



NH Department of Education
**Bureau of
Credentialing**



January 2024

Happy New Year!

The Bureau of Credentialing is pleased to announce we will be publishing a quarterly newsletter. Submit suggestions for future topics through our [Suggestions option in our Help Desk](#).

Recap of changes in 2023

Repeal of [Endorsements](#)

- School Speech-Language Specialist 4/14/23
- Comprehensive Agriculture 5/12/23
- Comprehensive Marketing 5/12/23
- Business Administrator 7/1/23

[Criminal History Record Check Clearance](#)

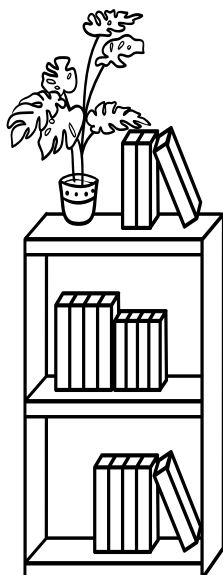
- School Bus Driver, Professional Educator Preparation Program (PEPP) Candidate, First-Time Applicant (as of 6/2/23, Transportation Monitor is now the responsibility of the SAU)

Updated [Critical Shortage List](#)

9/1/23 [Emergency Authorization](#)

- Authorization of a second consecutive year 6/2/23
- Available for all educator endorsements (except IDEA restricted) 7/31/23

Keep up to date on changes as they occur with our [Important Announcements](#).



Important
Upcoming Events



[Employer Yearly
Credentialing Calendar](#)

[Recommended Renewal
Submission](#)

[Professional Development
Master Plan](#) (due 4/30/24 for
those expiring 6/30/2024)

Is your potential new hire
authorized for employment?

[Credentialing Employment
Guide](#)

Are your current staff
members credentialed for
their roles?

[Review
Assignments/Credentials](#)

[Check Credential Status](#)



Site-Based Licensing Plan (SBLP) Check-In

Touch base with [Site-Based Licensing Plan](#) candidates to ensure they are on track for full licensure.

- SBLP new hires for 23-24 should have already submitted Beginning of Plans. If an Intern Authorization has not yet been issued, check to see if a [revision has been requested](#).
- Confirm with candidates holding issued Intern Authorizations that plans are progressing. If changes need to be made to a NHED-approved plan, an [amendment may be submitted](#).
- Candidates preparing to submit End of Plans also already holding an issued Beginning or Experienced Educator License expiring 6/30/2024 should be recommended for renewal, apply for renewal, and await renewal issuance before having an End of Plan uploaded. Failing to do so may result in receiving a renewed license missing the newly upgraded SBLP endorsement.

Tips for [Expedited Review Requests](#)

- ✓ Confirm with candidate that an application has been submitted.
- ✓ One expedited review request per candidate should come from the Superintendent's office.
- ✓ Applications requiring a Criminal History Records Check Clearance can be reviewed, but not issued until the Clearance is issued.



Reminder

[Recommended Renewals](#) by employers with NHED approved Professional Development Master Plans can be submitted after 1/1/2024 for educators with licenses expiring 6/30/2024.



Text Notifications

The Educator Information System (EIS) has a new text notification option! Credentialing applicants can [opt in to receive text notifications](#) for email communications sent through EIS.

Resources

Credentialing:

[NHED Credentialing Website](#)

[Credentialing Knowledge Base and Help Desk](#)

Canvas Courses:

[Site-Based Licensing Plan - Candidate](#)

[Site-Based Licensing Plan - Employer](#)

[Educator Information System \(EIS\) for Employers](#)

Administrative Rules Process:

[Rule Adoption Status](#)

[Professional Standards Board](#)

[State Board of Education](#)

Other:

[NHED Press Releases](#)

[NHED Technical Advisories](#)

[myNHDOE Local Security Administrators](#)