

# Application for ENDORSEMENTS

**Do not send this form if you are applying for licensure and have already checked endorsements on that form!** Applicants may apply for multiple endorsements at the same time. An application and processing fee are valid for (one) 1 year from date of receipt. The processing fee is non-refundable.

<http://webnew.ped.state.nm.us/bureaus/licensure/>

## All applications for additional Endorsements must include the following to be considered complete

- Application processing fee of \$95.00 in the form of a money order or cashier's check made payable to the "New Mexico Public Education Department."
- Application form, completed in full, signed, and dated.
- Official sealed transcripts from all regionally accredited colleges/universities attended.
- If you took a New Mexico exam (NMTA), indicate it on the application. Scores are electronically sent directly to PED from the testing company, if you selected this option during your test registration.
- If you took a comparable exam from another state, submit a copy of the score report with your application.
- If applying for a bilingual endorsement and course work has been completed, a score report for *Prueba de Español para Certificación Bilingüe* must be submitted.
- If you are a **Veteran, Military Service Members and Military Service Spouses**, provide a copy of a DD 214, current military identification card, your marriage license and a copy of your spouse's current orders for mobilization/deployment.

## Additional Information

- An endorsement is attached to a teaching license and designates the subject matter area in which a teacher has specialized and is eligible to teach.
- Core area endorsements of language arts, social studies, mathematics, & science are not added to an elementary, special education and/or Birth-Pre K or Pre K-Grade 3.
- Applicants are responsible for knowing whether they are eligible for endorsement(s) based on New Mexico endorsement competencies. See <http://www.ped.state.nm.us/div/ais/lic/competencies/index.html>.
- Eligibility for endorsement(s) is based on the credentials provided by the applicant.

## Coursework Requirements

- A minimum of 24-36 semester hours of credit in the subject matter area for an elementary teaching license OR passage of a Content Knowledge Assessment in the subject matter area;
- A minimum of 24-36 semester hours of credit in the subject matter area with 12 of those hours earned at the upper division level (300 & above) for middle level, k-12 and secondary teaching licenses AND;
- Passage of a Content Knowledge Assessment in the subject matter area for the 1st endorsement. Adding additional endorsements requires either the exam or the semester hours except for Bilingual and Gifted

- Personal Checks will NOT be accepted
- Processing fees are non-refundable
- Money Order/Cashier's Check payable to "New Mexico Public Education Department."
- Any documents submitted for determination of licensure, will not be returned.

**INCOMPLETE APPLICATIONS WILL BE RETURNED**



NEW MEXICO PUBLIC EDUCATION DEPARTMENT  
 Professional Licensure Bureau  
 Mailing: 300 Don Gaspar, Santa Fe, NM 87501  
 Physical: 120 S. Federal Pl. #105, Santa Fe, NM 87501

**FOR OFFICE USE ONLY**

- Correct Fee - \$95
- Official sealed transcripts
- Copy of Passing Score of the CKA

**APPLICATION FOR ADDING AN ENDORSEMENT**

Use **Black Ink** to complete this form. Please print legibly.

Last Name	First Name	Middle Name	Former Name(s)	
Street Number or PO Box		City		State
Phone Number		E-mail Address		
Date of Birth (MM/DD/YY)		Sex (M-F)	Social Security No.	

1. Do you currently have a file and/or educator licensure in the State of New Mexico?  Yes  No  
 If "yes," what is your license file number? \_\_\_\_\_
2. Do you currently hold licensure in any other state(s)?  Yes  No  
 If "yes," in which other state(s)? \_\_\_\_\_ (Provide copies)
3. Are you employed or do you plan to be employed in education in New Mexico during this school year?  Yes  No  
 If "yes," where? \_\_\_\_\_ in what position? \_\_\_\_\_

**Teacher Licensure Opportunities for Veteran, Military Service Members and Military Service Spouses**

- Check** if you or your spouse is an active military member. *Please attach a copy of military identification card, your marriage license and a copy of your spouse's current orders for mobilization/deployment.*

**Endorsements**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Agriculture<br><input type="checkbox"/> Bilingual *<br><input type="checkbox"/> Business<br><input type="checkbox"/> Family & Consumer Science<br><input type="checkbox"/> Gifted Students<br><input type="checkbox"/> Health<br><input type="checkbox"/> History, Geography,<br>Economics,<br>& Government | <input type="checkbox"/> Information Technology Coordinator<br><input type="checkbox"/> Language Arts<br><input type="checkbox"/> Library/Media<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Modern, Classical & Native Language<br>(Spanish, German, French, etc.)<br><input type="checkbox"/> Performing Arts<br>Music, Theater, Dance) | <input type="checkbox"/> Physical Education<br><input type="checkbox"/> Psychology<br><input type="checkbox"/> Reading<br><input type="checkbox"/> Science<br><input type="checkbox"/> Technology Education<br><input type="checkbox"/> TESOL**<br><input type="checkbox"/> Visual Arts |
|--|--|---|

\*Pass *Prueba*, Four Skills Exam or comparable exam and complete 12 semester hours in the teaching of bilingual education that address competencies in English language development, instructional methodology, community/family involvement and assessment.

