



NH Department of Education

## Bureau of Credentialing



### April 2024

#### Welcome Spring!

Catch up on previous quarterly newsletters in our [Knowledge Base](#). Submit suggestions for future topics through our [Suggestions option in our Help Desk](#).

#### Credentialing Data Submission Changes throughout 24-25 school year ([iNHDEX](#))

- Submission Course renamed Course Assignments
- Superintendents, other Administrators, School Counseling Director and School Nurse will be reported through the new Common Database Interface accessed through myNHDOE.
- Employers will no longer be able to manually edit assignments in EIS (implementation timing TBD).
  - All changes in assignments will need to be made through a Course Assignments submission.
  - Once EIS rolls over to the new school year, Site-Based Licensing Plans will not be able to be uploaded until the Course Assignments submission is completed.
- Contact [scott.s.cavanagh@doe.nh.gov](mailto:scott.s.cavanagh@doe.nh.gov) with any further questions about iNHDEX.

#### Other updates:

- [Middle Level Science 5-9 transition](#)
- Mailing Address:  
All USPS and carrier deliveries (FedEx, UPS, etc) must be addressed to **New Hampshire Department of Education, Bureau of Credentialing, 25 Hall Street, 3rd Floor, Concord, NH 03301.**

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

Important  
Upcoming Events



[Employer Yearly  
Credentialing Calendar](#)

[Recommended Renewal  
Submission](#)

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 [SBLP](#) 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](#). **Superintendents are now automatically emailed when a revision request is made.**
- 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.



### Reminders

#### [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.

#### **Please encourage non-returning educators to:**

- download a copy of their activities from the employer's professional development system
- add a personal email to their myNHDOE account to provide easy password reset once the work email is inactivated
- become familiar with the process for renewing directly with our office: [DOE Renewal Instructions](#)

## 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](#)