Name Change Request” form, August 2019, for any credential holder seeking a credential issued with an official name change;

(9) “Educational Interpreter/Transliterator for Children and Youth ages 3-21” form, August 2019, as outlined in Ed XXX.

(10) “Credential Verification Request” form, August 2019, for any credential holder seeking a verification letter pursuant to Ed 501.02(h);

(11) “Application for Licensure - Demonstrated Competencies” form, August 2019, for any applicant seeking licensure pursuant to Ed 505.06(b), Ed 505.06(c), and Ed 505.06(d);

(12) “Application for Licensure – Portfolio and Oral Board Review” form, August 2019, for all applicants seeking initial licensure pursuant to Ed 505.06(a);

(13) “Intern Authorization Application – Site-Based Licensing Plan” form, August 2019, as outlined in Ed 505.05;

(14) “Site-Based Licensing Plan Completer” form, August 2019, as outlined in Ed 505.05(f)(17);

(c) If an applicant provides a social security number on any application form, the social security number shall be used by the bureau for the purposes of generating data on teacher salaries or such other purposes as authorized by law including but not limited to RSA 161-B:11,VI-a.

(d) If an applicant chooses to have the department supply an alternative number, the department shall use the teacher number generated by the electronic educator information system and it shall be used as specified in (c) above.

(e) For Ed 505.07(13), if an assessment of an applicant’s background determines that some or all of the education requirements have been completed prior to application, the applicant shall not be required to repeat any requirement already completed.

(f) Filing of the completed application, supporting documentation, and application fee shall be the responsibility of the applicant.

Readopt with amendment and renumber Ed 508.06, effective 11-14-17 (Document #12418), as Ed 505.08 to read as follows:

Ed 508.068 Fees. Fees shall be paid in accordance with the following requirements:

(a) All checks or money orders for bureau of credentialing applications shall be made payable to “Treasurer, State of New Hampshire.” An application shall not be complete until all the application materials including the proper fee have been filed with the bureau.
(b) An application shall not be complete until all the application materials including the proper fee have been filed with the bureau. Payments shall be made either electronically at the time of application on the department website or by money order or cashier’s check, or school employer check on behalf of applicants, made payable to "Treasurer, State of New Hampshire," to the bureau as outlined in Ed 505.07(a).

(c) The required educator certification fees shall be in accordance with RSA 186:11.X(b), and the fee schedule set forth in Table 5085-1 below, with the following fees reflecting the actual cost of the service listed:

Table 5085-1 Bureau of Credentialing Fee Schedule

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>Initial Fee</th>
<th>Renewal Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative 3B Processing Fee</td>
<td>$300.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Beginner Educator Certificate (BEC)</td>
<td>$130.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Experienced Educator Certificate (EEC)</td>
<td>$130.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Endorsement—Add to BEC or EEC</td>
<td>$20.00 each endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>Intern License—Alternative 4 (up to 3 years)</td>
<td>$130.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Intern License—Alternative 5 (up to 2 years)</td>
<td>$130.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Master Teacher—National Level Certification</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Master Teacher—All other candidates</td>
<td>$800.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Paraprofessional I and II</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Permission to Employ</td>
<td>$50.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Statement of Eligibility</td>
<td>$50.00 each endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>School Nurse I—3 years with one time renewal option</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>School Nurse II</td>
<td>$0.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>School Nurse III</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Duplicate Certificate</td>
<td>$20.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Late Filing Fee—Renewal of any certificate after 6/30 each year</td>
<td>$50.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Table 505-1

| FEE SCHEDULE
<table>
<thead>
<tr>
<th><em>All fees are non-refundable and include processing fee.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Educator Preparation Program BEL/EEL (per endorsement)</td>
</tr>
</tbody>
</table>
| Site Based Licensing Plan
  Statement of Eligibility (per endorsement) | $50.00 |
  Intern Authorization (per endorsement) | $120.00 |
  Upgrade to BEL/EEL (per endorsement) | $120.00 |
| Demonstrated Competencies Portfolio/Oral Board
  Materials (per endorsement) | $50.00 |
  Portfolio Review/Oral Board (per endorsement) | $500.00 |
  BEL/EEL (per endorsement) | $120.00 |
| Demonstrated Competencies National/Regional exam/licensure BEL/EEL (per endorsement) | $120.00 |
Readopt with amendment Ed 508.02 through Ed 508.05, effective 6-15-13 (Document #10362), and renumber as Ed 505.09 to read as follows:

Ed 508.02 Application Form: Alternative 1.

(a) Applicants for a credential qualifying pursuant to Ed 505.01 shall provide the following required information or documents, except where specified as optional, on or with the form titled "Application for Certification, Alternative 1":

(1) Social security number, unless the applicant chooses to have the department supply an alternative number, subject to the provisions of (b) and (c) below;

(2) Date of birth;

(3) Name;

(4) Address;

(5) Sex, which may be specified at the option of the applicant;

(6) Telephone number;

(7) Date of application;

(8) Educational information, including the following:
a. Degree; 
b. Major;  
c. State; 
d. College;  
e. Date degree granted; and 
f. Official transcript(s) with seal and signature for each degree listed;  
(9) Educational employment record for last 7 years including: 
a. Dates;  
b. State;  
c. School district;  
d. Position;  
e. Assignment/subject;  
f. Grade level;  
g. Credential held;  
h. Number of years of any public school experience;  
i. Number of years of any non-public school experience; and  
j. Copy/copies of any teaching credentials held in other states;  
(10) Whether the applicant ever held a New Hampshire credential and, if so, the year it expired and the name under which it was issued;  
(11) Whether the applicant has ever been convicted of a felony and, if so, an explanation;  
(12) Whether the applicant has ever had a teaching credential revoked or suspended and, if so, an explanation;  
(13) Whether the applicant has ever been subject of an investigation for professional misconduct in New Hampshire, another state, or territory of the United States, or foreign country and, if so, an explanation;  
(14) Identification of ethnic origin, which may be specified at the option of the applicant, including one of the following categories:  
a. American Indian;
b. Asian/Pacific;

c. African-American/Non-Hispanic;

d. White/Non-Hispanic;

e. Hispanic;

f. Multi-ethnic; and

g. Other/do not wish to specify.

(b) If an applicant provides a social security number under (a)(1) above, the social security number shall be used by the bureau for the purposes of generating data on teacher salaries or such other purposes as authorized by law including but not limited to RSA 161-B:11,VI-a.

c. If an applicant chooses to have the department supply an alternative number, the department shall use the teacher number generated by the electronic educator information system and it shall be used as specified in (b).

d. The applicant shall request that the designated official of the college/university program certify in accordance with his/her college or university’s established format the applicant’s successful completion of the program by submitting a letter or electronic communication indicating or including the:

1. Year of graduation;

2. Type of program completed;

3. Field of preparation and code;

4. College seal;

5. Actual signature of certifying officer as opposed to rubber stamp if the submission is by letter or, in the case of an electronic communication, an electronic signature; and

6. Date of certification.

e. The applicant shall execute a declaration and verification statement for the application, consistent with the requirements of RSA 189:14-g.

(f) Filing of the completed application, supporting documentation and filing fee pursuant to Ed 508.06 with the bureau, shall be the responsibility of the applicant.

Ed 508.03 Application Form: Alternative 2–5.

(a) Applicants for a credential qualifying under Ed 505.02–Ed 505.05 shall provide the following required information or documents, except where specified as optional, on or with the form titled “Application for Certification: Alternative 2–5.”
(1) Social security number, unless the applicant chooses to have the department supply an alternative number, subject to the provisions of (b) and (c) below;

(2) Date of birth;

(3) Name;

(4) Address;

(5) Sex, which may be specified at the option of the applicant;

(6) Telephone number;

(7) Date of application;

(8) Educational information as follows:

a. Degree;

b. Major;

c. State;

d. College;

e. Date degree granted; and

f. Official transcript(s) with seal and signature for each degree listed.

