



**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 28, 2018

MEMORANDUM

TO: Superintendents/ Charter School Leaders
FROM: Rebecca Reyes, Director of Professional Licensure
RE: Foreign Applicant Certification

This memo defines the requirement for teacher reciprocity and non-reciprocity for foreign applicants who seek certification in the State of New Mexico. This memo also identifies the best practices for school districts to use in order to support their foreign applicants in submitting their documents. The New Mexico Administrative Code **6.60.4.8** rule governs the requirements for providing limited reciprocity to obtain teaching or administrative licensure, or licensure endorsement, for those persons having completed their education preparation programs at educational institutions outside the state or holding valid out-of-state licensure.

We value each and every one of our educators and need to maximize our educators' skills, talents and knowledge in the classroom, but we also need to ensure that each educator meets the requirements based on their qualification and experience. The New Mexico Public Education Department bases teacher salaries on a teacher's years of experience and effectiveness, and it is our job to ensure that we are appropriately licensing applicants at the correct level. Thus, we are providing guidance based on our licensure policies to ensure we meet this goal and our goal of preparing all students for success in the State of New Mexico. Applicants seeking certification on the basis of foreign (non-U.S.) credentials must submit the following:

Teacher Reciprocity

- Fee of \$125.00 in the form of a cashier's check or money order; and
- Initial Application; and (interstate reciprocity box must be checked off)
- Sealed official foreign transcripts evaluation mailed to NMPED- Professional Licensure Bureau at 300 Don Gaspar Avenue, Santa Fe, NM 87501. All foreign transcripts must have a course-by-course evaluation to determine U.S. equivalency. The evaluation will need to confirm that the educator has completed a teaching program specific to the license he/she is applying for. Visit <http://www.naces.org/> for a list of evaluators who are

members of the Foreign Transcript Evaluation Services (NCAES). The Public Education Department does not require nor recommend NACES listed service members be used. There is no “official” organization or regulatory body for foreign credential interpretation or evaluation methodology in the U.S.; it is based on commonly-developed and agreed-upon standards of good practice; and

- Sealed official foreign university transcripts mailed to NMPED- Professional Licensure Bureau at 300 Don Gaspar Avenue, Santa Fe, NM 87501; and
- Copy of valid out-of-state teaching license (a foreign diploma will not suffice); and
- Out-of-State verification of experience form (must be on out-of-state school district letterhead). We have provided an updated form that can be found on our website. The teaching experience must be broken down by years of experience (by M/D/Y) and indicate the number of days taught for each year. 160 days commonly equals one (1) full school year. All foreign applicants will need to include an official seal or stamp on this form. This verification document is highly important and will be verified; and
- Copy of teaching exams or notarized letter indicating exams were not required.

Non-Reciprocity- Instructional Support Provider/ Support Provider

- Licensure fee in the form of a cashier’s check or money order; and
- Application; and
- Sealed official foreign transcripts evaluation mailed to NMPED- Professional Licensure Bureau at 300 Don Gaspar Santa Fe, NM 87501. All foreign transcripts must have a course-by-course evaluation to determine U.S. equivalency. The evaluation will need to confirm that the educator has completed a teaching program specific to the license he/she is applying for. Visit <http://www.naces.org/> for a list of evaluators who are members of the Foreign Transcript Evaluation Services (NCAES). The Public Education Department does not require nor recommend NACES listed service members be used. There is no “official” organization or regulatory body for foreign credential interpretation or evaluation methodology in the U.S.; it is based on commonly-developed and agreed-upon standards of good practice; and
- Sealed official foreign university transcripts mailed to NMPED- Professional Licensure Bureau at 300 Don Gaspar Avenue, Santa Fe, NM 87501; and
- Supporting document for sought licensure.

Any materials misrepresented are grounds for denial, suspension, or revocation of the educator’s license(s). Should a license be issued in error, please understand that NMPED has the option to rescind a license. We appreciate your understanding of these requirements. The Professional Licensure Bureau strives to continue a strong and positive relationship between our teachers and school districts. If you have any questions, feel free to email me at Rebecca.Reyes@state.nm.us or contact me at 505-827-1436.