

## Recertification Instructions

Those of you who have certification that are up for renewal this June 30th will be recommended for renewal through the Department of Education website. Once that District has done the recommendation, you will need to do the following to renew your certification:

1. Go to <https://my.doe.nh.gov>
2. Enter your username and password (single sign-on information)
3. Click on Renew Your Credentials Here
4. Click on the word "apply" on the far right-hand side
5. Complete steps 1-7, making changes as needed to the information and entering your credit card information to pay
6. Hit the submit button to finalize.

Once you have completed the recertification process, the DoE will send you a hard copy of your new certification.

If you have issues with your username or password, please click on forgot username/password.

**\*\*PLEASE REMEMBER TO SEND A COPY OF YOUR NEW CERT TO THERESA AT THE SAU OFFICE\*\***