



## Initial Administrative License Checklist

Licensee's Name:

File Number:

Application Date:

Issue/Review Date:

Consultant's Name: .

License Type: 100 – 3B

### **Documents Required:**

☐ Social Security number provided, (Copy of card needs to be provided, if social not placed on application)

☐ Official Bachelor's Degree from a regionally accredited college or university **AND**

☐ Official Master's degree from a regionally accredited college or university

☐ 18 graduate hours in educational administration **OR**

☐ 18 graduate hours in educational administration MBA (Woodrow Wilson Fellowship-NMSU or UNM ONLY) **OR**

☐ CES (Principal Leadership Development) or Carlsbad Alternative educational administration program

☐ Apprenticeship/internship that consists of a minimum of 180 clock hours (transcripts need to have Internship I and II, if completed an internship at the school need a letter from the superintendent stating how they opened and closed the school for the full 160 days and met the HOUSE competencies)

☐ Level 2 ☐ Level 3A- Teacher License **OR**

☐ Level 2 ☐ Level 3- Instructional Support Provider

☐ Passage of the Content Knowledge Assessment in Education Administration

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### **For office use only:**

☐ Email sent requesting:

☐ Level 3B: 5-year license issued

Comments: