LICENSURE GUIDE

PROFESSIONAL LICENSURE BUREAU
Issued January 2019

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Notes
This manual may be periodically updated to reflect changes to state and federal statute or regulation that may affect guidance. When such updates or revisions occur, they will be noted. This document is available on the PED website at https://webnew.ped.state.nm.us/bureaus/licensure/.
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HOW TO USE THIS GUIDE

This guide is organized by license type, including endorsement information, process, and fees. It also includes links to the New Mexico Administrative Code (NMAC) that relates to each license and a link to the application.

You can search for topics by using the table of contents or hitting “ctrl + f” on your keyboard.

INTERNAL PROFESSIONAL LICENSURE BUREAU PROCESSES & PROCEDURES

Once the Professional Licensure Bureau (PLB) receives an application, the following processes and procedures are adhered to by the PLB staff:
Application Process Map

1. Educator Submits Application to Licensure

2. Application received and reviewed by licensure

   - Application is complete and educator has a cleared background check
     - License is issued
   - Application is complete but there is no background check on file
     - Application is held in the system until background check is received and cleared
     - License is issued
   - Application is complete but educator has a background issue
     - Background Bureau requests the missing documents to complete background clearance
     - Documents received, reviewed, cleared
     - License is issued
     - No documents received within 30 days
     - File marked as inactive
   - Application is incomplete, and educator has a cleared background check
     - PLB requests missing documents to complete application
     - Documents received
     - File marked as ethics and legal makes determination
     - License is issued
     - Application returned to educator
   - Application is complete but there is no background check on file
     - Application is held in the system until background check is received and cleared
   - Application is complete but educator has a background issue
     - Background Bureau requests the missing documents to complete background clearance
     - Documents received, reviewed, cleared
     - License is issued
   - Application is incomplete, and educator has a cleared background check
     - PLB requests missing documents to complete application
     - Documents received
     - File marked as ethics and legal makes determination
     - License is issued
     - Application returned to educator
   - Application is, but money order is not signed, and/or incorrect payment amount, and/or incorrect payment type, and/or character and fitness questions are not answered.
     - Application is received, but money order is not signed, and/or incorrect payment amount, and/or incorrect payment type, and/or character and fitness questions are not answered.
     - Application is received, but money order is not signed, and/or incorrect payment amount, and/or incorrect payment type, and/or character and fitness questions are not answered.
Birth–PreK, Level 1, 5-Year License

This type of license requires completion of an approved early childhood program from birth through age 4. Staff in the Licensure Bureau will not evaluate transcripts on a course-by-course basis. The rule requires student teachings at different age levels from birth through age 4.

In-state universities that offer an approved program—either in a traditional or alternative format are: Santa Fe Community College, Western NM University, University of the SW, New Mexico State University, University of New Mexico Wayland Baptist University, and NM Highlands University.

**Requirements Checklist:**
- Application for initial licensure
- $125 fee cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM9201402 and Reason Code: TEACHER LICENSURE). If applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
- Official, sealed transcripts reflecting bachelor’s degree from a regionally accredited college or university in early childhood
- Minimum of 45 semester hours in an early childhood education program including 18–30 semester credits of practicum and field experience to include student teaching in one of the following age ranges: birth–four (0–4) years of age
- **Practicum Requirements:** 135 contact hour practicum and/or supervised field experience at a developmental stage other than what was selected for student teaching **OR**
  - Three years of verified work experience with at least two of the age ranges listed above from a nationally accredited center
- Six semester hours of credit in the teaching of reading, for those who first entered any college or university on or after August 1, 2001
- **Passage of New Mexico Teacher Assessments (NMTA)**
  - Essential Academic Skills (Subtests I, II, and III)
  - Teacher Competency in Early Childhood-Birth-Prekindergarten

**Link to:**
- Application
- NMAC Rule
[http://164.64.110.134/parts/title06/06.061.0011.html](http://164.64.110.134/parts/title06/06.061.0011.html)
- NMTA Website
Pre K–Grade 3, Level 1, 5-Year License

This type of license requires completion of an approved early childhood program from age 3–grade 3. The rule requires student teachings at different age levels from age 3–grade 3. Staff in the Licensure Bureau will not evaluate on a course-by-course basis.

In-state universities that offer an approved program—either in a traditional or alternative format are: Santa Fe Community College, Western NM University, University of the SW, New Mexico State University, University of New Mexico Wayland Baptist University, and NM Highlands University.

Requirements Checklist:

- Application for initial licensure
- $125 fee cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
- Official, sealed transcripts reflecting bachelor’s degree from a regionally accredited college or university in early childhood
- Minimum of 45 semester hours in an early childhood education program, including 18–30 semester credits of practicum and field experience, to include student teaching in one of the following age ranges:
  - age 3–grade 3
  - Practicum Requirements: 135 contact hour practicum and/or supervised field experience at a developmental stage other than what was selected for student teaching OR
    - Three years of verified work experience with at least two of the age ranges listed above
  - Six semester hours of credit in the teaching of reading, for those who first entered any college or university on or after August 1, 2001
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Teacher Competency in Early Childhood-Age 3-Age 8

Link to:
Application

NMAC Rule
[http://164.64.110.134/parts/title06/06.061.0012.html](http://164.64.110.134/parts/title06/06.061.0012.html)

NMTA Website
TEACHER LICENSURE—ELEMENTARY: GRADES K–8, LEVEL 1, 5-YEAR LICENSE

An elementary teaching license authorizes an individual to teach in a self-contained classroom and may teach the core area of language arts, social studies, mathematics, and science, up to grade eight in a departmentalized setting. If teaching in a departmentalized setting, the individual must be considered a fully state-certified teacher, this means they must have a minimum of 24 semester hours in the core area or pass a content knowledge assessment (CKA) in the core area (mid-level exam).

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, NM Junior, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, Wayland Baptist University, and Western NM University.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM92014OZ and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts, reflecting a bachelor’s degree conferred from a regionally accredited college or university in elementary
☐ 30–36 semester hours in an elementary education program inclusive of student teaching
☐ Six semester hours of credit in the teaching of reading, for those who first entered any college or university on or after August 1, 2001
☐ A minimum of 24 semester hours in one teaching field such as mathematics, science, language arts, reading, or history
☐ Passage of New Mexico Teacher Assessments (NMTA)
  ☐ Essential Academic Skills (Subtests I, II, and III)
  ☐ Assessment of Professional Knowledge: Elementary
  ☐ Elementary Education (Subtests I and II)
  ☐ Essential Components of Elementary Reading Instruction

Link to:

NMAC Rule [http://164.64.110.134/partstitle06/06.061.0002.html](http://164.64.110.134/partstitle06/06.061.0002.html)

TEACHER LICENSURE—SPECIAL EDUCATION: PRE K–12, LEVEL 1, 5 YEAR LICENSE

A special education teaching license authorizes an individual to teach students with a disability, as defined under the federal guidelines. It is the employing school district’s responsibility to ensure that the educator is considered a fully state-certified teacher, if teaching occurs in a departmentalized setting. This means that the special education teacher must have a minimum of 24 semester hours in the core content area or pass a content knowledge assessment (CKA) in the core area.

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts reflecting completion of a bachelor’s degree from a regionally accredited college or university in special education
☐ 30 semester hours in special education course work, to include student teaching
☐ Six semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001
☐ 24 semester hours in a teaching field, e.g., language arts, social studies, math
☐ Passage of New Mexico Teacher Assessments (NMTA)
  ☐ Essential Academic Skills (Subtests I, II, and III)
  ☐ Assessment of Professional Knowledge: Elementary or Secondary
  ☐ Content Knowledge Assessment in Special Education

Link to:
NMAC Rule: [http://164.64.110.134/parts/title06/06.061.0006.html](http://164.64.110.134/parts/title06/06.061.0006.html)
# Endorsements

## Early Childhood, Elementary License, and Special Education

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*Spanish, French, German, Chinese, etc.

**Note:** Core area endorsements in language arts, science, mathematics, and history are not added to an early childhood, elementary, or special education license.
TEACHER LICENSURE—MIDDLE LEVEL: GRADES 5–9, LEVEL 1, 5-YEAR LICENSE

A middle level teaching license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject they are teaching, of which at least 24 semester hours in one teaching field such as mathematics, science(s), language arts, reading, and social studies (or other content related areas), six semester hours of which must be in upper division courses; individuals must also complete the PED’s approved competencies in the teaching field.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts reflecting a bachelor’s degree from a regionally accredited college or university in middle level
☐ 30–36 semester hours of professional middle level education course work to include student teaching
☐ Three semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001
☐ 24 semester hours in a teaching field, e.g., language arts or social studies, with 6 of those hours earned at the upper division (300 or above)

☐ Passage of New Mexico Teacher Assessments (NMTA)
   ☐ Essential Academic Skills (Subtests I, II, and III)
   ☐ Assessment of Professional Knowledge: Elementary or Secondary
   ☐ Content Knowledge Assessment in the first endorsement plus coursework

If a person has an elementary, secondary, PreK–12 specialty, or special education license and can provide verification of five years of teaching experience in the middle level grades, they are eligible for the middle level license, provided they meet the endorsement requirement (24 hours in a teach field, of which 6 hours must be upper division).

Link to:


NMAC Rule: [http://164.64.110.134/parts/title06/06.061.0003.html](http://164.64.110.134/parts/title06/06.061.0003.html)

TEACHER LICENSURE—SECONDARY

Grades 7–12, Level 1, 5-Year License

A secondary level license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject he or she is teaching, of which 24 - 36 semester hours is in at least one teaching field such as mathematics, science(s), language arts, reading, or from among history, geography, economics, civics and government (or other content related areas), twelve hours of which must be in upper division courses as defined by the college or university.

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University and Wayland Baptist University.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.

☐ Official, sealed transcripts reflecting a bachelor’s degree from a regionally accredited college or university
☐ 24–30 semester hours of professional, secondary education course work, to include student teaching, 12 semester hours of which must be in upper division courses
☐ Three semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001
☐ 24–36 semester hours in teaching field, e.g., language arts or social studies, with 12 of those hours earned at the upper division (300 or above)

☐ Passage of New Mexico Teacher Assessments (NMTA)
  ☐ Essential Academic Skills (Subtests I, II, and III)
  ☐ Assessment of Professional Knowledge: Secondary
  ☐ Content Knowledge Assessment in the first endorsement plus coursework

Link to Application:

NMAC Rule:
http://www.nmcpr.state.nm.us/nmac/parts/title06/06.061.0004.htm

NMTA Website:
http://164.64.110.134/parti06/06.061.0004.html
## Endorsements

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<td>Fine Arts</td>
<td>Modern Classical Languages*</td>
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<td>TESOL</td>
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<td>Health</td>
<td>Physical Education</td>
<td>Visual Arts</td>
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*Spanish, French, German, Chinese, etc.
Vocational-Technical, Level 1, 5-Year License

A secondary, vocational technical license is structured around a career and technical license that is issued to those educators who meet the 16 career clusters identified by the US ED.

Requirements Checklist:

☐ Application for initial licensure 
☐ $125 fee, cashier’s check or money order 
☐ Complete and submit fingerprint documents for the background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check, using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.

☐ Official, sealed transcripts reflecting a bachelor's degree, including 32 credit hours of vocational-technical training related to the occupational area OR
   ☐ Official sealed transcripts of an associate’s degree plus two years’ verified work experience related to the occupational area OR
   ☐ A certificate plus three years’ verified work experience related to the occupational area OR
   ☐ A high school diploma/GED plus five years’ verified work experience related to the occupational area

Applicants meeting one of the above criteria will be issued a type 800 license, Level 1P for three years and within those years meet the following:

☐ Minimum of 15 semester hours in a secondary vocational-technical education program, including a supervised classroom internship/student teaching experience OR
   ☐ Professional Development Plan (PDP) developed by the employing authority and approved by the PED, in lieu of completion of the 15 semester hours in secondary vocational-technical education program, including a supervised classroom internship/student teaching experience

☐ Demonstrate competencies for vocational technical teachers within three years of the date of employment

Upon completion, submit either a sealed transcript or PDP from the superintendent that the candidate has met all components above. The candidate will advance through completion of the PDP/hours and internship. The educator will be issued the remaining two years of the level 1 license, in order to advance through the level 1 license process.

Link to Application:

NMAC Rule: [http://164.64.110.134/parts/title06/06.061.0007.html](http://164.64.110.134/parts/title06/06.061.0007.html)

NMTA Website:

Note: Endorsements are not added to a secondary vocational-technical license.
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<td>• Performing Arts</td>
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### More

**CareerClusters®**

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**TEACHER LICENSURE—ACROSS GRADE LEVELS**

**Blind and Visually Impaired: Level 1, 5-Year License**

A blind and visually impaired teaching license authorizes an individual to teach students with blindness and visual impairments, birth through grades 12.

In-state universities that offer an approved program—New Mexico State University.

**Requirements Checklist:**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
- Official, sealed transcripts reflecting a bachelor’s degree from a regionally accredited college or university
- 24–36 semester hours in a program that prepares in the teaching of the blind and visually impaired to include student teaching
- Six semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001
- 24–36 semester hours in teaching field, e.g., language arts, social studies, and math
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Elementary or Secondary

**Note:** Endorsements are not added to a Blind/Visual Impairment License.

**Link to:**
- NMAC Rule [http://164.64.110.134/parts/title06/06.061.0010.html](http://164.64.110.134/parts/title06/06.061.0010.html)
Pre K–12 Specialty: Level 1, 5-Year License

A Pre K–12 level license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject he or she is teaching, of which 24 - 36 semester hours in at least one teaching field such as mathematics, science(s), language arts, reading, social studies (or other content related areas), twelve hours of which must be in upper division courses as defined by the college or university.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee, cashier's check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts reflecting a bachelor's degree from a regionally accredited college or university
☐ 24–36 semester hours in a PreK–12 education program, including student teaching
☐ Three semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001
☐ 24–36 semester hours in a teaching field, e.g., language arts or social studies, with 12 of those hours earned at the upper division (300 or above)
☐ Passage of New Mexico Teacher Assessments (NMTA)
  ☐ Essential Academic Skills (Subtests I, II, and III)
  ☐ Assessment of Professional Knowledge: Elementary or Secondary
  ☐ Content Knowledge Assessment in the first endorsement plus coursework

NOTE:

- If an educator has a special education license, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has an elementary license and has three credit hours in secondary pedagogy or takes and passes the Assessment of Professional Knowledge: Secondary, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has an early childhood license and has three credit hours in secondary pedagogy or takes and passes the Assessment of Professional: Secondary, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has a secondary license and has three credit hours in elementary pedagogy or takes and passes the Assessment of Professional Knowledge: Elementary, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has a mid-level license and has three credit hours in secondary pedagogy or takes and passes the Assessment of Professional: Secondary, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.

