

Certification Renewal Process

All Certified Educators must:

- By March 15th, submit Frontline Portfolio to the SAU office:
 - **Teachers/Administrators** must have at least **30 content hours** of professional development activities **for each area of certification held** (if more than one certification area, please indicate or highlight which hours are for each area), **plus 45 non-content hours**. (1 certification area = 75 total hours; 2 certification areas, i.e. General Spec Ed and El Ed = 105 total hours).
 - **Paraeducators** must have **50 professional development activity hours**.

If you are new to the district and have approved PD hours (within this cycle) from a previous school district, submit a copy along with a cover letter summarizing the hours to Mr. Hassett for his approval of those hours towards your renewal. These hours do not get entered into Frontline.

Once documentation has been received and reviewed, the Superintendent will then recommend you for renewal through the Educator Information System (EIS) that is accessed online through MyNHDOE Single Sign-on System. Carol Fogarty will notify you via email when you have been recommended for renewal. Please see the *NHDOE Renewal for Educators* document for further instructions to complete the renewal process online through MyNHDOE and the Educator Information System (EIS).

If you need help with your MyNHDOE log-on or you have any questions please don't hesitate to contact Carol at cfogarty@hdsd.org or 464-7713.

