



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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SECRETARY-DESIGNATE, PUBLIC EDUCATION

SUSANA MARTINEZ
GOVERNOR

August 31, 2017

MEMORANDUM

TO: District Superintendents and Charter School Leaders
FROM: Rebecca Reyes, Director of Professional Licensure Bureau
RE: **Health Assistant- Temporary Certificate**

Effective immediately, the Professional Licensure Bureau will issue a one year temporary certificate to incoming school health assistants who are still completing the required NM Department of Health training for school health assistants. This is a one year certificate and may not be renewed.

The following items will be required in order to qualify:

- Initial Application
- \$35 application fee (cashier's check or money order)
- Completed superintendents verification form for school health assistant
- Proof of current First Aid certification through American Red Cross or National Safety Council
- Proof of current CPR certification through American Red Cross or National Safety Council
- Completed and clear background check done for TEACHER LICENSURE

Applicants will need to complete and submit proof of completion for the NM Department of Health training session prior to their temporary certificate expiring in order to receive the full 3-year license.

Scheduled dates for the 2017-2018 school year are as follows:

- September 21st through September 22nd
 - October 19th through October 20th
 - February 1st through February 2nd
- ** These dates change annually and should be verified each school year**

Feel free to contact a licensure consultant should you need additional assistance. A consultant can be reached via telephone at 505-827-1436 or by email at LicensureUnit@state.nm.us

RR/mg