Link to: Application

NMAC Rule:
[http://164.64.110.134/parts/title06/06.061.0005.html](http://164.64.110.134/parts/title06/06.061.0005.html)

NMTA Website:
Administrator License: Level 3B, 5-Year License

A Pre K–12 administrative license authorizes an individual to hold an administrative position in a school or as a superintendent. Applicants must have a master’s degree from a regionally accredited college or university in educational administration or, if the degree is in another discipline, 18 graduate hours in educational leadership, and in addition an apprenticeship/internship and a New Mexico level 2 or 3A teaching license or instructional support provider.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts of a bachelor’s and master’s degrees from a regionally accredited college or university
☐ 18 graduate hours in educational administration, and an apprenticeship or internship that consists of a minimum of 180 clock hours, to include time at the beginning and end of the school year. The apprenticeship/internship can be completed either under the supervision of the college/university or under the supervision of a local school superintendent
☐ A candidate—who entered an educational administrative program on, or after, April 4, 2003—must have taught under a level 3A teaching license for at least one full school year. A candidate who entered an education administrative program before April 4, 2003 must hold a level 2 teaching license.
☐ Passage of New Mexico Teacher Assessments (NMTA)
  ☐ Content Knowledge Assessment in Education Administration

Note: A license in administration can also be obtained through reciprocity and alternative methods.

Link to:
Application

NMAC Rule
[http://164.64.110.134/parts/title06/06.062.0002.html](http://164.64.110.134/parts/title06/06.062.0002.html)

NMTA Website
Reciprocity: Teaching and Administrative Licenses

All persons who possess a minimum of a baccalaureate degree, have completed their education preparation programs at educational institutions outside the state or hold a valid out-of-state license, and are now seeking a teaching or administrative license or an endorsement from the PED.

Professional Requirements:

- Possess a bachelor's and/or master's degrees from a regionally accredited college or university
- Possess a current valid and standard certificate/license from another state/country
- Complete an approved teacher education and/or administrative program for that state/country certificate/license
- Provide evidence of having satisfactorily taught/administered under that out-of-state certificate/license

Requirements Checklist:

- Application for initial licensure
- $125 fee, cashier's check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended (if from outside of the United States, they must be accompanied by their evaluation of US equivalency- to the US semester hour, must be a course by course evaluation, can be a NACES member organization [http://www.naces.org/](http://www.naces.org/)).
- Copy of current standard license
- Verification of teaching/administrative experience earned on the out-of-state/-country district letterhead (cannot be on NM school district letterhead), and it must state full time/part time and number of days worked per school year (m/d/y) [https://webnew.ped.state.nm.us/wp-content/uploads/2018/01/Out-of-State-Verification-form.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2018/01/Out-of-State-Verification-form.pdf)
- Test scores from any exams taken for the license(s) or notarized statement stating these were not required in order to obtain a license

Note. Verification of experience is what determines the level of license issued in New Mexico:

- Level 1 license is issued to applicants meeting all requirements with less than three years of verifiable teaching experience. (5-year license)
- Level 2 license is issued to applicants meeting all requirements with three to five years of verifiable experience. (9-year license)
- Level 3A license is issued to applicants meeting all requirements with six or more years of verifiable experience and a master’s degree. (9-year license)
If an individual has a license that is not comparable to one issued by New Mexico, the individual will need to meet requirements for licensure based on New Mexico rule and not reciprocity. **New Mexico does not have statutory authority to reciprocate any other type of licenses.**

**Effective April 10, 2017:** A provisional license (out-of-state licensure 1CS) will be issued to all teachers who have completed a teacher preparation program, who meet basic skills and content knowledge requirements, and have a valid out-of-state teaching license but do not have any teaching experience.

Conditional requirement for out-of-state elementary educators applying for out-of-state licensure 1CS

- Submit a copy of passage of the Content Knowledge Assessment of Elementary Reading Instruction or comparable exam for those applying for an elementary license

To meet the qualifications for a Level 1 professional teaching license, educators must

- complete at least 160 school days of teaching at a local school district/charter school; and
- submit a superintendent’s recommendation form on district letterhead for out-of-state licensure 1CS on school district letter head. A superintendent/designee will verify that the licensee is satisfactory demonstrating the essential competencies/effectiveness as a classroom teacher and recommends the educator for the remaining four years of licensure.

**Note.** A candidate who satisfactorily completes the 160 days of teaching for a standard level 1 license will not need to submit an application or additional fee for that level 1 teaching license.

**Additional note.** If an educator does not advance their level 1 license within five years, and they are within the three-year lockout period in NM, a 1CS will not be issued.

**Link to:**
Application

NMAC Rule
[http://164.64.110.134/parts/title06/o6.060.0004.html](http://164.64.110.134/parts/title06/o6.060.0004.html)
FOUR PATHWAYS TO ALTERNATIVE EDUCATOR LICENSURE

Alternative licensure is a pathway for applicants who have earned at least a bachelor’s degree or who hold a post-baccalaureate degree and have teaching experience at the post-secondary level but in neither case, have completed an educator preparation program. It also is a pathway for alternative licensure in administration for persons who hold a post-baccalaureate degree and have administrative experience at the post-secondary level but never completed an administrative preparation program.

Requirements Checklist:

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use the code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
☐ Official, sealed transcripts reflecting a bachelor’s degree conferred, including 30 semester hours in a field that pertains and corresponds to the subject area of instruction OR
  ☐ Official, sealed transcripts reflecting a master’s degree, including 12 graduate semester hours in a field that pertains and corresponds to the subject area of instruction OR
  ☐ Official, sealed transcripts reflecting a doctorate degree that corresponds to the subject area of instruction

AND

☐ Complete an approved alternative program through an accredited NM college or university OR
  ☐ Earn two consecutive summative reports with a rating of effective, highly effective, or exemplary overall OR
  ☐ Have five years of post-secondary teaching experience, (160 days per school year taught)

AND

☐ Passage of New Mexico Teacher Assessments (NMTA)
  ☐ Essential Academic Skills (Subtests I, II, and III)

Each alternative pathway is as follows:
One: By Means of Alternative Educator Preparation in Approved Programs

A nonrenewable two-year license granted to allow for the completion of a program and required testing. The process for obtaining an alternative license is as follows:

In-state universities/colleges that offer an approved alternative program include: Central New Mexico, Eastern NM University, NM Highlands University, NM Junior College, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, and Western NM University.

Requirements Checklist:

- Official, sealed transcripts reflecting a bachelor’s degree, including 30 semester hours; or transcripts reflecting a master’s degree, including 12 graduate hours; or a doctoral degree in teaching field*
- A letter of acceptance into an approved alternative teacher education program
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III) exam

*Note. ALL transcripts must be from a regionally accredited college or university, reflecting the candidate’s degree and the posted date of its conferred. The applicant must meet 24 credit hours with 12 upper division hours for the first endorsement if applying for a secondary or PreK-12 license.

Upon completion of the program, the candidate must submit the following documents to obtain full licensure:

- Letter of completion of program from a post-secondary institution
- Official, sealed transcripts reflecting course work
- Copy of test results (see below for all tests required for each license)

Specific Alternative Licenses—Teacher Assessments Required

**Early Childhood (Birth–PreK or PreK–Grade 3)**

- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Teacher Competency in Early Childhood, Birth–PreK or PreK–grade 3

**K–8 Elementary**

- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Elementary
  - Elementary Education (Subtests I and II)
  - Essential Components of Elementary Reading Instruction
Special Education Pre K–12
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Elementary or Secondary
  - Content Knowledge Assessment in Special Education

7–12 Secondary
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Secondary
  - Content Knowledge Assessment in the first endorsement plus coursework

Pre K–12 Specialty
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Elementary or Secondary
  - Content Knowledge Assessment in the first endorsement plus coursework

5–9 Mid-Level
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Elementary or Secondary
  - Content Knowledge Assessment in the first endorsement plus coursework

Link to:
- Application
- NMAC Rule
  [http://164.64.110.134/parts/title06/06.060.0003.html](http://164.64.110.134/parts/title06/06.060.0003.html)
- NMTA Website
Two: By Means of District Participation—Summative Report

A nonrenewable two-year license granted to allow for the completion of a program and required testing. The process for obtaining an alternative license via Summative Report is to provide as follows:

**Requirements Checklist:**

- Official, sealed transcripts reflecting a bachelor’s degree, including 30 semester hours; master’s degree, including 12 graduate hours; or doctoral degree in applicant’s teaching field
- A letter of interest to undertake the Summative Report process
- A letter from the district on district letterhead supporting request for the applicant to undertake the Summative Report process
- Proof of registration to complete coursework in the teaching of reading
  - Early childhood, elementary, and special education require six semester credit hours; middle level, secondary, and PreK–12 specialty requires three semester credit hours
- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III) exam

*Note.** ALL transcripts must be from a regionally accredited college or university, reflecting the candidate’s degree and the posted date of its conferral. The applicant must meet 24 credit hours with 12 upper division hours for the first endorsement if applying for a secondary or PreK-12 license.

Upon completion of the program, the candidate must submit the following documents to obtain full licensure:

- Two consecutive summative reports with a rating of effective, highly effective, or exemplary overall
- Official, sealed transcripts reflecting course work for teaching of reading
- Copy of test results

See below for all tests required for each license.

**Specific Alternative Licenses via Summative Report—Teacher Assessments Required**

**Early Childhood (Birth–3), (Birth–PreK), or (PreK–Grade 3)**

- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Teacher Competency in Early Childhood

**K–8 Elementary**

- Passage of New Mexico Teacher Assessments (NMTA)
  - Essential Academic Skills (Subtests I, II, and III)
  - Assessment of Professional Knowledge: Elementary
Elementary Education (Subtests I and II)
Essential Components of Elementary Reading Instruction

Special Education Pre K–12
Passage of New Mexico Teacher Assessments (NMTA)
Essential Academic Skills (Subtests I, II, and III)
Assessment of Professional Knowledge: Elementary or Secondary
Content Knowledge Assessment in Special Education

7–12 Secondary
Passage of New Mexico Teacher Assessments (NMTA)
Essential Academic Skills (Subtests I, II, and III)
Assessment of Professional Knowledge: Secondary
Content Knowledge Assessment in the first endorsement plus coursework

Pre K–12 Specialty
Passage of New Mexico Teacher Assessments (NMTA)
Essential Academic Skills (Subtests I, II, and III)
Assessment of Professional Knowledge: Elementary or Secondary
Content Knowledge Assessment in the first endorsement plus coursework

5–9 Mid-Level
Passage of New Mexico Teacher Assessments (NMTA)
Essential Academic Skills (Subtests I, II, and III)
Assessment of Professional Knowledge: Elementary or Secondary
Content Knowledge Assessment in the first endorsement plus coursework

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.060.0003.html

NMTA Website
Three: By Means of Post-Secondary Experience

This nonrenewable, one-year license is granted to allow for the completion of the teaching of reading and internship. The process for obtaining an internship license is as follows:

- Official, sealed transcripts reflecting a master's degree or doctoral degree*
  - Five years of experience qualifies for a level 2 teaching license
  - Six or more years of experience qualifies for a level 3A teaching license
- Proof of registration to complete coursework in the teaching of reading
  - Early childhood, elementary, and special education require six semester credit hours; middle level, secondary, and Pre K–12 specialty requires three semester credit hours

*Note. ALL transcripts must be from a regionally or nationally accredited college or university, reflecting the candidate’s degree and the posted date of conferral.

Upon completion of the program, the candidate must submit the following to obtain full licensure:

- Official, sealed transcripts reflecting course work for teaching of reading
- Teaching internship for one full school year (defined as a minimum of 160 days) as the teacher of record while holding the internship license
- Satisfactorily demonstrate teaching competencies at respective level of licensure
- Completed Superintendent Recommendation Form for post-secondary experience, verifying that the candidate meets competencies as delineated for the type and level of licensure sought

Link to:
Application  

NMAC Rule  
[http://164.64.110.134/parts/title06/06.060.0003.html](http://164.64.110.134/parts/title06/06.060.0003.html)
Teaching of Reading Requirement for the Alternative License

The Public Education Department rules require that all candidates complete three to six credit hours in coursework specific to the scientific teaching of reading. A candidate, in an approved program, will automatically have the reading requirements satisfied as part of the program. Candidates who pursue The Summative Report alternative licensure must register for the required credit hours prior to licensure approval.

The required semester-hour credits for reading differs across licenses. Those requirements are: Early childhood, elementary, and special education: \textit{six semester hours}; middle, secondary, and Pre K–12: \textit{three semester hours}. 
## Approved Alternative Licensure Preparation Program Overview

<table>
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<tr>
<th>COURSE REQUIREMENTS</th>
<th>SUMMATIVE REPORT PROCESS</th>
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<tr>
<td>Complete a minimum of 12 hours in an approved alternative licensure preparation program</td>
<td>Complete the required semester hours for the teaching of reading.</td>
<td>Complete an internship of at least one year (160 instructional days) while holding an internship license as the teacher of record in a NM school district.</td>
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<tr>
<td>Complete the required semester hours for the teaching of reading.</td>
<td>Submit two consecutive summative reports with a rating of effective, highly effective, or exemplary</td>
<td>Procure verification from the candidate’s employing entity that the candidate meets competencies, as delineated for the type and level of licensure sought</td>
</tr>
<tr>
<td>Complete testing requirements</td>
<td>Complete testing requirements</td>
<td>Complete the required semester hours for the teaching of reading.</td>
</tr>
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</table>
Length and Conditions of Alternative Teacher Licenses

An alternative license is issued for two years. The alternative license is a non-renewable license but may be given a one-year extension, if the educator is in good standing and meeting licensure requirements to finish within the one-year extension.

An alternative license is issued if one of the following three conditions is met:

☐ Approved Program Option—1) A letter of acceptance into an approved program is received with the application packet, 2) passage of all Essential Academic Skills exams, and 3) official, sealed transcripts with a conferred bachelor’s degree or higher.

☐ Summative Report Option—1) passage of all Essential Academic Skills exams, 2) proof of registration in a science of reading course, 3) a letter of intent to pursue Summative Report from the applicant and a letter of support from the district on district letterhead to pursue Summative Report, with the application packet, and 4) official, sealed transcripts with a conferred bachelor’s degree or higher.

☐ Post-Secondary Teaching Option—1) Verification of at least five years of post-secondary teaching experience (160 days per school year taught) is received with the application packet and 2) official, sealed transcripts with conferred bachelors and post-baccalaureate degrees.

Mentorship Requirements

Once all requirements are met, the license will be extended to a five-year, level 1 alternative license. Although this license is a standard license, it will indicate the individual completed an alternative route to licensure.

A mentoring program of at least one year, and not more than three years, designed by a local district and approved by the PED, must be completed in the employing school district.

NMAC Rule:  http://164.64.110.134.parts/title06/06.060.0010.html
FOUR: ALTERNATIVE ADMINISTRATOR LICENSURE

An applicant who has earned a post-baccalaureate degree and has at least six years of administrator experience at the post-secondary level is issued a one-year, non-renewable internship license. To receive a standard license, the applicant must complete an internship of at least one full year (160 instructional days) while holding the internship license and working as an administrator.

Requirements Checklist:

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts with a master’s or doctoral degree conferred
- A letter verifying a minimum of six full school years (defined as a minimum of 160 days) of administrative experience at the post-secondary level. Verification of experience should be provided on an institution letterhead by the human resource department of the employing institution, (administrators shall be in a position of supervision, which shall include: dean; president; and vice president).