(9) Educational employment record for last 7 years including:

a. Dates;

b. State;

c. School district;

d. Position;

e. Assignment/subject;

f. Grade level;

g. Credential held;

h. Total years of any public school experience;

i. Total years of any non-public school experience; and

j. Copy/copies of any teaching credentials held in other states.
(10) Whether the applicant has ever held a New Hampshire credential and, if so, the year it expired and the name under which it was issued;

(11) Whether the applicant has ever been convicted of a felony and, if so, an explanation;

(12) Whether the applicant ever had a teaching credential revoked or suspended and, if so, an explanation;

(13) Whether the applicant has ever been the subject of an investigation for professional misconduct in New Hampshire, another state, or territory of the United States, or foreign country and, if so, an explanation;

(14) Identification of ethnic origin, which shall be optional including one of the following categories:

a. American Indian;

b. Asian/Pacific;

c. African-American/Non-Hispanic;

d. White/Non-Hispanic;

e. Hispanic;

f. Multi-ethnic; and

g. Other/do not wish to specify.

(b) If an applicant provides a social security number under (a)(1) above, the social security number shall be used by the bureau for the purposes of generating data on teacher salaries or such other purposes as authorized by law including but not limited to RSA 161-B:11, VI-a.

(c) If an applicant chooses to have the department supply an alternative number, the department shall use the teacher number generated by the electronic educator information system and it shall be used as specified in (b).

(d) The applicant shall execute a declaration and verification statement for the application, consistent with the requirements of RSA 189:14-g.

Ed 508.04 Application Form: Superintendent, Assistant Superintendent, Principal Instructional Leader, Associate Principal.

(a) Applicants for a credential pursuant to Ed 506.01 shall provide the following required information or documents, except where specified as optional, on or with the form titled "Application for Certification as Superintendent, Assistant Superintendent, Principal Instructional Leader, or Associate Principal":

(1) Social security number, unless the applicant chooses to have the department supply an alternative number, subject to the provisions of (b) and (c) below;
(2) Date of birth;

(3) Name;

(4) Address;

(5) Sex, which may be specified at the option of the applicant;

(6) Telephone number;

(7) Date of application;

(8) Educational information, including the following:
   a. Degree;
   b. Major;
   c. State;
   d. College;
   e. Date degree granted; and
   f. Official transcript (s) with seal and signature for each degree listed;

(9) Educational employment record for last 7 years including:
   a. Dates;
   b. State;
   c. School district;
   d. Position;
   e. Assignment/subject;
   f. Grade level;
   g. Credential held;
   h. Number of years of any public school experience;
   i. Number of years of any non-public school experience; and
   j. Copy/copies of any credentials relating to teaching or school administration held in other states;

(10) Whether the applicant ever held a New Hampshire credential and, if so, the year it expired and the name under which it was issued;
(11) Whether the applicant has ever been convicted of a felony and, if so, an explanation;

(12) Whether the applicant has ever had a teaching or school administrative credential revoked or suspended and, if so, an explanation;

(13) Whether the applicant has ever been subject of an investigation for professional misconduct in New Hampshire, another state, or territory of the United States, or foreign country and, if so, an explanation; and

(14) Identification of ethnic origin, which may be specified at the option of the applicant, including one of the following categories:

a. American Indian;

b. Asian/Pacific;

c. African American/Non-Hispanic;

d. White/Non-Hispanic;

e. Hispanic;

f. Multi-ethnic; and

g. Other/do not wish to specify.

(b) If an applicant provides a social security number under (a)(1) above, the social security number shall be used by the bureau for the purposes of generating data on teacher salaries or such other purposes as authorized by law including but not limited to RSA 161-B:11, VI-a.

