**New Hampshire Department of Education**

**Bureau of Credentialing**

**Demonstrated Competency: Transcript Analysis**

**Ed 506.02 Assistant Superintendent**

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| **(a)** | To be eligible for licensure as an assistant superintendent, an individual shall: | | |
| **(1)** | Meet the requirements of Ed 505.03 and Ed 505.04; | |
| **(2)** | Have completed at least 3 years of experience as an education administrator, as described in Ed 506.03 through Ed 506.08, in a k-12 setting; | |
| **(3)** | Have completed one of the following: | |
| **a.** | A state-approved master’s level degree in education administration or educational leadership from an institution accredited by a regional accrediting body approved by the U.S. Department of Education; or |
| **b.** | A master’s level degree in education or related field and a state board of education-approved district-level administration mentorship program under a licensed superintendent; and |
| **(4)** | Apply for licensure following the application procedures outlined in Ed 505.08 through Ed 505.10. | |

* Submit a completed copy of the ***Ed 505.04 Professional Education Requirements for Educational Administrators*** document unless you have been fully licensed in another Education Administrator endorsement. Upload it to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Submit a completed copy of the ***Ed 505.03 Professional Education Requirements*** document if you did not previously hold a full professional educator license in a teacher or instructional specialist endorsement for which New Hampshire requires having met the general pedagogy standards. Upload it to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Documentation of such licensure in a state other than New Hampshire will be required. Upload a copy of your license from another state to your EIS account as ***Out of State Educator Credential*** document type.
* If relevant employment experience was not in a New Hampshire school and already reflected in your EIS account please upload a signed employment verification letter from the employing school/district/SAU’s central office (as an ***Experience as an Educator*** document type) documenting:
* Dates of employment
* Part-time or full-time status by year
* Role or assignment (including grade span) by year
* If any of the above documentation is already in your file you do not need to upload it again.