Link to:
Application

NMAC Rule:
[http://164.64.110.134/parts/title06/06.060.0003.html]
**Instructional Support Providers**

**Educational Diagnostician: Pre K–12**

**Level 1, 3-Year License**

**Requirements Checklist:**
- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts reflecting bachelor’s and master’s degrees (or higher) from a regionally accredited college or university
- 30 graduate hours (which may be completed as part of the master’s degree) in an educational diagnostics or school psychology program and includes:
  - 240-hour internship, if the applicant began a program in educational diagnosis prior to July 1, 2006
  - 300-hour internship, if the applicant began a program in educational diagnosis after July 1, 2006
- Background experience
  - Hold a valid NM teaching license, counseling license, or a licensure in an ancillary area OR
    - Provide verification of three years of experience in one or a combination of the following work areas:
      - Community-based programs serving developmentally disabled children/adults
      - Mental health related to educational diagnosis
      - Clinical practice related to educational diagnosis
      - Vocational evaluation or teaching
- Passage of New Mexico Teacher Assessments (NMTA)
  - Educational Diagnostician OR
  - Hold national certification from the National Association of School Psychologist (NASP) or from the Council for Educational Diagnostician Services (CEDS)

**Level 2, 9-Year License**

- Renewal Application
- $95 fee, cashier’s check or money order
- Hold a Level 1 license for at least three full school years
- Demonstrate the educational diagnostician competencies as indicated using the Superintendent Recommendation Form
- Complete 1200 hours of supervised experience as an educational diagnostician (i.e., minimum of 400 internship hours and 800-post internship supervised hours in a school-related setting)
Level 3, 9-Year License

☐ Renewal Application
☐ $95 fee, cashier’s check or money order
☐ Hold a Level 2 license for at least three full school years
☐ Demonstrate the educational diagnostician competencies as indicated using the Superintendent Recommendation Form
☐ Complete 600 hours of mentorship in educational diagnosis in a school-related setting

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0004.html

NMTA Website

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
Licensed Practical Nurse: Grades Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure or Renewal
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ High school diploma or equivalency
☐ Be at least 18 years old
☐ Hold a current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on skills demonstration
☐ Provide verification of current, valid certification in basic first aid
☐ Hold a current, valid, practical nursing license issued by the New Mexico Board of Nursing or hold a multi-state license to practice practical nursing, pursuant to the nurse licensure compact or any successor licensing board for
  ☐ a minimum of one year of supervised, clinical nursing experience outside of a school setting
☐ Provide verification by the school superintendent that a local orientation related to assigned duties, and facilitated by the PED licensed registered nurse, was satisfactorily completed

Level 2, 9-Year License

☐ Renewal Application
☐ $95 fee, cashier's check or money order
☐ Hold a Level 1 license for at least three full school years
☐ Provide a current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on skills demonstration
☐ Provide verification of a current, valid certification in basic first aid
☐ Provide current, valid, practical nursing license, issued by the New Mexico Board of Nursing or a multi-state license to practice practical nursing, pursuant to the nurse licensure compact or any successor licensing board
☐ Superintendent Recommendation Form
Level 3, 9-Year License

- Renewal Application
- $95 fee, cashier’s check or money order
- Hold a Level 2 license for at least three full school years
- Provide a current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on skills demonstration
- Provide verification of a current, valid certification in basic first aid
- Provide current, valid, practical nursing license, issued by the New Mexico Board of Nursing or a multi-state license to practice practical nursing, pursuant to the nurse licensure compact or any successor licensing board
- Complete and submit a Superintendent Recommendation Form

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0016.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
Rehabilitation Counseling: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Valid certified rehabilitation counselor certificate issued by the Commission on Rehabilitation Counselor Certification OR
  ☐ Official, sealed transcript of a master’s degree in rehabilitation counseling OR
  ☐ Official, sealed transcripts of a master’s degree in school counseling, vocational counseling, or other related field and one year of experience in rehabilitation counseling OR
  ☐ 15 semester hours in rehabilitation counseling course work OR
  ☐ Official, sealed transcripts of a bachelor’s degree in rehabilitation counseling and one year of direct vocational rehabilitation job experience OR
  ☐ Official, sealed transcripts of a bachelor’s degree in a related field (e.g., special education, psychology, school counseling) and two years of experience in which direct vocational rehabilitation counseling is the primary job responsibility OR
  ☐ 15 semester hours in rehabilitation counseling course work OR
  ☐ A certificate issued by the Commission on Rehabilitation Counselor Certification

Level 2, 9-Year License

☐ Renewal Application
☐ $95 fee, cashier’s check or money order
☐ Hold a Level 1 license for at least three full school years
☐ Superintendent Recommendation Form
Level 3, 9-Year License

☐ Renewal Application
☐ $95 fee, cashier’s check or money order
☐ Hold a Level 2 license for at least three full school years
☐ Superintendent Recommendation Form

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0011.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
School Counselors: Pre K–12

☐ Application for initial licensure or renewal
☐ $125 fee or $95 renewal, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts of a master’s degree in counseling
☐ National certified school counselor credential issued by the National Board for Certified Counselors OR
☐ Licensed professional mental health counselor (LPC) or licensed professional clinical mental health counselor (LPCC) issued by the New Mexico Counseling and Therapy Practice Board and a minimum of six semester hours of graduate credit in school counseling course work OR
  ☐ Official, sealed transcripts of a master’s degree from a regionally accredited college or university, including 36–42 graduate hours in school counseling to include a practicum in a school setting
☐ Passage of the New Mexico Teacher Assessments (NMTA): School Counseling

Note: In order to move to a level 2, one must wait one year from the original date of application/issuance of license and 90 days from the start of the current school year.

In order to move to a level 3, one must wait one year from the issuance of the level 2 and 90 days from the start of the current school year.

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license

Link to:
Application

NMAC Rule [http://164.64.110.134/parts/title06/06.063.0006.html]
Student Success Advisor 7-12 (Non-renewable)

- Application for initial licensure or renewal
- $125 fee cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts of a bachelor of arts or science degree from a regionally accredited college or university;
- District
- Sign an ethical statement, prescribed by the department, stating that the licensee shall not provide mental health services while employed as a student success advisor.

Responsibilities of the student success advisor may include any of the following:

1. maintaining accurate and complete records and reports as required by federal and state law and regulation, department guidance, and district and charter school policies;
2. analyzing transcripts;
3. guiding student and parent decision making regarding courses and graduation pathways;
4. supporting students with the college application and admission process, including preparation for college admissions tests;
5. developing master schedules;
6. arranging for dual or concurrent enrollment, career technical education, and advanced placement course offerings;
7. informing students about postsecondary financing options such as the free application for federal student aid that can be used to support advanced education and training;
8. supporting student documentation of career preparedness, including industry-recognized credentials or certificates, test results, grades, samples of student work, resumes, and cover letters to prospective employers;
9. planning and conducting activities focused on increasing career awareness;
10. conducting orientation and training programs for students, parents, and staff;
11. serving as a district or school test coordinator or administrator as defined in 6.10.7 NMAC; and
12. supporting students in meeting the requirements for a New Mexico diploma of excellence by providing guidance on coursework and demonstration of competency requirements.

Note:
Level 1: five-year license

Link to:

NMAC Rule [http://164.64.110.134/parts/title06/o6.060.0003.html](http://164.64.110.134/parts/title06/o6.060.0003.html)
Associate School Nurse: Type 701

Level 1, 3-Year License

☐ Application for initial licensure or renewal
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts reflecting an associate’s degree, conferred from a regionally accredited college or university or from an institution accredited by the National League of Nursing or a diploma program in nursing accredited by the National League of Nursing
☐ A copy of a current RN license issued by the New Mexico Nursing Board

Level 2, 9-Year License

☐ Renewal application
☐ $95 fee, cashier’s check or money order
☐ Hold a Level 1 license for at least three full school years
☐ A copy of a current RN license issued by the New Mexico Nursing Board
☐ Superintendent Recommendation Form

Link to:
Application

NMAC Rule
[http://164.64.110.134/parts/title06/06.063.0002.html](http://164.64.110.134/parts/title06/06.063.0002.html)

Note:
Level 1: Three-year license
Levels 2: Nine-year license
Professional School Nurse: Type 702

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts reflecting a bachelor’s degree, conferred by a regionally accredited college or university or from an institution accredited by the National League of Nursing
- A copy of a current RN license issued by the New Mexico Nursing Board

**Level 2, 9-Year License**

- Renewal application
- $95 fee cashier’s check or money order
- Hold a Level 1 license for at least three full school years
- A copy of a current RN license issued by the New Mexico Nursing Board
- Superintendent Recommendation Form

**Link to:**

**Application**


**NMAC Rule**

[http://164.64.110.134/parts/title06/06.063.0002.html](http://164.64.110.134/parts/title06/06.063.0002.html)

**Note:**

Level 1: Three-year license
Levels 2: Nine-year license
Supervisory School Nurse (Type 703)

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts of a master’s degree, conferred by a regionally accredited college, university, or from an institution accredited by the National League of Nursing
☐ A copy of a current RN license issued by the New Mexico Nursing Board

Level 2, 9-Year License

☐ Renewal application
☐ $95 fee, cashier’s check or money order
☐ Hold a Level 1 license for at least three full school years
☐ A copy of a current RN license issued by the New Mexico Nursing Board
☐ Superintendent Recommendation Form

Level 3, 9-Year License

☐ Renewal application
☐ $95 fee cashier’s check or money order
☐ Hold a Level 2 license for at least three full school years
☐ A copy of a current RN license issued by the New Mexico Nursing Board
☐ Superintendent Recommendation Form

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0002.html
School Psychologist: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts of bachelor’s and master’s degrees conferred or an education specialist degree from a regionally accredited college or university
☐ 60 graduate hours in school psychology (which may be completed as part of a master’s or education specialist degree or in addition to the master’s degree) OR
  ☐ Doctoral degree in school psychology that includes 12 semester hours of child-focused course work in development, assessment, and intervention AND
  ☐ 600 hours of supervised experience in a school-related setting OR
  ☐ Possess a psychologist or psychologist associate license issued by the NM Board of Psychologist Examiners that includes 12 semester hours of child-focused course work in development, assessment, and intervention and 600 hours of supervised experience in a school-related setting
☐ Passage of the National Teachers Examination (NTE) Specialty Area in School Psychology OR
  ☐ Possess a certificate issued by the National Association of School Psychologists

Level 2, 9-Year License

☐ Renewal application
☐ $95 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ Demonstration of entry-level competencies
☐ Completion of 2,400 hours of supervised experience (i.e., minimum of 600 internship hours and 1200 post internship, supervised hours in a school setting) AND one of the following:
  ☐ A license as a psychologist issued by the NM Board of Psychologist Examiners OR
  ☐ A license as a psychologist associate issued by the NM Board of Psychologist Examiners OR
  ☐ A license as a licensed professional clinical mental health counselor issued by the NM Counseling and Therapy Board OR
  ☐ A current school psychologist certification by the National Association of School Psychologists

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
Level 3, 9-Year License

- Renewal application
- $95 fee, cashier’s check or money order
- A valid level 2 license for three years
- Official, sealed transcripts of a doctoral degree from a regionally accredited college or university; the doctoral program shall include at least one year of pre-degree, supervised internship experience, consisting of a minimum of 1500 hours (at least 750 hours of which must be in a school-related setting)
- Successful demonstration of entry-level competencies for an independent school psychologist license
- A valid psychologist license/certificate issued by the NM Board of Psychologist Examiner OR
  - A current school psychologist certification issued by the National Association of School Psychologists
  - Two years of full-time, satisfactory, post-graduate work experience in a school-related setting, including 750 hours of satisfactory experience in diagnosing and treating children with emotional disturbances and/or behavior disorders in a school setting as reported by a supervising school psychologist

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0005.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
School Social Worker

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts reflecting a bachelor’s or master’s degree, conferred in social work from a regionally accredited college or university
☐ A valid social work license, issued by the New Mexico Social Work Examiners Board

Level 2, 9-Year License

☐ Renewal application
☐ $95 fee, cashier’s check or money order
☐ Level 1 social work license for three years
☐ A valid social work license, issued by the New Mexico Social Work Examiners Board
☐ Superintendent Recommendation Form (verification of having satisfactorily demonstrated the entry-level social work competencies)
Level 3, 9-Year License

- Renewal application
- $95 fee, cashier’s check or money order
- Level 2 social work license for three years
- Clinical social work board license, issued by the New Mexico Board of Social Work Examiners
- Official, sealed transcripts of a master’s degree, conferred in social work by a regionally accredited college or university
- Superintendent Recommendation Form (Evidence of a minimum of 875 hours of supervised experience in providing therapeutic services to children, including children with severe emotional disturbances and behavioral disorders, in a school setting)

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0007.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
INSTRUCTIONAL SUPPORT PROVIDERS (ANCILLARY PERSONNEL) NOT COVERED IN OTHER RULES

Instructional support providers, formerly referred to as related service or ancillary providers, shall mean anyone who provides services for a public school or state institution as 1) an orientation and mobility specialist; 2) interpreter for the deaf; 3) school social worker; 4) school nurse; 5) speech-language pathologist; 6) psychologist; 7) physical therapist; 8) physical therapy assistant; 9) occupational therapist; 10) marriage and family therapist; 11) occupational therapy assistant; 12) recreational therapist; 13) signed language interpreter; 14) educational, alcohol and drug abuse counselor; 15) substance abuse associate; and other service providers who are employed to support the instructional program of a school district or charter school.