(c) If an applicant chooses to have the department supply an alternative number, the department shall use the teacher number generated by the electronic educator information system and it shall be used as specified in (b).

(d) The applicant shall request that the designated official of the college/university program to certify in accordance with his/her college or university’s established format the applicant’s successful completion of an educational administration program by submitting a letter indicating or including the:

(1) Year of graduation;

(2) Type of program completed;

(3) Field of preparation and code;

(4) College seal;

(5) Actual signature of certifying officer as opposed to rubber stamp; and

(6) Date of certification.
(e) The applicant shall execute a notarized signature declaration and verification statement for the application, consistent with the requirements of RSA 189:14-g.

(f) Filing of the completed application, supporting documentation and filing fee pursuant to Ed 508.06 with the bureau, shall be the responsibility of the applicant

Ed 508.05 Application Form: Business Administrator:

(a) Applicants for a credential pursuant to Ed 506.01 shall provide the following required information or documents, except where specified as optional, on or with the form titled "Application for Certification as Superintendent, Principal Instructional Leader, or Associate Principal":

1. Social security number, unless the applicant chooses to have the department supply an alternative number, subject to the provisions of (b) and (c) below;

2. Date of birth;

3. Name;

4. Address;

5. Sex, which may be specified at the option of the applicant;

6. Telephone number;

7. Date of application;

8. Educational information, including the following:

   a. Degree;

   b. Major;

   c. State;

   d. College;

   e. Date degree granted; and

   f. Official transcript(s) with seal and signature for each degree listed;

9. Educational or business management employment record for last 7 years including:

   a. Dates;

   b. State;

   c. School district or other employing entity;

   d. Position;
e. Credential held, if any;

f. Number of years of any public school business management experience;

g. Number of years of any non-public school business management experience;

h. Number of years of any business management experience in other than a school setting; and

i. Copy/copies of any credentials relating to educational management held in other states;

(10) Whether the applicant ever held a New Hampshire educational credential and, if so, the year it expired and the name under which it was issued;

(11) Whether the applicant has ever been convicted of a felony and, if so, an explanation;

(12) Whether the applicant has ever had a teaching or school administrative credential revoked or suspended and, if so, an explanation;

(13) Whether the applicant has ever been subject of an investigation for professional misconduct in New Hampshire, another state, or territory of the United States, or foreign country and, if so, an explanation; and

(14) Identification of ethnic origin, which may be specified at the option of the applicant, including one of the following categories:

a. American Indian;

b. Asian/Pacific;

c. African American/Non-Hispanic;

d. White/Non-Hispanic;

e. Hispanic;

f. Multi-ethnic; and

g. Other/do not wish to specify.

(b) If an applicant provides a social security number under (a)(1) above, the social security number shall be used by the bureau for the purposes of generating data on teacher salaries or such other purposes as authorized by law including but not limited to RSA 161-B:11,VI-a.

(c) If an applicant chooses to have the department supply an alternative number, the department shall use the teacher number generated by the electronic educator information system and it shall be used as specified in (b).
(d) The applicant shall request that the designated official of the college/university program to certify in accordance with his/her college or university's established format the applicant's successful completion of a business administration program by submitting a letter indicating or including the:

(1) Year of graduation;
(2) Type of program completed;
(3) Field of preparation and code;
(4) College seal;
(5) Actual signature of certifying officer as opposed to rubber stamp; and
(6) Date of certification.

(e) The applicant shall execute a notarized signature declaration and verification statement for the application, consistent with the requirements of RSA 189:14-g.

(f) Filing of the complete application, supporting documentation and filing fee pursuant to Ed 508.06 with the bureau, shall be the responsibility of the applicant.

Ed 505.09 Applicant, Employer, and Mentor Responsibilities for Timely Review and Processing by the Department.

