**New Hampshire Department of Education**

**Bureau of Credentialing**

**Demonstrated Competency: Transcript Analysis**

**Ed 506.06 Principal**

**Directions:** For each license standard below please identify the specific course (or courses) by which you believe it was met. Every standard must be met by formal college coursework reflected on an official transcript from an accredited institution. Please be certain that all relevant transcripts have been uploaded to your Educator Information System (EIS) file.

In the right-hand column of the table below indicate the following to inform the transcript analysis process:

* Institution – the college or university from which the course was taken. Standard initials are acceptable (e.g., UNH for University of New Hampshire).
* Course number and name – as it appears on the transcript. For example: *ED 6410 Dynamics Ed Reform/Sys Change*.

Upload this completed document to your EIS account as ***DCTA Courses to Standards CW*** document type. An evaluator will determine whether the course sufficiently addresses the respective standard. Depending on availability of information from the institution you MAY be required to submit additional documentation to support your application. It is the applicant’s responsibility to document compliance with all license requirements.

**Please Note:**

* In addition to this document the applicant must also submit the ***Ed 505.04*** ***Professional Education Requirements for Educational Administrators*** document if not previously a holder of a full professional education administrator license as defined in Ed 501.02. If required, please upload this to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Applicants whose previous full professional licensure was not for a teacher or instructional specialist endorsement for which New Hampshire requires having met the general pedagogy standards must additionally submit the ***Ed 505.03 Professional Education Requirements*** document. If required, please upload this to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Documentation of relevant licensure in a state other than New Hampshire might 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) including:
* 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.

Completed by the candidate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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| **(a)** | To be eligible for licensure as a principal, an individual shall: | | | | |
| **(1)** | Meet the requirements of Ed 505.03, Ed 505.04, and (b) below; | | | |
| **(2)** | Have completed at least 3 years’ experience as a teacher, instructional specialist, educational specialist, or education administrator; | | | |
| **(3)** | Have one of the following: | | | |
| **a.** | Completed a state-approved master’s level program leading to school principal licensure from an institution accredited by a regional accrediting body approved by the U.S. Department of Education; or | | |
| **b.** | Completed a master’s program in education or related field and demonstrated: | | |
|  | **1.** | The competencies, skills, and knowledge as listed in (b) below; and | |
|  | **2.** | Meet the requirements as outlined in Ed 505.03 and Ed 505.04; and | |
| **(4)** | Apply for licensure following the application procedures outlined in Ed 505.08 through Ed 505.10. | | | |
| **License Standard** | | | | | **Institution/Course Number & Name** |
| **(b)** | To be eligible for licensure as a principal, a candidate shall have the following skills, competencies, and knowledge: | | | | |
| **(1)** | In the area of educational leadership, the candidate shall have the ability to: | | | |
| **a.** | Facilitate the development, articulation, implementation, and stewardship of a vision of learning supported by the school community; | |  |
| **b.** | Listen, analyze and respond clearly and appropriately to issues related to the needs of the school community; and | |  |
| **c.** | Shape the educational plan and actions within the school reflecting the district's mission, planning, and assessment processes; | |  |
| **(2)** | In the area of the knowledge of school culture and instructional programs, the candidate shall have the ability to: | | | |
| **a.** | Establish clear goals, a vision and expectations for students, with assessment processes in place, promoting student growth and development; | |  |
| **b.** | Demonstrate knowledge of learning and motivational theories and has the ability to create and implement research-based strategies while providing support for educators; | |  |
| **c.** | Encourage educators to design, implement, evaluate or refine curriculum and has a functional knowledge of existing curriculum across disciplines; | |  |
| **d.** | Demonstrate knowledge of effective teaching practices, acknowledge current methods and practices, and demonstrate the ability to evaluate and improve the school's educational program; and | |  |
| **e.** | Understand the change process and recognize the levels of individual and institutional change; | |  |
| **(3)** | In the area of management of the organization, operation, and resources for a safe, efficient, effective, and positive learning environment, the candidate shall have the ability to: | | | |
| **a.** | Provide a safe school environment and plan and execute systematic emergency drills, training, and revisions as needed; | |  |
| **b.** | Recognize and communicate facility maintenance needs with appropriate personnel to resolve concerns; | |  |
| **c.** | Manage human resources responsibly, efficiently, and effectively in a collaborative manner while addressing staff needs; | |  |
| **d.** | Generate reports and maintain records in an efficient, timely and succinct manner while preserving confidentiality; and | |  |
| **e.** | Demonstrate knowledge of school cultures and gather feedback to develop and maintain a positive school climate; and | |  |
| **f.** | Demonstrate knowledge of following policies, laws, and regulations; and | |  |
| **(4)** | In the area of the knowledge of how to develop local district goals, the candidate shall: | | | |
| **a.** | Develop professional goals that align with building and district level goals; and | |  |
| **b.** | Collaboratively develop and implement building level goals. | |  |