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0003.html
Alcohol Abuse Counselor: Pre K–12

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended with degree(s) posted
- Possess certification from the New Mexico Counseling and Therapy Practices Board

**Level 2, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 1 license for three years
- A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

**Link to:**

Application


**NMAC Rule**

[http://164.64.110.134/parts/title06/06.063.0003.html](http://164.64.110.134/parts/title06/06.063.0003.html)

**Note:** Level 1: Three-year license
Levels 2 and 3: Nine-year license
Alcohol and Drug Abuse Counselor: Pre K–12

**Level 1, 3-Year License**

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted
☐ Possess certification from the New Mexico Counseling and Therapy Practices Board

**Level 2, 9-Year License**

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid, level 1 license for three years
☐ A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid, level 2 license for three years
☐ A completed Superintendent Recommendation Form

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**Link to:**

**Application**

**NMAC Rule** [http://164.64.110.134/parts/title06/06.063.0003.html](http://164.64.110.134/parts/title06/06.063.0003.html)

**Note:** Level 1: Three-year license
Levels 2 and 3: Nine-year license
Drug Abuse Counselor: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted
☐ Possess certification from the New Mexico Counseling and Therapy Practices Board

Level 2, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ A completed Superintendent Recommendation Form

Level 3, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 2 license for three years
☐ A completed Superintendent Recommendation Form

Link to:
Application

NMAC Rule
[http://164.64.110.134/parts/title06/06.063.0003.html](http://164.64.110.134/parts/title06/06.063.0003.html)

Note: Level 1: Three-year license
Levels 2 and 3: Nine-year license
Substance Abuse Associate: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure  
☐ $125 fee, cashier’s check or money order  
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.  
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted  
☐ Possess certification from the New Mexico Counseling and Therapy Practices Board

Level 2, 9-Year License

☐ Renewal application  
☐ $95.00 fee, cashier’s check or money order  
☐ A valid, level 1 license for three years  
☐ A completed Superintendent Recommendation Form

Level 3, 9-Year License

☐ Renewal application  
☐ $95.00 fee, cashier’s check or money order  
☐ A valid, level 2 license for three years  
☐ A completed Superintendent Recommendation Form

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0003.html

Note: Level 1: Three-year license  
Levels 2 and 3: Nine-year license
Audiologist: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted
☐ Possess certification from the New Mexico Counseling and Therapy Practices Board

Level 2, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ A completed Superintendent Recommendation Form

Level 3, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 2 license for three years
☐ A completed Superintendent Recommendation Form

Link to:
Application

NMAC Rule
[http://164.64.110.134/parts/title06/06.063.0003.html](http://164.64.110.134/parts/title06/06.063.0003.html)

Note: Level 1: Three-year license
Levels 2 and 3: Nine-year license
Interpreter for the Deaf: Pre K–12

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended with degree(s) posted
- Possess a community signed language interpreter’s license from the NM Signed Language Interpreting Practices Board OR
  - Possess an educational sign language interpreter’s license from the NM Signed Language Interpreting Practices Board OR
  - Possess a provisional sign language interpreter’s license from the NM Signed Language Interpreting Practices Board, which requires a copy of a certification issued by the National Registry for Interpreters for the Deaf

**Level 2, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 1 license for three years
- A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

Link to: Application

**NMAC Rule**
[http://164.64.110.134/parts/title06/06.063.0003.html](http://164.64.110.134/parts/title06/06.063.0003.html)

**Note:** Level 1: Three-year license
Levels 2 and 3: Nine-year license
Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted
☐ Possess certification from the New Mexico Counseling and Therapy Practices Board

Level 2, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ A completed Superintendent Recommendation Form

Level 3, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 2 license for three years
☐ A completed Superintendent Recommendation Form

Note: Level 1: Three-year license
Levels 2 and 3: Nine-year license

Link to:
Application
NMAC Rule
http://164.64.110.134/parts/title06/06.063.0003.html
Mobility Trainer for the Blind (Orientation and Mobility Specialist): Pre K–12

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended with degree(s) posted
- A valid certification issued by the Association for Education and Rehabilitation of the Blind and Visually impaired
  - OR
- A valid certification from the Academy for Certification of Vision Rehabilitation and Education Professionals

**Level 2, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 1 license for three years
- A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

**Link to: Application**


**NMAC Rule** [http://164.64.110.134/parts/title06/06.063.0003.html](http://164.64.110.134/parts/title06/06.063.0003.html)

**Note:**

- Level 1: Three-year license
- Levels 2 and 3: Nine-year license
Occupational Therapist: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from universities/colleges attended with degree posted in occupational therapy from a regionally accredited college or university
☐ Valid occupational therapy license issued by the New Mexico Occupational Therapy Board OR
  ☐ Valid copy of license from the American Occupational Therapy Certification Board

Level 2, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ A completed Superintendent Recommendation Form
Level 3, 9-Year License

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0003.html

Note:
Level 1:   Three-year license
Levels 2 and 3: Nine-year license
Occupational Therapy Assistant: Pre K–12

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended with degree(s) posted
- A valid copy of a certified occupational therapist assistant license issued by the New Mexico Occupational Therapy Licensing Board OR
  - A valid copy of a license from the American Occupational Therapy Certification Board

**Level 2, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 1 license for three years
- A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

**Link to:** Application

**NMAC Rule** [http://164.64.110.134/](http://164.64.110.134/)parts/title06/06.063.0003.html

**Note:** Level 1: Three-year license
Levels 2 and 3: Nine-year license
Physical Therapist: Pre K-12

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended with degree(s) posted
- A valid copy of a physical therapist license issued by the New Mexico Physical Therapy Board

**Level 2, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 1 license for three years
- A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

**Link to: Application**

**NMAC Rule** [http://164.64.110.134/parts/title06/o6.063.0003.html](http://164.64.110.134/parts/title06/o6.063.0003.html)
Physical Therapy Assistant: Pre K–12

**Level 1, 3-Year License**

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Official, sealed transcripts from all universities/colleges attended with degree(s) posted
- A valid copy of a physical therapy assistant license issued by the New Mexico Physical Therapy Board

**Level 2, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 1 license for three years
- A completed Superintendent Recommendation Form

**Level 3, 9-Year License**

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A completed Superintendent Recommendation Form

**Link to:**


**NMAC Rule**

- [http://164.64.110.134/parts/title6/06.063.0003.html](http://164.64.110.134/parts/title6/06.063.0003.html)

**Note:**

Level 1: Three-year license

Levels 2 and 3: Nine-year license
Recreational Therapist: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted
☐ A valid copy of a recreational therapist license issued by the National Council for Therapeutic Recreation Certification

Level 2, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ A completed Superintendent Recommendation Form

Level 3, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 2 license for three years
☐ A completed Superintendent Recommendation Form

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0003.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
Speech Language Pathologist: Pre K–12

Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ Official, sealed transcripts from all universities/colleges attended with degree(s) posted
☐ Valid speech language pathologist license issued by the New Mexico Speech Language Pathology and Audiology Board

Level 2, 9-Year License

☐ Renewal application
☐ $95.00 fee, cashier’s check or money order
☐ A valid level 1 license for three years
☐ Valid speech language pathologist license issued by the New Mexico Speech
☐ A completed Superintendent Recommendation Form
Level 3, 9-Year License

- Renewal application
- $95.00 fee, cashier’s check or money order
- A valid level 2 license for three years
- A valid speech language pathologist license issued by the New Mexico Speech
- A completed Superintendent Recommendation Form

Note: An SLP fellow is a one-year license that can be given one extension; an SLP apprentice is a three-year license that may be renewed for two years if documents are provided for proof of enrollment in a master’s program and a current board license.

If an SLP fellow or SLP apprentice receives a different board license, and their current license is still active or up for renewal, they will need to apply for the NEW board license they hold with a new application fee of $125 and new board license.

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0003.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
School Business Official License

A school business official is someone working in the capacity of a supervisor or director or manager of accounting or bookkeeping.

Note: A business manager of a school district with a membership in excess of 3,000 students must hold, or be eligible to hold, a level 2 school business official license.

School Business Official Requirements

1-Year Conditional License, Leading to a Level 1, 3-Year License

☐ Application for initial licensure
☐ $125 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent http://cogentid.3m.com/ (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
☐ A current certified public accountant certificate OR
  ☐ A bachelor’s, master’s, or doctorate degree in accounting, business, or a related field, with at least 24 semester hours in accounting or business coursework from a regionally accredited or department approved college or university OR
  ☐ An associate’s degree in accounting or a related field from a regionally accredited or department-approved college or university, including at least 24 semester hours in accounting or business courses from a regionally accredited or approved college or university plus at least three years of verifiable, employment experience as a school business official OR
☐ A high school diploma or high school equivalency credential and at least five years of verifiable employment experience working under the supervision of a licensed school business official and 40 hours of licensure credit for school business official license continuing education

A person meeting the above requirements will be issued a one-year conditional license that shall convert automatically to a three-year level 1 license, provided that during this first year, the applicant attends the New Mexico Association of School Business Officials (NMASBO) winter (February) and fall (September) conferences. The one-year conditional license shall be considered as part of the three-year level 1 license. Contact information for the NMASBO: Phone: 505-923-3283 https://nmasbo.org/

☐ Certificates must be provided to PLB once completed

1 Year Conditional Level 1 License, 3-Year License

☐ Proof of attendance at the NMASBO Winter/Fall conferences
Requirements for Continuing Licensure—Levels 1, 2, and 3

Level 1 to Level 2, 3-Year License

☐ Application for continuing licensure
☐ $95.00 fee cashier’s check or money order
☐ Satisfactorily demonstrate the SBO competencies
☐ Have three full school years of experience under a level 1 license
☐ Complete 16 contact hours per school year of training at the NMASBO conferences or coursework in any combination (educator needs to provide copies of coursework/ transcripts or proof of NMASBO conferences each school year to PLB)

Level 2, 9-Year License

Individuals, who have been employed in any local district for at least three school years as a school business official, may receive a level 2 license provided they

☐ obtain verification from a superintendent of a school district in which they have been employed;
☐ have satisfied the SBO competencies;
☐ hold a level 1 business official license for three years or a level 2 school business official license; and
☐ complete 16 contact hours of training or coursework in any combination per school year and provide these hours to PLB.
Level 2, 9-Year License

- Application for continuing licensure
- $95.00 fee cashier’s check or money order
- Satisfactorily demonstrate the SBO competencies
- Complete 16 contact hours per school year of training at the NMASBO conferences or coursework in any combination (educator needs to provide copies of coursework/ transcripts or proof of NMASBO conferences each school year to PLB)

Link to:
Applications

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0012.html

Note:
Level 1: Three-year license
Levels 2: Nine-year license
Native American Language and Culture: K–12 *

**Level 1, 3-Year License**
This type of certificate authorizes an individual to teach the language and culture of a tribe or pueblo in the classroom. The applicant must provide:

- Application for initial licensure
- $35 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- Verification from the tribe or pueblo authority that the candidate meets the standards and criteria for competence and language proficiency, in order to teach the language and culture of the particular tribe or pueblo.

**Level 2, 9-Year License**

- Renewal application
- $35 fee, cashier’s check or money order
- A valid, level 1 license for three years
- Verification that the Native American language and culture teacher satisfactorily completed the required renewal activities; these are authorized and verified by the authority of the Native American tribe and pueblo
- A completed Superintendent Recommendation form

* This is a certificate and is not eligible for the three-tiered system or endorsements.

**Link to:**


**NMAC Rule** [http://164.64.110.134/parts/title06/06.063.0014.html](http://164.64.110.134/parts/title06/06.063.0014.html)

**Note:** Level 1: Three-year license
Level 2: Nine-year license
Current MOUs signed with the PED

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Attendance Coach: PreK–12 *

**Level 1, 3-Year License**

The primary role is to support students in grades pre-k through 12 to improve their school attendance during their academic career through prevention, non-punitive tiered interventions, parent notification, and community partnerships.

☐ Application for initial licensure
☐ $35 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.

☐ Associates degree or have completed 48 semester hours of academic credit awarded by a nationally or regionally accredited college or university that includes 15 semester hours in non-remedial coursework
☐ Completed department-approved attendance coach professional development AND
☐ Possess at least two years of prior professional experience in one or more of the following areas:
  (a) Corrections;
  (b) Counseling;
  (c) Criminal justice;
  (d) Education;
  (e) Guidance counseling;
  (f) Juvenile justice;
  (g) Law enforcement;
  (h) Psychology;
  (i) Public administration;
  (j) Social work;
  (k) Sociology; or
  (l) Other closely related fields, as determined by the department.

☐ Individuals holding a teaching license or other instructional support license shall be able to take a position as an attendance coach without seeking level 1 license.

**Level 2, 9-Year License**

☐ Renewal application
☐ $35 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.

☐ Possess at least three years of prior professional experience in one or more of the following areas:
  (a) Corrections;
  (b) Counseling;
(c) Criminal justice;
(d) Education;
(e) Guidance counseling;
(f) Juvenile justice;
(g) Law enforcement;
(h) Psychology;
(i) Public administration;
(j) Social work;
(k) Sociology; or
(l) Other closely related fields, as determined by the department.

☐ Bachelors degree
☐ A completed Superintendent Recommendation form
☐ Individuals holding a teaching license or other instructional support license shall be able to take a position as an attendance coach without seeking level 2 license.

Link to:
Application

NMAC Rule  http://164.64.110.134/nmac/nmregister/xxix/6.63.17.pdf

Note: Level 1: Three-year license
Level 2: Nine-year license
SUPPORT PROVIDERS

Athletic Coaching: Grades 7–12

(Required license for all athletic coaches, including cheer, dance, and drill (head/assistant, paid/volunteer)

Temporary Athletic Coaching License

Level 1@, 1-Year License

☐ Application for initial licensure
☐ $35 fee, cashier’s check or money order
☐ Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
☐ Verification of completion of the National Federation of State High School Associations (NFHS) first aid/sport first aid/athletic training through the New Mexico Activities Association (NMAA)

Athletic Coaching License:

Level 1, 3-Year License

☐ Verification of completion of NFHS’ Fundamentals of Coaching through the NMAA

Note: No application or fee is needed if proof from NMAA is turned in within one year of the temporary license being issued.

Level 2, 9-Year License

☐ Renewal Application
☐ $35.00 fee, cashier’s check or money order
☐ Possess a valid level 1 license with three years of athletic coaching experience
☐ Submit Superintendent Recommendation form verifying competencies
☐ NFHS first aid/sport first aid/athletic training through NMAA (if applicant has not completed prior)
Level 3, 9-Year License

☐ Application for continuing licensure
☐ $35.00 fee cashier’s check or money order
☐ Possess a valid level 2 license with at least three years of athletic coaching experience at level 2
☐ Submit superintendent recommendation form verifying competencies
☐ Complete and submit verification of one of the following:
  ☐ Possess a NM teaching license with an endorsement in physical education OR
  ☐ Hold an undergraduate/graduate minor in coaching (minimum 24 semester hours) from a regionally accredited college/university OR
  ☐ Complete an advanced coaching principles course approved by the PED (such as ASEP’s coaching principles)
☐ An NFHS first aid/sport first aid/athletic training through NMAA (if applicant has not completed prior)
  AND
☐ Verification of cardio pulmonary resuscitation (CPR) training

Continuing Licensure, Level 2 or 3, 9-Year License

☐ Application for continuing licensure
☐ $35.00 fee, cashier’s check or money order
☐ Submit a completed Superintendent Recommendation form

For information on coach’s education, contact the NMAA at 505-923-3110 or https://www.nmact.org/for-coaches/

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0008.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
Education Assistant Pre K–12:

**Level 1, 3-Year License**

- Application for initial licensure
- $35 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background check is only valid for 24 months from date of FBI issuance.
- High school diploma or equivalency
- Eighteen years of age
- Completed Superintendent’s Verification form

**Level 2, 9-Year License**

- Application for continuing licensure
- $35.00 fee, cashier’s check or money order
- High school diploma or equivalency
- Eighteen years of age
- Possess a valid level 1 license with at least three years of experience as an educational assistant
- A completed Superintendent’s Recommendation form
Level 3, 9-Year License

- Application for continuing licensure
- $35.00 fee, cashier’s check or money order
- High school diploma or equivalency
- Eighteen years of age
- A completed Superintendent’s Recommendation form
- Passing Score on ParaPro (457) OR
  - Passing Score on ParaEducator (70 percent in each of the sections) OR
  - A minimum of 48 semester hours of college credit from a regionally or nationally accredited college or university with 15 of those credits being in language arts (3 hours), mathematics (3 hours), writing (3 hours), (6 hours in any of the following four content) reading, writing, math readiness, or professional education OR
  - An associate’s degree from a regionally or nationally accredited college or university with the credits as listed above OR
  - A bachelor’s degree or higher from regionally accredited college or university with credits as listed above

Link to:
Application

NMAC Rule
http://164.64.110.134/parts/title06/06.063.0009.html

Note:
Level 1: Three-year license
Levels 2 and 3: Nine-year license
**School Health Assistants: Pre K–12**

### Level 1, 3-Year License

- Application for initial licensure
- $35 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this ORI# and code, the applicant will need to complete another background check, using this code. The FBI background check is only valid for 24 months from the date of FBI issuance.
- High school diploma or equivalency
- Be at least 18 years old
- Verification of current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on demonstration
- Verification of current valid certification in first aid
- Verification of a NM Department of Health and PED training for school health assistants, as it relates to state/federal laws, regulations, and guidelines
- A completed Superintendent Verification form, verifying that a local orientation related to assigned duties and facilitated by the PED licensed registered nurse, was satisfactorily completed

### Level 2, 9-Year License

- Application for continuing licensure
- $35.00 fee, cashier’s check or money order
- Possess a valid level 1 license with at least three years of experience as a school health assistant
- Verification of a current, valid certification in CPR, which includes a hands-on demonstration
- Verification of a current, valid certification in first aid
- A completed Superintendent Recommendation form verifying that a local orientation, related to assigned duties and facilitated by the PED licensed registered nurse, was satisfactorily completed

**Note:** The PLB can issue a 1@ (one year temporary certificate) if the applicant has not completed the NM Department of Health and PED training for school health assistants. This is a certificate issued for one year. Once the certification is completed, provide the certificate to the PLB, and the additional two years will be added to the license.