(a) Within 30 days of receipt of any application outlined in 505.07(b), the department shall notify the applicant in writing that the application has been received and either:

(1) The application is complete and pending evaluation; or
(2) The application is incomplete and enumerate the items that the applicant must address in order for the application to be complete.

(b) An applicant shall respond to a notification of an incomplete application by submission of the requirements enumerated in accordance with (a)(2) above within 30 days of receipt of the notification and the department shall respond within 10 business days in accordance with (a)(1) or (2) above.

(c) If, within 30 days of initial notification of an incomplete application pursuant to (a)(2) above, the department does not receive the enumerated items pursuant to (a)(2) above, the application will be closed and the applicant shall be required to begin a new application, to include all fees in accordance with the fee schedule outlined in Ed 505.08.

(d) For applications outlined in Ed 505.07(b)(1)-(11), within 60 days of the department’s notification of a complete application in accordance with (a) and (b) above, the department shall send notification of:

(1) Approval in the form of the digital credential for which the applicant applied;
(2) Denial in writing that outlines the specific reasons for denial, including, but not limited to:
(a) A department confirmed violation of the code of conduct outlined in Ed 510.01 through Ed 510.04; and

(b) A determination that the applicant does not meet the requirements for the specified credential; or

(3) Conditional approval that outlines the specific areas that the applicant needs to address in order for the bureau to continue a full review of the application, to include an applicant timeline for completing the application requirements, not to exceed 120 days, after which, if the conditional approval does not result in an approval pursuant to (d)(1) above, or the applicant does not complete the application requirements within the timeframe allotted, the application will be closed and the applicant shall be required to begin a new application, to include all fees in accordance with the fee schedule outlined in Ed 505.08.

(e) For applications pursuant to Ed 505.07(b)(12), portfolio and oral board reviews, after notification by the department that the application is complete pursuant to Ed 505.09 (a) or (b) the following procedures shall apply:

(1) Within 30 days of receipt of a completed application, if the department determines that an individual:

a. Qualifies under this method, the department shall notify the applicant in writing by providing the applicant with portfolio submission instructions and requirements for oral board scheduling which shall include, but not be limited to:

1. Written materials;

2. Videotapes;

3. Audiotapes; and

4. Art portfolio; or

b. Does not qualify under this method, the department shall notify the individual in writing within 30 days of receipt of the completed application materials and:

1. Provide the reasons for the determination, including, but not limited to, the qualifying criteria outlined in Ed 505.06(a)(1) and (2), which shall include a written explanation stating why the materials the applicant has submitted are not acceptable; and

2. Recommend another appropriate application method if one is available;

(2) Within 30 days of receipt of a portfolio submission and appropriate fee in accordance with the fee schedule outlined in Ed 505.08, the department shall notify the applicant in writing that either:

a. The portfolio is complete and pending oral board scheduling; or
b. The portfolio is incomplete and enumerate the items that the portfolio must address in order for the portfolio to be complete;

(3) An applicant shall adhere to Ed 505.09(b) and (c) for completing a portfolio submission in accordance with Ed 505.09(e)(2)b. above;

(4) Upon determination by the department that the portfolio is complete, the department shall appoint a review board consisting of one member of the department and 3 members who hold a current experienced educator license in the area of endorsement in which the applicant is seeking to obtain a license;

(5) In an effort to complete a timely oral board review, if the department is unable to establish a review board, as outlined in (4) above, within 60 days of such determination the department shall be authorized to establish a review board consisting of department staff or licensed educators as described in (2) above.

(6) The review board shall review the applicant’s application, including documentation that the applicant meets the required competencies in the area of endorsement and, at the oral board review, ask the applicant questions based upon the materials submitted;

(7) The review board shall make a written recommendation to the department, based upon its evaluation of the quality of the applicant’s documentation of meeting the required competencies in the area of endorsement, after considering:

   a. The materials submitted to provide the documentation; and

   b. The applicant’s oral responses to the board’s questions regarding the documentation;

(8) Within 30 days of the conclusion and recommendation of the oral board interview the department shall issue a decision in writing stating the reasons for the decision under (7) above along with, if applicable, a beginning educator license or additional endorsement; and

(9) An applicant may appeal a decision made by the department to deny an application for a credential under this part pursuant to Ed 200.

