



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
<http://www.ped.state.nm.us>

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 24, 2018

MEMORANDUM

TO: Superintendents/ Charter School Directors
FROM: Rebecca Reyes, Director of Professional Licensure
RE: Alternative Teacher Extension Request

The New Mexico Public Education Department is committed to continuing to offer districts and charters the ability to allow teachers to advance their teaching license for SY 2018-2019 using the results of their most recent NMTEACH Summative Report or completed Dossier. The Professional Licensure Bureau advancement window for SY 2018-2019 opened September 4, 2018 and will close on October 15, 2018. Please share the information below with applicants.

Advancing via NMTEACH Summative Report

2018-2019 Instructions: Applicants must receive school district approval, complete three years teaching experience and be at or above the 50th percentile for student academic growth on their NMTEACH Summative Report. Please note: if advancing from a Level 2 to Level 3 license, a transcript reflecting attainment of a Master's degree (and/or documentation of National Board Certification if done at any time through the renewal process, only) must be on file or attached to the application.

2018-2019 Deadline: Applicants who submit their application by mail must ensure that their application is postmarked on or before October 15, 2018. We will accept walk-in applications before 5:00pm on October 15, 2018.

Advancing via Dossier

2018-2019 Instructions: Applicants must receive school district approval, complete three years teaching experience and submit a passing dossier portfolio. Please note: if advancing from a Level 2 to Level 3 license, a transcript reflecting attainment of a Master's degree (and/or documentation of National Board Certification if done at any time through the renewal process, only) must be on file or attached to the application.

2018-2019 Deadline: Applicants must submit their online dossier before or by 11:59pm on October 15, 2018. Each school district and charter school has the discretion to recommend or not recommend teachers for advancement.

Directions for application for advancement can be found on the licensure website. Individuals who submit the advancement application on or after October 16, 2018 will receive a licensure advancement effective SY 2019-2020. Educators can submit their documents to the attention of Rebecca Reyes by dropping documents off in person at the Professional Licensure Bureau office at 120 South Federal Place, Room 105, Santa Fe, New Mexico or mailed to 300 Don Gaspar Avenue, Santa Fe, NM 87501. Feel free to contact me by phone 505-827-1436 or by email at Rebecca.Reyes@state.nm.us.