2018 Recertification Instructions

Recertification-must be completed by April 30th, 2018

Your completed and approved PL Hours are displayed in "My Portfolio" under "View All." 75 hours for one certification.
30 additional hours are needed for each additional endorsement

**Please be sure your activities titles are specific and that the variety of activities reflects a professional looking PL Portfolio!

To view your hours select "View All" using left hand side menu and there you can view your approved activities and hours by each school year.

If you use the View Licensure option be sure to set the date range to 5/1/2015 to 4/30/18
*Please note that sometimes the view licensure option doesn't display every approved activity.

Remember the date range for Activities for this Recertification Cycle is 5/1/2015 to 4/30/18!

Your Portfolio should reflect
Professional Activities that align
with your goals and your teaching
assignment. You may also include
PL Activities aligned to additional
endorsements but they should not
constitute the major portion of the
Portfolio.

Be sure to complete the Goals Reflection & Eval. Form prior to submitting the Recertification Form.

Recertifications will be processed on the "Recertification Form" in MLP located on the left hand menu of the main MLP page under "PL Activity Form."

Fill out the form and submit it.

Once the "Recertification Form" is submitted It will be reviewed and approved by the SAU office. After June 1st- go onto the NH myDOE site to complete your recertification process.