(f) For applications pursuant to Ed 505.07(b)(13) the process for establishing a site-based licensing plan for an intern authorization credential resulting in full beginning educator licensure or additional endorsement shall be as follows:

(1) The candidate and assigned mentor pursuant to Ed 505.05(d) shall download and complete the site-based licensing plan materials on the department website;

(2) The site-based licensing plan shall be developed collaboratively and agreed to by the candidate, the mentor, and the superintendent or head of school;

(3) Within 60 days of the candidate’s first day of employment in the role of the endorsement of the plan, the superintendent or head of school shall upload the completed, approved, and signed site-based licensing plan into the department’s educator information system;
(4) Within 5 business days of the upload specified in (3) above, the candidate shall complete and file a “Intern Authorization Application – Site-Based Licensing Plan” form, August 2019, along with the appropriate fee pursuant to Ed 505.08;

(5) The department shall review the plan to ensure all of the following are included:

   a. An assessment of the competencies of the applicant as enumerated in Ed 505.03, if applicable, and the endorsement area enumerated in Ed 506, Ed 507, or Ed 508 as applicable based on the endorsement sought;

   b. A plan that includes the competency to be acquired, the activity to be undertaken, the projected completion date, and the evidence to be provided upon completion which are directly related to, and substantiate meeting, the competency within the period of the plan;

   c. Activities that will be undertaken to acquire the competencies in b. above, which shall include, but not be limited to:

      (i) Additional coursework;

      (ii) On the job training; and

      (iii) Professional development; and

   c. A signature page which certifies that the plan was developed collaboratively and agreed to by the applicant, the mentor, and the superintendent or head of school;

(6) The department shall, within 30 days of receipt of an “Intern Authorization Application – Site-Based Licensing Plan” form, August 2019, notify the applicant that either:

   a. The plan is complete and pending evaluation; or

   b. The plan is incomplete and enumerate the items that the applicant must address in order for the application to be complete;

(7) An applicant shall respond to a notification of an incomplete application by submission of the requirements enumerated in accordance with (6)b. above within 30 days of receipt of the notification and the department shall respond within 10 business days in accordance with (6)a. or b. above;

(8) If, within 30 days of receipt of notification of an incomplete application pursuant to (6)b. above, the department does not receive the enumerated items pursuant to (6)b. above, the application will be closed and the applicant must start over with a new application, to include all fees in accordance with the fee schedule outlined in Ed 508.06;

(9) Within 60 days of the department’s notification under (f)(6)a., or an applicant’s response and department’s notification under (f)(7), that the plan submission is complete, the department shall send written notification to the superintendent and the applicant of either:
a. Approval in the form of an intern authorization in the endorsement area for which the applicant applied, if the department determines that:

1. The assessment of the competencies of the applicant meet the requirements as enumerated in Ed 505.03, and the endorsement area enumerated in Ed 506, Ed 507, or Ed 508 as applicable based on the endorsement sought;

2. The plan, including the competency to be acquired, the activity to be undertaken, the projected completion date, and the evidence to be provided upon completion, are directly related to and will substantiate meeting the competency within the period of the plan; and

3. The plan was developed collaboratively and agreed to by the applicant, the mentor, and the superintendent or head of school; or

b. A determination that the plan does not meet the requirements and requests a plan revision pursuant to the timeline outlined in Ed 505.09(f)(9)a. 1. through 3. above;

(10) An applicant shall respond to a notification of a plan revision in accordance with Ed 505.09(f)(7) and (8) above;

(11) Upon approval of the plan, the department shall grant an intern authorization valid for up to 3 years from the first date of employment in the endorsement area sought, to coincide with the time period in the plan, limited to no more than twice per endorsement;

(12) A site-based licensing plan shall be canceled, and the intern authorization shall automatically expire, if the applicant fails to attain the skills and knowledge agreed to by the applicant within the time frame specified by the plan;

(13) The department, at the request of the superintendent or head of school, may grant an extension to the intern authorization period of not more than one year to accommodate an issue outside of the applicant’s control which prevents timely completion of the plan. Such issues shall include, but not be limited to:

a. Illness of the applicant or immediate member of the applicant’s family; and

b. Availability of a required course within the timeframe of the plan where no comparable course is available;

(14) The superintendent or head of school, in consultation with the mentor, shall file a report at the end of each school year attesting to the applicant's progress toward meeting the requirements of the plan;

(15) Once a completed plan is filed with the department, the applicant may:

a. Obtain employment in a similar position with another school employer provided that the duration for plan completion does not change and:

   1. The department is notified in writing of the change in place of employment; and
2. The plan is revised as follows:

   i. Approved by the mentor assigned in the new school of employment;

   ii. Approved by the superintendent or head of school in the new school of employment; and

   iii. Resubmitted to the department for approval pursuant to the timeline outlined in Ed 505.09(f)(6)-(10);

b. Have an intern authorization deactivated upon loss of employment until such time as the educator gains employment with another employer as described in (15)a. above. The total duration of time employed under an active plan shall not exceed 3 years, limited to no more than twice per endorsement;

(16) The superintendent or head of school shall complete and upload to the educator information system (EIS) a final report upon the intern’s completion of the approved site-based licensing plan which shall be signed by the intern, the superintendent or head of school and the mentor;

(17) Within 5 business days of the upload specified in (16) above, the intern shall complete and file a “Site-Based Licensing Plan Completer” form, August 2019 along with the appropriate fee pursuant to Ed 505.08;

(18) The department shall review the final report to ensure all of the following are included:

   a. A copy of the plan, including the competency to be acquired, the activity to be undertaken, the projected completion date, and the evidence to be provided upon completion;

   b. The evidence of plan completion;

   c. A signature page which certifies that the completed plan was reviewed and approved by the applicant, the mentor, and the superintendent or head of school;

(19) The department shall, within 30 days of receipt of an “Site-Based Licensing Plan Upgrade to Full Licensure” form, August 2019, notify the applicant that either:

   a. The application is complete and pending evaluation; or

   b. The application is incomplete and enumerate the items that the applicant must address in order for the application to be complete;

(20) An applicant shall respond to a notification of an incomplete application by submission of the requirements enumerated in accordance with (19)b. above within 30 days of receipt of the notification and the department shall respond within 10 business days in accordance with (19)a. or b. above;
(21) If, within 30 days of receipt of the department’s initial notification of an incomplete application pursuant to (19)b. above, the department does not receive the enumerated items pursuant to (19)b. above, the intern authorization shall expire in accordance with Ed 509.09(f)(12);

(22) Within 60 days of the department’s notification under (f)(19)a., or an applicant’s response and department’s notification under (f)(20), that the application is complete, the department shall send written notification to the superintendent and the applicant of either:

a. Approval in the form of an intern authorization in the endorsement area for which the applicant applied if the department determines that the final report documents confirm that the intern has met all the competencies and requirements for full licensure; or

b. A determination that the application if the department determines that the final report does not reflect the documentation required by the approved plan to indicate that the candidate has met all of the competencies and requirements for full licensure and outlines the documentation required to support completion of the plan;

(23) Upon receipt of notification that the department does not approve the application in accordance with (22)b. above, the superintendent or head of school shall, within 10 business days, upload the required documentation to support completion of the plan or the intern authorization shall expire in accordance with Ed 509.09(f)(12);

(25) Applicants shall receive a beginning educator license or added endorsement on an existing license after approval by the department pursuant to (22)a. above.

Appendix I

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