\*\*Pass the CKA in TESOL or comparable exam and complete 12 semester hours of credit in TESOL; 6 hours which must be in a language other than English; 6 hours which must be upper division or post-BA credits in the competencies, knowledge of culture & diversity or knowledge of teaching English to speakers of other languages.

**EDUCATION OR CONTENT KNOWLEDGE ASSESSMENT (CKA)**

Name of college/university	CKA Taken
_____	_____
_____	_____
_____	_____

## CHARACTER AND FITNESS

Please **complete the following questions carefully and completely** before providing information and signing the oath. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the educational license.

1. Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse action includes letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation.)  Documentation previously provided on this item.  YES  NO
2. Have you ever had an application for a license, permit, credential, or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state?  Documentation previously provided on this item.  YES  NO
3. Have you ever been disciplined, reprimanded, suspended, or discharged, from any employment because of allegations of misconduct?  Documentation previously provided on this item.  YES  NO
4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?  Documentation previously provided on this item.  YES  NO
5. Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any educator-licensing agency?  Documentation previously provided on this item.  YES  NO
6. Have you ever failed to fulfill the terms of a teaching or administrative contract? (Resigning from employment, if proper notice was given, does not constitute failure to fulfill a contract.)  Documentation previously provided on this item.  YES  NO

*If you answered "yes" to any of the questions 1-6 above, please provide a complete narrative description of the details about your answer(s) on a separate sheet, including dates, places, school systems, and circumstances.*

7. Do you currently have any outstanding criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or in any other state?  Documentation previously provided on this item.  YES  NO

**CAUTION: Consider your answer to the following question (#8) carefully. Answer "yes" if you have ever been fingerprinted as the result of any arrest, even if the charges were later dismissed. The question is about ever having been fingerprinted, not about the disposition of a case.**

8. Have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?  Documentation previously provided on this item.  YES  NO
9. Have you ever pled guilty to, or been convicted of, any crime or violation of law, including entering a plea of *nolo contendere*, or receiving a deferred or suspended sentence? (For purposes of this application, minor traffic citations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI), however, must be reported.)  Documentation previously provided on this item.  YES  NO
10. Are you currently delinquent in payment of court-ordered child support?  Documentation previously provided on this item.  YES  NO

## CHARACTER AND FITNESS CONTINUED

*If you answered “yes” to any of the questions 7-10 above, please provide a complete narrative description of the details about your answer(s) on a separate paper, including the nature of the offense, charge, warrant or condition, the name and location of the arresting agency, if any, and the date of any arrest. Also provide relevant court disposition papers including a complete copy of the judgment and sentence and the status of the case, restitution, payment of fines and/r court costs, and satisfactory completion of the sentence. If court documents are not available, submit a letter from an official of the court certifying that documents are not available. **If ordered by a court to pay child support, please provide a copy of the judgement and order fixing your child support obligation.***

11. Have you ever had a court-ordered screening for alcohol or drug dependence?

Documentation previously provided on this item.  YES  NO

*If you answered “yes” to question 11 above, contact the appropriate agency and request that a copy of the alcohol or drug dependence screening is forwarded to our office. Also, provide evidence of completion of any such treatment, counseling, or alcohol and drug instructional program.*

### ACKNOWLEDGEMENTS AND OBLIGATIONS

- I understand that licensure in the State of New Mexico is a privilege granted by the Public Education Department and that this privilege may be suspended or revoked for incompetency, immorality, or other good and just cause.
- I acknowledge that where licensure is required, by practicing as an educator or working in any school without Public Education Department licensure or official waiver granted by the New Mexico Secretary of Education is grounds for denial of any licensure application and may subject me to criminal and civil penalties as provided for by law.
- I have read and agree to abide by the New Mexico Educator Code of Ethics and Standards of Professional Conduct found: [Here](#)
- I understand that my address and name detailed in this application will be the official address and name recorded in Public Education Department official records until a change of record form is received and that all communications regarding my educator licensure will be sent to the official address and name in the Public Education Department official records.
- I understand that I am obligated to complete a change of official record form within 30 days if I move, or change my name.

### OATH

FALSE STATEMENTS OR OMISSIONS ARE CAUSE FOR DENIAL, SUSPENSION, OR REVOCATION OF LICENSURE

I, \_\_\_\_\_, swear or affirm under the penalty of perjury that  
PRINT NAME

**All information I submitted in this application is true, correct, and complete to the best of my knowledge, information, and belief. I understand that any material misrepresentation or material omissions of fact in this application are grounds for denial, suspension, or revocation of the educator license(s) that I am seeking. Should a license be issued in error I understand PED has the option to rescind my license.**

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date