**Link to: Application**


**NMAC Rule** [http://164.64.110.134/parto/titleo6/o6.o63.0015.html](http://164.64.110.134/parto/titleo6/o6.o63.0015.html)

**Note:**
Level 1: Three-year license
Level 2: Nine-year license
 Substitute Teacher: Pre K–12

Level 1, 3-Year License

- Application for initial licensure
- $35 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/](http://cogentid.3m.com/) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this ORI# and code, the applicant will need to complete another background check, using this code. The FBI background check is only valid for 24 months from date of FBI issuance.
- High school diploma or equivalency
- Eighteen years of age
- A completed Superintendent’s Verification form

Level 2, 9-Year License

- Application for continuing licensure
- $35.00 fee, cashier’s check or money order
- High school diploma or equivalency
- Eighteen years of age
- Possess a valid level 1 license with at least three years of experience as a substitute teacher
- Submit a completed Superintendent’s Recommendation form

Parental Notification: A local superintendent or governing body of a charter school shall give written notice to parents of those students who are being taught for longer than 45 days by a substitute teacher or by a person who is not qualified to teach the grade or subject.

Note: A waiver of Substitute Exceeding 45-Day Limit must be approved by the Director of the PLB and the Secretary of Education before parental notification can be pursued. [https://webnew.ped.state.nm.us/information/waivers/](https://webnew.ped.state.nm.us/information/waivers/)

Application


NMAC Rule

[http://164.64.110.134.parts/title06/06.063.0010.html](http://164.64.110.134.parts/title06/06.063.0010.html)

Note: Level 1: Three-year license
Level 2: Nine-year license
When a hiring emergency exists in a school district or non-public school, individuals who do not possess all the qualifications for endorsements may, at the request of an employing district, be issued an initial certificate of waiver by the PLB’s director.

Requirements:

- Submit Initial Endorsement Waiver request
- Submit a detailed plan towards endorsement completion, completed and signed by the educator
- Provide supporting documents of current classes taken or registered for towards endorsement
- Indicate the subject you are requesting the educator to be waived to teach on the application
- Provide Summative Report for approval of the initial waiver. The educator must have a rating of Effective or higher to be considered.
- Provide proof of recruitment

Link to:
Application
https://webnew.ped.state.nm.us/bureaus/licensure/district-superintendents-hr/

NMAC Rule
http://164.64.110.134/parts/title06/06.061.0009.html

Note: A one-year endorsement waiver will be approved based on a completed initial waiver application, a detailed plan and proof of recruitment provided by the district. These must be submitted within 60 days from the start of the school year or 60 days from the signing of the contract.
Renewal Waiver

A waiver of assignment is valid for one year and may be renewed, if the teacher provides to the employer and to the PED satisfactory evidence of continued progress towards meeting the required coursework for the endorsement, a completed renewal application, and an ongoing plan.

☐ Submit a Renewal Endorsement Waiver request
☐ Submit a detailed plan of endorsement completion, completed and signed by the educator
☐ Provide supporting documents of classes—current, taken, or registered for—towards endorsement
☐ Submit proof of classes passed or proof of passing exam for prior year progress
☐ Indicate those non-core academic subjects the educator will be waived to teach, such as health, physical education, library media, psychology, technology, business, family & consumer sciences, agriculture, reading, fine arts, performing arts, visual arts, gifted education,
☐ Rate Effective or higher, as the Summative Report will be used as a factor for approval of the renewal waiver
☐ Provide proof of recruitment

Link to:
Application
https://webnew.ped.state.nm.us/bureaus/licensure/district-superintendents-hr/

NMAC Rule
http://164.64.110.134/parts/title06/06.061.0009.html

**Note:** A one-year endorsement waiver will be approved based on a completed initial waiver application, a detailed plan and proof of recruitment provided by the district. These must be submitted within 60 days from the start of the school year or 60 days from the signing of the contract.
Sub-Standard License Waiver

When a hiring emergency exists in a school district or non-public school, individuals who do not possess all the qualifications for a standard teaching license may, at the request of an employing district (superintendent), be issued a one-year certificate of waiver by the director if they meet the following:

- Application for initial licensure
- $125 fee, cashier’s check or money order
- Complete and submit fingerprint documents for a background check, unless already completed for another PED license through 3M Cogent [http://cogentid.3m.com/] (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# NM920140Z and Reason Code: TEACHER LICENSURE). If the applicant fails to use this code, they will need to complete another background check using our licensure code. The FBI background is only valid for 24 months from the date of FBI issuance.
- A letter to the Director of licensure requesting the sub-standard (1CS) license based on the need to complete testing. The letter must state that the below items will be completed within the school year and the educator will only teach at that school district. The letter must be on school district letterhead and signed by the superintendent.
- Official, sealed transcripts with the reflected bachelor’s degree conferred from a regionally accredited college or university
- Passage of any exams through NMTA

The waiver can also be requested for the lack of:
- Teaching of reading courses
- Student teaching
- Exams

Link to:
Application
CONTINUING LICENSURE

Renewal for Teachers or Instructional Support Providers

Level 2 or Level 3A Teachers Seeking Same-Level Renewal

To successfully renew, a teacher holding a valid level 2, 3, or level 3A license and seeking licensure renewal at the same level shall:

☐ Submit online at www.teachnm.org under Same Level Licensure

If renewing an instructional support provider license or coaching license that requires certification through the NM Regulation Board or you have not submitted proof of completing NFHS first aid/sport first aid/athletic training, mail a copy of your current license to 300 Don Gaspar, Santa Fe, NM 87501 or email to LicensureUnit@state.nm.us OR

Submit the following documents:

☐ Renewal Application
☐ $95 for teaching or instructional support providers or $35 for support providers
☐ A completed Superintendent Recommendation form
☐ Current board license or the National Federation of State High School Association (NFHS) first aid/sport first aid/athletic training

Level 1 Teacher Seeking Level 2 License

A teacher holding a valid level 1 license seeking a level 2 licensure shall:

☐ Complete three full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations

Option One, Advancement through the Summative Report

☐ Complete three full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations
☐ Earn a rating of Effective, Highly Effective, or Exemplary on the most current school year summative evaluation
☐ Earn at least 50 percent of the points available to the educator in the student achievement portion of their most current summative evaluation for that school year
☐ Have the approval of their school district
☐ Submit a completed advancement application
☐ Pay $95 fee, cashier’s check or money order
☐ Submit a completed Superintendent Recommendation form to bypass
Option Two, Professional Development Dossier (PDD)

- Complete three full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations
- Have the approval of their school district

**Exception.** A teacher, who reciprocated a license and has completed two full school years of teaching experience, may be required by a NM school district to complete up to two full school years of teaching experience in NM to be eligible for licensure advancement through submitting, on-line, a professional development dossier (PDD).

Current PDD submission windows are
July 15 at 12:01 am–March 31 at 5:00 pm the following year

The fee for submission is $320.00, and information regarding the process is found at [www.teachnm.org](http://www.teachnm.org)

**Exception.** A level 1 licensed individual, who has not been employed during the full term of their license(s), must submit the application for continuing license, the fee, and a notarized statement asserting their lack of full experience. The license will be issued for years that the license was not utilized. **Up to three extensions can be granted at a 1D.**

---

**Level 2 Teacher Seeking Level 3A License**

A teacher holding a valid level 2 license and seeking a level 3A license shall

- Complete three full school years of teaching experience (minimum of 160 days per year) while holding a level 2 license with successful annual evaluation

**Exception.** A teacher who reciprocated a license and has completed four or more full school years of teaching experience. This educator may be required by a NM school district to complete up to two full years of teaching experience in NM to be eligible for licensure advancement by the following methods:

- Submitting official, sealed transcripts reflecting a master’s degree conferred from a regionally accredited college or university
- Submitting a PDD OR
- Advancement through the Summative Report OR
- Holding National Board Certification, completing a continuing application with the fee, and submitting a completed Superintendent Recommendation form

A person seeking renewal of a level 2 or 3 license—who has retired and has not worked for the life of there license

- a renewal application;
- a sworn statement (notarized) asserting that they have not worked
Note: A level 2 or 3A license that has lapsed (for more than one year) can be renewed at the same level with
☐ an initial application;
☐ $125 fee, cashier’s check or money order;
☐ fingerprints (if more than two years old, they will need to be completed again);
☐ a letter from last employing district verifying five full school years of experience (at least 160 days per year); and
☐ a completed Superintendent’s Recommendation form that documents that the applicant has satisfactorily
demonstrated the competencies pertaining to the type of license they held.

Note. If the applicant cannot provide both the verification of experience and verification of competency, the
applicant shall be issued a level 1 license.

Also note: If a level 1–3 license has lapsed, and the background is more than 24 months old, a new
background check must be completed through 3M Cogent
http://cogentid.3m.com/ (All Licensure Applicants Must Use
ORI# NM920140Z and Reason Code: TEACHER LICENSURE)
## Levels of Licenses and Definitions

<table>
<thead>
<tr>
<th>Level</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 Teaching License</strong></td>
<td>Means a provisional license issued for the first five years of teaching that gives a beginning teacher the opportunity, through a formal mentorship program for additional preparation, to be a quality teacher. This license is issued for five years.</td>
</tr>
<tr>
<td><strong>Level 2 Teaching License</strong></td>
<td>Means a professional teaching license issued to a teacher who is a fully qualified professional who is primarily responsible for ensuring that students meet and exceed PED academic content and performance standards. A teacher may choose to remain at a level 2 for the remainder of that teacher’s career. This license is issued for nine years.</td>
</tr>
<tr>
<td><strong>Level 3-A Teaching License</strong></td>
<td>Means a master teaching license and is the highest level of teaching competence for those teachers who choose to advance as instructional leaders in the teaching profession and undertake greater responsibilities, such as curriculum development, peer intervention, and mentoring. This license is issued for nine years.</td>
</tr>
</tbody>
</table>

### Definitions of Licensure Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Type of License</th>
</tr>
</thead>
<tbody>
<tr>
<td>**</td>
<td>One-year Licensure Flexibility Waivers</td>
</tr>
<tr>
<td>1</td>
<td>Five-year provisional (standard) teaching license</td>
</tr>
<tr>
<td>1</td>
<td>Three-year provisional (standard) <strong>non-teaching</strong> license</td>
</tr>
<tr>
<td>1@</td>
<td>One-year temporary certificate</td>
</tr>
<tr>
<td>1A</td>
<td>Five-year provisional (standard) teaching license earned under the alternative licensure program</td>
</tr>
<tr>
<td>1B</td>
<td>One-year school business license to allow for completing training</td>
</tr>
<tr>
<td>1D</td>
<td>Limited level 1 extension teaching license issued for less than or up to five years</td>
</tr>
<tr>
<td>1A</td>
<td>Two-year <strong>non-renewable</strong> alternative teaching license to allow for completion of course work requirements and testing or portfolio submission and testing</td>
</tr>
<tr>
<td>1P</td>
<td>Three-year secondary vocational-technical license to allow for completion of a professional development plan</td>
</tr>
<tr>
<td>1*</td>
<td>One-year school psychologist license to allow for completion of university-supervised internship and testing requirement</td>
</tr>
<tr>
<td>Level</td>
<td>Type of License</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1*</td>
<td>One-year school social worker license to allow time to complete Social Work Examiners Board requirements (testing and coursework)</td>
</tr>
<tr>
<td>2</td>
<td>Nine-year professional teaching license</td>
</tr>
<tr>
<td>3</td>
<td>Nine-year non-teaching license</td>
</tr>
<tr>
<td>3A</td>
<td>Nine-year instructional leader teaching license</td>
</tr>
<tr>
<td>3B</td>
<td>Five-year educational administrative license</td>
</tr>
<tr>
<td>I</td>
<td>One-year Post Secondary Internship license to allow for completion of supervised internship and teaching of reading requirements</td>
</tr>
</tbody>
</table>

**Licenses Issued at Truncated Levels**

The following licenses will NOT be issued at level 3

- Associate School Nurse
- Native American Language & Culture
- Professional School Nurse
- School Business Official
- School Health Assistant
- Substitute Teacher
- Attendance Coach

The following licenses will NOT be issued at levels 2 or 3

- SLP Apprentice
- SLP Clinical Fellow
- Student Success Advisor
### Licenses by Code, Type, Levels Available, Years of Issuance

<table>
<thead>
<tr>
<th>Code</th>
<th>License Type</th>
<th># of Years Issued For</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Pre K–12 Administrative</td>
<td>N/A N/A 5</td>
</tr>
<tr>
<td>200A</td>
<td>K–8 Elementary</td>
<td>5 9 9</td>
</tr>
<tr>
<td>250</td>
<td>B–3 Early Childhood (no longer issued)</td>
<td>9 9 9</td>
</tr>
<tr>
<td>251</td>
<td>Birth–Pre K</td>
<td>5 9 9</td>
</tr>
<tr>
<td>252</td>
<td>Pre K–Grade 3</td>
<td>5 9 9</td>
</tr>
<tr>
<td>300</td>
<td>7–12 Secondary</td>
<td>5 9 9</td>
</tr>
<tr>
<td>350</td>
<td>5–9 Middle Level</td>
<td>5 9 9</td>
</tr>
<tr>
<td>400</td>
<td>Pre k–12 Special Education</td>
<td>5 9 9</td>
</tr>
<tr>
<td>410</td>
<td>B–12 Blind and Visually Impaired</td>
<td>5 9 9</td>
</tr>
<tr>
<td>500</td>
<td>Pre k–12 Specialty Area</td>
<td>5 9 9</td>
</tr>
<tr>
<td>501</td>
<td>7–12 Athletic Coach</td>
<td>3 9 9</td>
</tr>
<tr>
<td>502</td>
<td>Pre K–12 Educational Assistant</td>
<td>3 9 9</td>
</tr>
<tr>
<td>503</td>
<td>K–12 Substitute Teacher</td>
<td>3 9 N/A</td>
</tr>
<tr>
<td>510</td>
<td>School Business Official</td>
<td>3 9 N/A</td>
</tr>
<tr>
<td>520</td>
<td>Pre K–12 Native Language and Culture</td>
<td>3 9 N/A</td>
</tr>
<tr>
<td>600</td>
<td>Pre K–12 School Counselor</td>
<td>3 9 9</td>
</tr>
<tr>
<td>601</td>
<td>Pre K–12 School Social Worker</td>
<td>3 9 9</td>
</tr>
<tr>
<td>602</td>
<td>Student Success Advisor</td>
<td>5 N/A N/A</td>
</tr>
<tr>
<td>605</td>
<td>Pre K–12 Rehabilitation Counselor</td>
<td>3 9 9</td>
</tr>
<tr>
<td>701</td>
<td>Pre K–12 Associate School Nurse</td>
<td>3 9 N/A</td>
</tr>
<tr>
<td>702</td>
<td>Pre K–12 Professional School Nurse</td>
<td>3 9 N/A</td>
</tr>
<tr>
<td>703</td>
<td>Pre K–12 Supervisory School Nurse</td>
<td>3 9 9</td>
</tr>
<tr>
<td>704</td>
<td>Pre K–12 School Health Assistant</td>
<td>3 9 N/A</td>
</tr>
<tr>
<td>705</td>
<td>Pre K–12 School Licensed Practical Nurse</td>
<td>3 9 9</td>
</tr>
<tr>
<td>800</td>
<td>7–12 Secondary Vocational Technical</td>
<td>3 9 9</td>
</tr>
<tr>
<td>801</td>
<td>PreK-12 Attendance Coach</td>
<td>1 1 N/A</td>
</tr>
<tr>
<td>900</td>
<td>Pre K–12 Educational Diagnostician</td>
<td>5 9 N/A</td>
</tr>
<tr>
<td>901</td>
<td>Pre K–12 Speech Language Pathologist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>902</td>
<td>K–12 Audiologist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>903</td>
<td>Pre K–12 Occupational Therapist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>904</td>
<td>Pre K–12 Occupational Therapist Assistant</td>
<td>3 9 9</td>
</tr>
<tr>
<td>905</td>
<td>Pre K–12 Physical Therapist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>906</td>
<td>Pre K–12 School Psychologist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>Code</td>
<td>License Type</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td>907</td>
<td>Pre K–12 Recreational Therapist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>908</td>
<td>Pre K–12 Mobility Trainer for the Blind</td>
<td>3 9 9</td>
</tr>
<tr>
<td>909</td>
<td>Pre K–12 Professional Interpreter for the Deaf</td>
<td>3 9 9</td>
</tr>
<tr>
<td>910</td>
<td>Pre K–12 Physical Therapy Assistant</td>
<td>3 9 9</td>
</tr>
<tr>
<td>911</td>
<td>Pre K–12 Educational Interpreter for the Deaf</td>
<td>3 9 9</td>
</tr>
<tr>
<td>912</td>
<td>Pre K–12 Marriage and Family Therapist</td>
<td>3 9 9</td>
</tr>
<tr>
<td>913</td>
<td>Pre K–12 Alcohol Abuse Counselor</td>
<td>3 9 9</td>
</tr>
<tr>
<td>914</td>
<td>Pre K–12 Drug Abuse Counselor</td>
<td>3 9 9</td>
</tr>
<tr>
<td>915</td>
<td>Pre K–12 Alcohol and Drug Abuse Counselor</td>
<td>3 9 9</td>
</tr>
<tr>
<td>916</td>
<td>Pre K–12 Substance Abuse Associate</td>
<td>3 9 9</td>
</tr>
<tr>
<td>917</td>
<td>Pre K–12 Speech Language Pathologist Clinical Fellow</td>
<td>1 N/A</td>
</tr>
<tr>
<td>918</td>
<td>Pre K–12 SLP Apprentice</td>
<td>3 N/A N/A</td>
</tr>
</tbody>
</table>
Requirements for Approved Teacher Education Program At-A-Glance

Applicants must possess a bachelor’s and/or master’s degree from a regionally accredited college or university, have completed an approved educator preparation program that includes student teaching, and pass all required NMTA tests.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Birth–Pre K</th>
<th>Pre K–Grade 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official, Sealed Transcripts; Education; Course Work</td>
<td>A bachelor’s degree with 45 semester hours in an early childhood education, age range 0–4 years of age</td>
<td>A bachelor’s degree with 45 semester hours in an early childhood education, age 3–grade 3</td>
</tr>
<tr>
<td>Practicum</td>
<td>135 contact hour practicum and/or supervised field experience at a developmental stage of 0–4 years of age OR Three years of verified work experience with at least two of the age ranges (birth – Pre k):</td>
<td>135 contact hour practicum and/or supervised field experience at a developmental stage of 0–4 years of age OR Three years of verified work experience with at least two of the age ranges (Pre K-Grade 3):</td>
</tr>
<tr>
<td>The Teaching of Reading</td>
<td>Six semester hours of credit in the teaching of reading for those who first entered any college or university on or after August 1, 2001</td>
<td>Six semester hours of credit in the teaching of reading for those who first entered any college or university on or after August 1, 2001</td>
</tr>
<tr>
<td>Assessments: Essential Academic Skills and Specific Competencies</td>
<td>Passage of NMTA 1) Essential Academic Skills 2) Teacher Competency in Early Childhood Education (Birth–Prekindergarten)</td>
<td>Passage of NMTA 1) Essential Academic Skills 2) Teacher Competency in Early Childhood Education (Age 3–Age 8)</td>
</tr>
</tbody>
</table>
## SECONDARY EDUCATION LICENSES

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Grades 7–12</th>
<th>Vocational-Technical Education</th>
<th>Special Education, Grades Pre-K–12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official, Sealed Transcripts and Education</td>
<td>A bachelor’s degree with 24 semester hours of professional secondary education course work</td>
<td>Option A: A bachelor's degree&lt;br&gt;Option B: Associates degree OR&lt;br&gt;Option C: Certificate&lt;br&gt;Option D: High school diploma/GED</td>
<td>A bachelor's degree, including 30 semester hours in special education course work</td>
</tr>
<tr>
<td>Work Experience / Student Teaching</td>
<td>Student teaching Secondary Education</td>
<td>Option B: Two years verified work experience related to the occupational area&lt;br&gt;Option C: Three years verified work experience related to the occupational area&lt;br&gt;Option D: Five years verified work experience related to the occupational area</td>
<td>Student teaching in Special Education</td>
</tr>
<tr>
<td>Course Work</td>
<td>Minimum of 24 semester hours in teaching field, (e.g., language arts, social studies) 12 semester hours of which must be in upper division courses</td>
<td>Option A: 32 credit hours of vocational-technical training related to the occupational area</td>
<td>Minimum of 24 semester hours in teaching field (e.g., language arts, social studies, math)</td>
</tr>
<tr>
<td>The Teaching of Reading</td>
<td>Three semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001; and</td>
<td></td>
<td>Six semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001; and</td>
</tr>
</tbody>
</table>
| Assessments: Essential Academic Skills and Specific Competencies | Passage of  
1) NMTA Essential Academic Skills  
2) Assessment of Professional Knowledge: Secondary  
3) Content Knowledge Assessment in the first endorsement plus coursework | Passage of  
1) NMTA Essential Academic Skills  
2) Assessment of Professional Knowledge: Elementary OR Assessment of Professional Knowledge: Secondary  
3) the Content Knowledge in Special Education |
## ELEMENTARY EDUCATION LICENSES

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Elementary Education, Grades K–8</th>
<th>Middle Level Education, Grades 5–9</th>
</tr>
</thead>
</table>
| Official, Sealed Transcripts; Education; and Course Work | A bachelor’s degree with 30–36 semester hours in an elementary education program  
Minimum of 24 semester hours in one teaching field, such as mathematics, science, language arts, reading, history | A bachelor’s degree with 30–36 semester hours of professional middle level education course work  
Minimum of 24 semester hours in teaching field, e.g., language arts or social studies  
Six of those hours earned at the upper division (300 or above) |
| Student Teaching                                | Student teaching in Elementary                                                                   | Student teaching in Mid-level                                                                      |
| The Teaching of Reading                         | Six semester hours of credit in the teaching of reading for those who first entered any college or university on or after August 1, 2001 | Three semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001; and |
| Assessments: Essential Academic Skills and Specific Competencies | Passage of  
1) NES Essential Academic Skills  
2) Elementary Education Elementary Education Subtests I and II  
3) Essential Components of Elementary Reading Instruction  
4) Assessment of Professional Knowledge Elementary | Passage of  
1) NES Essential Academic Skills  
2) Assessment of Professional Knowledge: Elementary OR Assessment of Professional Knowledge: Secondary  
3) The Content Knowledge Assessment in the first endorsement plus coursework |
## Specialty Area Education Licenses

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Teachers of Students with Blindness/Visual Impairment, Grades B–12</th>
<th>Pre K–12 Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Official, Sealed Transcripts; Education; and Course Work</strong></td>
<td>A bachelor's degree, including 24 semester hours in a program that prepares in the teaching the blind and visually impaired 24 semester hours in teaching field, e.g., language arts, social studies, math</td>
<td>A bachelor's degree, including 24 semester hours in a Pre K–12 education program 24 semester hours in teaching field, e.g., language arts or social studies 12 of those hours earned at the upper division (300 or above)</td>
</tr>
<tr>
<td><strong>Student Teaching</strong></td>
<td>Student teaching working with students with blindness/visual impairment</td>
<td>Student teaching in Pre K-12 setting</td>
</tr>
<tr>
<td><strong>The Teaching of Reading</strong></td>
<td>Six semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001</td>
<td>Three semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001</td>
</tr>
<tr>
<td><strong>Assessments: Essential Academic Skills and Specific Competencies</strong></td>
<td>Passage of 1) NMTA <a href="#">Essential Academic Skills</a> 2) <a href="#">Assessment of Professional Knowledge: Elementary</a> OR <a href="#">Assessment of Professional Knowledge: Secondary</a></td>
<td>Passage of 1) NMTA <a href="#">Essential Academic Skills</a> 2) <a href="#">Assessment of Professional Knowledge: Elementary</a> OR <a href="#">Assessment of Professional Knowledge: Secondary</a> 3) The Content Knowledge Assessment in the first endorsement plus coursework</td>
</tr>
</tbody>
</table>
### Licensure Fees

<table>
<thead>
<tr>
<th>INITIAL LICENSES</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>$125</td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>Instructional Support Provider</td>
<td></td>
</tr>
<tr>
<td>Athletic Coaches</td>
<td></td>
</tr>
<tr>
<td>Educational Assistant</td>
<td></td>
</tr>
<tr>
<td>Health Assistants</td>
<td>$35</td>
</tr>
<tr>
<td>Native Language and Culture</td>
<td></td>
</tr>
<tr>
<td>Substitute Teachers</td>
<td></td>
</tr>
<tr>
<td>Attendance Coach</td>
<td></td>
</tr>
</tbody>
</table>

### APPLICATION PROCESSING FEES FOR CONTINUING LICENSURE

| Teacher                                | $95   |
| Administrator                          |       |
| Instructional Support Provider          |       |

### INITIAL LICENSES/RENEWALS

| Athletic Coaches                       |       |
| Educational Assistant                  |       |
| Health Assistants                      | $35   |
| Native Language and Culture             |       |
| Substitute Teachers                    |       |

### ADDING ENDORSEMENTS

| Advancement Application (without dossier) | $95   |
| Application for Adding Endorsements      | $95   |
| Background check through Cogent          | $44   |
| Online Portfolio for Alternative Licensure (OPAL) (Fee paid online) (can no longer apply as of 11/2018) | $320  |
| Professional development dossier (PDD)   | $320  |
Licensure Endorsements At-A-Glance

**Definition.** An endorsement is attached to a teaching license to specify the teaching field in which a teacher may teach as authorized by the PED.

**Exceptions.** Endorsements may be added to teaching licenses **EXCEPT** for the following four licenses: a) early childhood, b) elementary, c) special education, and d) deaf and hard of hearing in the four core subject areas of

1. Language arts
2. Mathematics
3. Science
4. History

**Self-contained classrooms: Endorsement not required.** A licensed a) early childhood, b) elementary, and c) special education teacher is authorized to teach in a self-contained classroom. If the elementary school is departmentalized in the later grades, those educators holding one of the above three licenses are additionally authorized to teach in any of the core-subject areas of 1) language arts, 2) mathematics, 3) science, 4) history, 5) geography, 6) economics, 7) civics, and 8) government *without a separate endorsement in those areas.*

**Middle and high school: Endorsement required.** However, those teaching at the middle school level or in special education at the high school level in the content areas must be considered *fully state certified*; this means that, in the content being taught, teachers must have a minimum of 24 semester hours in the core content area or pass a content knowledge assessment (CKA) in the core area.

<table>
<thead>
<tr>
<th>LICENSURE AREA</th>
<th>COURSEWORK AND ASSESSMENTS REQUIRED</th>
</tr>
</thead>
</table>
| Elementary, Early Childhood, Special Education | 24-semester hours of coursework in the teaching field, other than for the core subject areas of language arts, mathematics, science, or social studies  
A test is required for the first endorsement on a new license.  
Endorsements can be added to an existing license with either the test or the hours (except for Bilingual, TESOL, Gifted). |
| Middle School, Secondary, K–12 Education   | 24-semester hours of coursework in the teaching field (of which 12 must be earned at the upper division, generally 300 level and above)  
A test is required for the first endorsement on a new license.  
Endorsements can be added to an existing license with either the test or the hours (except for Bilingual, TESOL, Gifted). |
### Specific Endorsements—Coursework and Assessments Required

For each of the endorsements indicated, listed below is the coursework accepted towards the endorsement that meets the endorsement competency areas.

<table>
<thead>
<tr>
<th>Endorsement</th>
<th>Coursework Accepted and Assessments Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agriculture</strong></td>
<td>Any agriculture-related course work</td>
</tr>
<tr>
<td><strong>Bilingual</strong></td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• Culture (history of the Southwest, literature of the Southwest, education across cultures, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Instructional methodology of bilingual education</td>
</tr>
<tr>
<td></td>
<td>• Instructional methodology of English language development (ELD)</td>
</tr>
<tr>
<td></td>
<td>• Language other than English—up to 12 hours in, for example, Spanish, Native American, Chinese</td>
</tr>
<tr>
<td></td>
<td>• Parent/community involvement</td>
</tr>
<tr>
<td></td>
<td><strong>Language Assessments</strong></td>
</tr>
<tr>
<td></td>
<td>• Successfully pass a language proficiency exam</td>
</tr>
<tr>
<td></td>
<td>• 12 hours of methodology and culture coursework OR</td>
</tr>
<tr>
<td></td>
<td>• The required competencies</td>
</tr>
<tr>
<td><strong>Business Education</strong></td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• accounting</td>
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<tr>
<td></td>
<td>• business law</td>
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<td></td>
<td>• management</td>
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<td></td>
<td>• marketing</td>
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<td></td>
<td>• office machines</td>
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<td></td>
<td>• office procedure</td>
</tr>
<tr>
<td></td>
<td>• secretarial skills</td>
</tr>
<tr>
<td></td>
<td>• computer</td>
</tr>
<tr>
<td></td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• advertising</td>
</tr>
<tr>
<td></td>
<td>• business analysis</td>
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<td></td>
<td>• business math</td>
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<td></td>
<td>• business policy</td>
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<td></td>
<td>• finance</td>
</tr>
<tr>
<td></td>
<td>• interviewing</td>
</tr>
<tr>
<td></td>
<td>• public relations</td>
</tr>
<tr>
<td></td>
<td>• retailing</td>
</tr>
<tr>
<td></td>
<td>• shorthand</td>
</tr>
<tr>
<td><strong>Family and Consumer Science</strong></td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• clothing &amp; textiles</td>
</tr>
<tr>
<td></td>
<td>• contemporary family lifestyles</td>
</tr>
<tr>
<td></td>
<td>• family management theories</td>
</tr>
<tr>
<td></td>
<td>• family studies</td>
</tr>
<tr>
<td></td>
<td>• food science</td>
</tr>
<tr>
<td></td>
<td>• interior design</td>
</tr>
<tr>
<td></td>
<td>• marriage &amp; family relations</td>
</tr>
<tr>
<td></td>
<td>• nutrition</td>
</tr>
<tr>
<td></td>
<td>• parent-community interaction</td>
</tr>
<tr>
<td></td>
<td><strong>Assessments</strong></td>
</tr>
<tr>
<td></td>
<td>• NMTA</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Endorsement</th>
<th>Coursework Accepted and Assessments Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Coursework</td>
</tr>
<tr>
<td></td>
<td>• drugs &amp; behavior</td>
</tr>
<tr>
<td></td>
<td>• first aid</td>
</tr>
<tr>
<td></td>
<td>• human sexuality</td>
</tr>
<tr>
<td></td>
<td>• nutrition</td>
</tr>
<tr>
<td></td>
<td>• personal health</td>
</tr>
<tr>
<td></td>
<td>• program planning &amp; evaluation</td>
</tr>
<tr>
<td></td>
<td>• safety</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
</tr>
<tr>
<td></td>
<td>• NMTA</td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
</tr>
<tr>
<td></td>
<td>• communication and wellness</td>
</tr>
<tr>
<td></td>
<td>• community resources</td>
</tr>
<tr>
<td></td>
<td>• conflict resolution</td>
</tr>
<tr>
<td></td>
<td>• family relationships</td>
</tr>
<tr>
<td></td>
<td>• human anatomy and physiology</td>
</tr>
<tr>
<td></td>
<td>• human growth &amp; development</td>
</tr>
<tr>
<td></td>
<td>• life skills</td>
</tr>
<tr>
<td></td>
<td>• mental health</td>
</tr>
<tr>
<td></td>
<td>• stress management</td>
</tr>
<tr>
<td></td>
<td>• some nursing coursework</td>
</tr>
<tr>
<td>History,</td>
<td>Coursework</td>
</tr>
<tr>
<td>Geography,</td>
<td>• American history</td>
</tr>
<tr>
<td>Economics,</td>
<td>• economics</td>
</tr>
<tr>
<td>Civics, and</td>
<td>• geography</td>
</tr>
<tr>
<td>Government</td>
<td>• government</td>
</tr>
<tr>
<td></td>
<td>• sociology</td>
</tr>
<tr>
<td></td>
<td>• world history</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
</tr>
<tr>
<td></td>
<td>• NMTA Mid-level</td>
</tr>
<tr>
<td></td>
<td>• NMTA Secondary</td>
</tr>
<tr>
<td>Information</td>
<td>All computer courses (also, see alternative</td>
</tr>
<tr>
<td>Technology</td>
<td>portfolio route)</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Coursework</td>
</tr>
<tr>
<td></td>
<td>• anthropology</td>
</tr>
<tr>
<td></td>
<td>• art history</td>
</tr>
<tr>
<td></td>
<td>• criminal justice coursework</td>
</tr>
<tr>
<td></td>
<td>• law courses</td>
</tr>
<tr>
<td></td>
<td>• military coursework</td>
</tr>
<tr>
<td></td>
<td>• political science</td>
</tr>
<tr>
<td></td>
<td>• some American studies or</td>
</tr>
<tr>
<td></td>
<td>philosophy coursework specific to this</td>
</tr>
<tr>
<td></td>
<td>area may be accepted</td>
</tr>
<tr>
<td></td>
<td>Note: Psychology coursework is not</td>
</tr>
<tr>
<td></td>
<td>accepted for this endorsement.</td>
</tr>
<tr>
<td>Language</td>
<td>Coursework</td>
</tr>
<tr>
<td>Arts</td>
<td>• communication</td>
</tr>
<tr>
<td></td>
<td>• composition</td>
</tr>
<tr>
<td></td>
<td>• drama</td>
</tr>
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<td></td>
<td>• literature</td>
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<td></td>
<td>• poetry</td>
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<tr>
<td></td>
<td>• rhetoric</td>
</tr>
<tr>
<td></td>
<td>• theatre</td>
</tr>
<tr>
<td></td>
<td>• writing</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
</tr>
<tr>
<td></td>
<td>• NMTA Mid-Level</td>
</tr>
<tr>
<td></td>
<td>• NMTA Secondary</td>
</tr>
<tr>
<td>ENDORSEMENT</td>
<td>COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Library Media Specialist</td>
<td></td>
</tr>
<tr>
<td>Coursework</td>
<td>• design and utilization of media</td>
</tr>
<tr>
<td></td>
<td>• instrumental design and development</td>
</tr>
<tr>
<td></td>
<td>• selection and acquisition of materials</td>
</tr>
<tr>
<td>Assessment</td>
<td>• NMTA</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Coursework</td>
<td>• algebra</td>
</tr>
<tr>
<td></td>
<td>• algorithms</td>
</tr>
<tr>
<td></td>
<td>• calculus</td>
</tr>
<tr>
<td></td>
<td>• computations</td>
</tr>
<tr>
<td></td>
<td>• differential equations</td>
</tr>
<tr>
<td></td>
<td>• finance</td>
</tr>
<tr>
<td></td>
<td>• geometry</td>
</tr>
<tr>
<td></td>
<td>• modern analysis</td>
</tr>
<tr>
<td></td>
<td>• number theory</td>
</tr>
<tr>
<td></td>
<td>• statistics</td>
</tr>
<tr>
<td>Assessments</td>
<td>• NMTA Mid-Level</td>
</tr>
<tr>
<td></td>
<td>• NMTA Secondary</td>
</tr>
<tr>
<td>Modern, Classical, and Native</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>Coursework</td>
</tr>
<tr>
<td></td>
<td>• Culture (e.g., history of the Southwest,</td>
</tr>
<tr>
<td></td>
<td>literature of the Southwest, education</td>
</tr>
<tr>
<td></td>
<td>across cultures, language other than</td>
</tr>
<tr>
<td></td>
<td>English (e.g., Spanish, Chinese, Sign</td>
</tr>
<tr>
<td></td>
<td>Language))</td>
</tr>
<tr>
<td></td>
<td>• Diverse language communities</td>
</tr>
<tr>
<td></td>
<td>• Instructional methodology of language</td>
</tr>
<tr>
<td></td>
<td>acquisition and development</td>
</tr>
<tr>
<td></td>
<td>• Language assessments</td>
</tr>
<tr>
<td></td>
<td>• Structure of language (e.g., linguistics,</td>
</tr>
<tr>
<td></td>
<td>grammar)</td>
</tr>
<tr>
<td>Note:</td>
<td>coursework must all be in the same language</td>
</tr>
<tr>
<td></td>
<td>to receive the endorsement</td>
</tr>
<tr>
<td>Assessments</td>
<td>• NMTA Spanish</td>
</tr>
<tr>
<td></td>
<td>• NMTA German</td>
</tr>
<tr>
<td></td>
<td>• NMTA French</td>
</tr>
<tr>
<td>Performing Arts</td>
<td></td>
</tr>
<tr>
<td>Coursework</td>
<td>Music, theatre, or dance, with a concentration in one of these areas</td>
</tr>
<tr>
<td>Assessments</td>
<td>• NMTA</td>
</tr>
<tr>
<td>ENDORSEMENT</td>
<td>COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Coursework</td>
</tr>
<tr>
<td></td>
<td>Includes all areas of sports,</td>
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<tr>
<td></td>
<td>• kinesiology</td>
</tr>
<tr>
<td></td>
<td>• movement</td>
</tr>
<tr>
<td></td>
<td>• weight training</td>
</tr>
<tr>
<td></td>
<td><strong>Assessments</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NMTA</strong></td>
</tr>
<tr>
<td>Psychology</td>
<td>Includes psychology courses, child or human development, etc.</td>
</tr>
<tr>
<td>Reading</td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• All reading courses with RDG prefix or any literacy courses that are reading methods coursework</td>
</tr>
<tr>
<td></td>
<td>• The teaching of writing</td>
</tr>
<tr>
<td></td>
<td><strong>Assessments</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NMTA</strong></td>
</tr>
<tr>
<td>Science</td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• agricultural science courses</td>
</tr>
<tr>
<td></td>
<td>• anatomy and physiology</td>
</tr>
<tr>
<td></td>
<td>• astronomy</td>
</tr>
<tr>
<td></td>
<td>• biology</td>
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<tr>
<td></td>
<td>• botany, zoology</td>
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<tr>
<td></td>
<td>• chemistry</td>
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<td></td>
<td>• ecology</td>
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<td>• geology</td>
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<td>• mineralogy</td>
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<td>• meteorology</td>
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<td>• physical science</td>
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<td></td>
<td>• physics</td>
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<td></td>
<td><strong>Assessments</strong></td>
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<tr>
<td></td>
<td><strong>NMTA Mid-Level</strong></td>
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<tr>
<td></td>
<td><strong>NMTA Secondary</strong></td>
</tr>
<tr>
<td>Technology Education</td>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td></td>
<td>• drafting</td>
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<tr>
<td></td>
<td>• industrial arts</td>
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<tr>
<td></td>
<td>• welding</td>
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<td></td>
<td><strong>Coursework</strong></td>
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<tr>
<td></td>
<td>• computer technology</td>
</tr>
<tr>
<td></td>
<td>• woodworking</td>
</tr>
<tr>
<td>ENDOREMENT</td>
<td>COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>TESOL</strong></td>
<td>Teaching English to Speakers of Other Languages</td>
</tr>
</tbody>
</table>
| **Coursework** | - A language other than English—up to 6 hours of a language other than English, e.g.,  
  o Spanish  
  o Native American  
  o Sign Language  
- Culture, e.g.,  
  o history of the Southwest  
  o literature of the Southwest  
  o education across cultures  
- Instructional methodology of ELD |
| **Assessments** | NMTA |
| **Coursework** | - Instructional methodology of ELPs  
  - Language assessments  
  - Parent/community involvement  
  - Structure of the English language development of ELD  
    o linguistics  
    o grammar  
    o etc. |
| **Note:** Basic English composition courses are not acceptable for the grammar competency |

| **Visual Arts** |
| **Coursework** | - art appreciation  
  - art history  
  - drawing  
  - painting  
  - photography  
  - sculpture |
| **Assessments** | NMTA |
| **Coursework** | - art and culture art of the Southwest  
  - art lab  
  - basics of line  
  - color  
  - computer graphic design  
  - form  
  - shape  
  - texture  
  - visual art design |
National Board Certification

**Definition.** National Board Certification (NBCT) is a voluntary assessment program designed to identify, recognize, and reward accomplished teachers who meet high and rigorous standards, based on what teachers should know and be able to do.

National Board Certification is an advanced teaching credential. The credential complements, but does not replace, a New Mexico teacher license. The certification is valid for ten years, at which time an NBCT teacher can seek renewal. A level 1 licensed New Mexico teacher applying for advancement to level 2 can substitute National Board Certification for the professional development dossier requirements. A level 2 licensed New Mexico teacher applying for advancement to level 3 can substitute National Board Certification for the professional development dossier and the post-baccalaureate requirements. In either case, the applicant must fulfill the required years of experience and obtain the superintendent’s recommendation.

**Process.** As part of the certification process, candidates complete 10 components that are assessed by trained teachers in their certificate area. Each component consists of four portfolio entries featuring teacher practice and six constructed response exercises that assess context knowledge.

More information about National Board Certification can be obtained at [www.nbpts.org](http://www.nbpts.org)

**Note:** When submitting National Board documents, the letter and certificate must be provided along with application, fee, and a completed Superintendent Recommendation form.
National Evaluation Series (NES) Requirements

Applicants seeking initial NM teacher licensure must pass three parts of the National Evaluation Series (NES)—the Essential Academic Skills, the Assessment of Professional Knowledge, and the Content Knowledge Assessment (where applicable).

Content Knowledge Assessments

<table>
<thead>
<tr>
<th>The following Content Knowledge Assessments are available to New Mexico educators:</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Art</td>
</tr>
<tr>
<td>➢ English Language Arts OR Middle Grades English Language Arts</td>
</tr>
<tr>
<td>➢ English to Speakers of other languages (ESOL)</td>
</tr>
<tr>
<td>➢ Family &amp; Consumer Science</td>
</tr>
<tr>
<td>➢ French</td>
</tr>
<tr>
<td>➢ German</td>
</tr>
<tr>
<td>➢ Gifted Education</td>
</tr>
<tr>
<td>➢ Health</td>
</tr>
<tr>
<td>➢ History/Social Science OR Middle Grades Social Science</td>
</tr>
<tr>
<td>➢ Mathematics OR Middle Grades Mathematics</td>
</tr>
<tr>
<td>➢ Music</td>
</tr>
<tr>
<td>➢ Physical Education</td>
</tr>
<tr>
<td>➢ Reading</td>
</tr>
<tr>
<td>➢ School Counseling</td>
</tr>
<tr>
<td>➢ School Library Media Specialist</td>
</tr>
<tr>
<td>➢ Science OR Middle Level Science</td>
</tr>
<tr>
<td>➢ Spanish</td>
</tr>
</tbody>
</table>
## Content Knowledge Assessment for Specific License Types

<table>
<thead>
<tr>
<th>The following Content Knowledge Assessments can be used to add endorsements to elementary education or special education licenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Bilingual Education</td>
</tr>
<tr>
<td>➢ Business</td>
</tr>
<tr>
<td>➢ Family &amp; Consumer Science</td>
</tr>
<tr>
<td>➢ Gifted Education</td>
</tr>
<tr>
<td>➢ Health Education</td>
</tr>
<tr>
<td>➢ Library Media</td>
</tr>
<tr>
<td>➢ Modern and Classical Languages</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The following Content Knowledge Assessments can be used to establish fully state certified status for educators holding an elementary education or special education license and teaching one or more of the four core contents in a departmentalized setting in the middle level grades.</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Middle Level Language Arts</td>
</tr>
<tr>
<td>➢ Middle Level Mathematics</td>
</tr>
</tbody>
</table>

Additional information about educator licenses and endorsements is available at the PED website at [http://webnew.ped.state.nm.us/bureaus/licensure/](http://webnew.ped.state.nm.us/bureaus/licensure/)
### Competency Testing, Links, and Cut Scores

<table>
<thead>
<tr>
<th>Exam #</th>
<th>Exam Description and Link</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT503</td>
<td>Art</td>
<td>224</td>
</tr>
<tr>
<td>NT501</td>
<td>Assessment of Professional Knowledge: Elementary</td>
<td>222</td>
</tr>
<tr>
<td>NT502</td>
<td>Assessment of Professional Knowledge: Secondary</td>
<td>220</td>
</tr>
<tr>
<td>NT106</td>
<td>Early Childhood Education (Birth–Prekindergarten)</td>
<td>220</td>
</tr>
<tr>
<td>NT107</td>
<td>Early Childhood Education (Age 3–Age 8)</td>
<td>220</td>
</tr>
<tr>
<td>NM035</td>
<td>Educational Administrator</td>
<td>240</td>
</tr>
<tr>
<td>NM033</td>
<td>Educational Diagnostician</td>
<td>240</td>
</tr>
<tr>
<td>NT102, 103</td>
<td>Elementary Education Subtests I and II</td>
<td>228</td>
</tr>
<tr>
<td>NT301</td>
<td>English Language Arts</td>
<td>231</td>
</tr>
<tr>
<td>NT507</td>
<td>English to Speakers of Other Languages (ESOL)</td>
<td>220</td>
</tr>
<tr>
<td>NT001,002,003</td>
<td>Essential Academic Skills</td>
<td>220</td>
</tr>
<tr>
<td>NT104</td>
<td>Essential Components of Elementary Reading Instruction</td>
<td>220</td>
</tr>
<tr>
<td>NT310</td>
<td>Family and Consumer Sciences</td>
<td>220</td>
</tr>
<tr>
<td>NT402</td>
<td>French</td>
<td>220</td>
</tr>
<tr>
<td>NT311</td>
<td>General Science</td>
<td>220</td>
</tr>
<tr>
<td>NT403</td>
<td>German</td>
<td>220</td>
</tr>
<tr>
<td>NT312</td>
<td>Gifted Education</td>
<td>220</td>
</tr>
<tr>
<td>NT505</td>
<td>Health</td>
<td>220</td>
</tr>
<tr>
<td>NT304</td>
<td>Mathematics</td>
<td>222</td>
</tr>
<tr>
<td>NT201</td>
<td>Middle Grades English Language Arts</td>
<td>220</td>
</tr>
<tr>
<td>NT204</td>
<td>Middle Grades General Science</td>
<td>231</td>
</tr>
<tr>
<td>NT203</td>
<td>Middle Grades Mathematics</td>
<td>225</td>
</tr>
<tr>
<td>NT202</td>
<td>Middle Grades Social Science</td>
<td>220</td>
</tr>
<tr>
<td>NT504</td>
<td>Music</td>
<td>224</td>
</tr>
<tr>
<td>NT506</td>
<td>Physical Education</td>
<td>220</td>
</tr>
<tr>
<td>NM013</td>
<td>Reading</td>
<td>240</td>
</tr>
<tr>
<td>NT501</td>
<td>School Counselor</td>
<td>222</td>
</tr>
<tr>
<td>NT502</td>
<td>School Library Media Specialist</td>
<td>220</td>
</tr>
<tr>
<td>NT303</td>
<td>Social Science</td>
<td>220</td>
</tr>
<tr>
<td>NT401</td>
<td>Spanish</td>
<td>222</td>
</tr>
<tr>
<td>NT601</td>
<td>Special Education</td>
<td>224</td>
</tr>
</tbody>
</table>
Foreign Transcript Evaluation/Equivalency

Applicants for licensure, who have studied outside the US, must first submit foreign transcripts and other education documents for evaluation/equivalency by an evaluation service showing a course-by-course evaluation. Below is a link to agencies who are members of the National Association of Credential Evaluation Services, Inc. http://www.naces.org/members.htm

The Public Education Department does not require, but does recommend, that NACES' listed service members be used. While there is no official organization or regulatory body for foreign credential interpretation or evaluation methodology in the United States, credential interpretation/evaluation is based on commonly developed and agreed upon standards of good practice. The PED does require that the agency reviews official, sealed transcripts and evaluates for US equivalency.
Regional Accrediting Institutions

The Public Education Department accepts bachelor's or higher degrees from 1) regionally accredited colleges or universities or that are 2) nationally accredited and recognized by the Council for Higher Education Association.

Regional accrediting bodies as accepted by the US ED

**Higher Learning Commission**
230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411
Phone: (800) 621-7440 or (312)263-0456

**Middle States Association of Colleges and Schools**
Commission on Higher Education and Commission on Secondary Schools
3624 Market Street
Philadelphia, Pennsylvania 19104
Telephone: (215) 662-5606

**New England Association of Schools and Colleges**
Commission of Institutions of Higher Education
Commission on Vocational, Technical, Career Institutions
209 Burlington Road
Bedford, Massachusetts 01730-1433
Telephone: (617) 271-0022

**North Central Association of Colleges and Schools**
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602
Telephone: (800) 621-7440

**North Central Association of Colleges and Schools**
Commission on Schools
Arizona State University
Tempe, Arizona 85287-3011
Telephone: (800) 525-9517

**Northwest Association of Schools and Colleges**
Commission on Colleges
3700-B University Way, NE
Seattle, Washington 98105
Telephone: (206) 543-0195
Southern Association of Colleges and Schools
Commission on Colleges and Commission on Occupational Education Institutions
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone: (404) 679-4501

Western Association of Schools and Colleges
Accrediting Commission for Senior Colleges and Universities
Mills College, Box 9990
Oakland, California 94613
Telephone: (415) 632-5000

Western Association of Schools and Colleges
Accrediting Commission for Community and Junior Colleges
PO Box 70
Aptos, California 95001
Telephone: (408) 688-7575

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Boulevard, Suite 200
Burlingame, California 90410
Telephone: (415) 375-7711
Requirements
Code of Ethical Responsibility of the Education Profession

6.60.9.1 ISSUING AGENCY: Public Education Department
[6.60.9.1 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.2 SCOPE: All licensed personnel. The New Mexico public education department (PED) hereby sets minimal standards of accepted ethical behavior and professional conduct in education that are applicable to all licensed school personnel, instructional personnel under contract, including any other person who provides instructional or education-related services in a school and who holds any license, certificate or written authority issued by the PED.
[6.60.9.2 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

[6.60.9.3 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.4 DURATION: Permanent
[6.60.9.4 NMAC - N, 04-30-01]

6.60.9.5 EFFECTIVE DATE: April 30, 2001, unless a later date is specified at the end of a section.
[6.60.9.5 NMAC - N, 04-30-01]

6.60.9.6 OBJECTIVE: The PED seeks to make ethical values and ethical leadership an integral part of the day to day activities of schools, and holds all persons within the scope of this rule accountable for adhering to minimal standards of accepted professional conduct and ethical behavior. The PED accepts the recommendations of its professional practices and standards council and the ethics committee that a code of ethics and standards of professional conduct applicable to the education profession will infuse the learning environment with choices and values designed to assist in shaping young minds into educated, responsible citizens.
[6.60.9.6 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.7 DEFINITIONS: "Ethical misconduct" means behavior or conduct engaged in by a licensed or certified school employee that violates the minimal standards of accepted ethical behavior and professional conduct listed in the standards of professional conduct section of this rule, or that constitutes the grounds for revoking licensure listed in 6.63.8 NMAC except for failure to meet level 3-A competencies.
[6.60.9.7 NMAC - N, 10-31-06]

6.60.9.8 CODE OF ETHICS: We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

A. Principle I: Commitment to the student. We measure success by the progress of each student toward achievement of his/her maximum potential. We therefore work to stimulate the spirit of
inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we:

1. deal justly and considerately with each student;
2. encourage the student to study and express varying points of view and respect his/her right to form his/her own judgment;
3. conduct conferences with or concerning students in an appropriate place and manner;
4. seek constantly to improve learning facilities and opportunities.

B. Principle II: Commitment to the community. We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

1. share the responsibility for improving the educational opportunities for all;
2. recognize that each educational institution has a person authorized to interpret its official policies;
3. acknowledge the right and responsibility of the public to participate in the formulation of educational policy;
4. evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take action deemed necessary and proper;
5. assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates of partisan activities;
6. protect the educational program against undesirable infringement, and promote academic freedom.

C. Principle III: Commitment to the profession. We believe that the quality of the services of the education profession directly influence the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations. In fulfilling our obligations to the profession, we:

1. recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession;
2. participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education;
3. cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions;
4. accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
5. refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student;
6. refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues;
7. keep the trust under which confidential information is exchanged;
8. make appropriate use of the time granted for professional purposes;
9. interpret and use the writings of others and the findings of educational research with intellectual honesty;
10. maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts;
11. respond accurately to requests for evaluation of colleagues seeking professional positions;
12. provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.
D. Principle IV: Commitment to professional employment practices. We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity, and mutual respect between employees, administrators, and local school boards. In fulfilling our obligations to professional employment practices, we:

1. apply for or offer a position on the basis of professional and legal qualifications;
2. apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates;
3. fill no vacancy except where the terms, conditions, and policies are known;
4. adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent;
5. give prompt notice of any change in availability of service, in status of applications, or in change in position;
6. conduct professional business through recognized educational and professional channels.

[6.60.9.8 NMAC - N, 04-30-01]

6.60.9.9 STANDARDS OF PROFESSIONAL CONDUCT:

A. Preamble

1. We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

2. Moral values are to ethical leadership what years of experience are to a successful educator. The former sets the stage for success of the latter. Abstract principles that espouse excellence do not easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

3. In the final analysis it is our consistent ethical leadership that wins the most allies and produces the best results. Not only does this code highlight our professional responsibilities, but also it stimulates us to discuss the professional implications of our ethical choices and ethical recommendations, causes us to assess and reassess our application of moral values, and sets forth concrete behaviors appropriate for education professionals. We are committed to this code and understand that it provides minimally accepted standards of professional conduct in education.

B. Standard I: Duty to the student. We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation, we:

1. shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34 C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 et seq., 34 C.F.R. Part 300), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 et seq., NMSA 1978), the Public School Code (Sections 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;
(2) shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;

(3) shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;

(4) shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;

(5) shall not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason;

(6) shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;

(7) shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:

(a) all forms of sexual touching, sexual relations or romantic relations;

(b) inappropriate touching which is any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;

(c) any open displays of affection toward mostly-boys or mostly-girls; and

(d) offering or giving a ride to a student unless absolutely unavoidable, such as where a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements;

(8) shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:

(a) making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and

(b) creating an intimidating, hostile or offensive work/school environment by at a minimum engaging in any of the prohibited behaviors set forth at Paragraph (7) or Subparagraph (a) of Paragraph (8), Subsection B of 6.60.9.9 NMAC, above.

C. Standard II: Duty to the profession. The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession, and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

(1) shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;

(2) shall not orally or in writing misrepresent our professional qualifications;

(3) shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;

(4) shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;

(5) shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;

(6) shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;

(7) shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;
shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds $100, excluding approved educational awards, honoraria, plaques, trophies, and prizes;

shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;

shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:

(a) making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;

(b) making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;

(c) displaying or distributing any sexually oriented materials where the above-named individuals can see them; and

(d) creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;

shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines found at Title 29 Code of Federal Regulations Part 1604 (29 C.F.R. Section 1604.1 et seq.), or contacting appropriate school human resources personnel;

shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;

shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;

shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;

shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;

shall not engage in any outside employment:

(a) the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;

(b) where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and

(c) that impairs our physical ability to perform our school duties;

shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:

(a) in connection with our official school duties;

(b) in connection with another licensed person's official school duties;

(c) in connection with any standardized or non-standardized testing;

(d) in connection with any school application or disclosure process; and

(e) in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;

shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;

shall not engage in any conduct or make any statement:

(a) that would breach the security of any standardized or non-standardized tests;

(b) that would ignore administering portions or the entirety of any standardized or non-standardized testing instructions;

(c) that would give students an unfair advantage in taking a standardized or non-standardized test;
(d) that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test; and
(e) that would assist students in obtaining services or benefits for which they do not qualify or are not entitled;
(20) shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace;
(21) shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the PED, that the individual does not hold the required credentials; and
(22) shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language;
(23) shall not engage in unprofessional conduct, which conduct shall include but not be limited to the following:
   (a) striking, assaulting or restraining a student for no valid reason;
   (b) using any written or spoken words in public schools or at school events that are inflammatory, derogatory or otherwise demonstrate a bias against a person or group, on the basis of their race, religion, culture, ethnicity, sexual preference, sexuality or physical disability;
   (c) bringing firearms onto school property or possessing them on school property, except with proper authorization;
   (d) possessing or consuming alcohol beverages at school;
   (e) possessing or using illegal drugs;
   (f) being under the influence of alcohol or illegal drugs at school;
   (g) actively obstructing an investigation into the possible unethical or illegal conduct of a school employee; and
   (h) engaging in favoritism or preferential treatment toward any school employee or applicant in regards to that individual's hiring, discipline, terms of employment, working conditions or work performance due to that individual's familial relationship with the licensee;
(24) shall report any knowledge of inappropriate contact, as provided by Paragraph (7) of Subsection B of 6.60.9 NMAC with a student or other school employee to the local school authority within 30 days of obtaining such knowledge.

6.60.9.10 FAILURE TO COMPLY WITH THIS CODE: The PED finds that adherence to this code of ethical responsibility has a significant bearing on licensed personnel's competence, turpitude or the proper performance of their duties. It makes the same finding for any other person providing instructional or education-related services in a school who holds any license, certificate or written authority issued by the instructional or education-related services in a school who hold any license, certificate or written authority issued by the PED. Both the code of ethics and standards of professional conduct are intended to provide a valuable framework of personal ethics to assist educators and administrators in their interaction with colleagues, students and parents. However, the standards of professional conduct establish minimal standards of acceptable professional conduct with which all educators and administrators are required to comply. Therefore, the PED through the educator ethics bureau may revoke, suspend or take other appropriate action against any educator license of any person, or may deny applications for initial licensure or continuing licensure to any person, who is within the scope of this rule, and who after hearing, is found to have engaged in ethical misconduct, by failing to comply with one or more of the enumerated provisions of the standards of professional conduct set forth in 6.60.9.9 NMAC, above, exclusive of the preamble. All hearings and attendant notices shall be conducted and served pursuant to the Uniform Licensing Act 61-1-1 through 61-1-31, NMSA 1978 and either 6.68.2 NMAC or 6.68.3 NMAC.

[6.60.9.10 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

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6.60.9.11 DISSEMINATION OF THIS CODE: The PED shall adopt measures to ensure that this code of ethical responsibility receives the widest possible dissemination to all persons falling within its scope. Such measures include but are not limited to:

A. providing information about the code of ethical responsibility directly through the PED and the PED's application process;
B. providing information about the code of ethical responsibility to all school districts, charter schools, and non-public schools accredited by the PED;
C. notifying any school district, charter school or private school accredited by the PED of the decision and order of the PED after the PED has taken final licensure action against one of that school's PED licensed employees based in whole or in part on a failure to comply with the standards of professional conduct;
D. any other reasonable measure that is calculated to result in the widest dissemination of the PED's code of ethical responsibility and notification of the consequences of failure to comply with the standards of professional conduct.
[6.60.9.11 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.12 REPORTING REQUIREMENT: It is the duty of each school superintendent or charter school administrator to provide prompt written notification to the director of the educator ethics bureau after taking final action to discharge or terminate the employment, based in whole or in part on a violation of the standards of professional conduct in this rule, of any certified or licensed school employee, or any other person providing instructional or education-related services in a school under written authority of the PED.

[6.60.9.12 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]
Alternative Route to an Endorsement in Information Technology

Purpose of the Alternative Route

Many experienced and capable technology coordinators and prospective technology coordinators in New Mexico have not completed formal academic training in technology but have talent, expertise, knowledge, and skills in this area. Many have acquired specialized skills and expertise informally through school district professional development activities and through self-directed training.

Through the alternative route, the Public Education Department recognizes those individuals with specialized skills and expertise in technology.

The Application Process

An individual seeking an endorsement as an Information Technology Coordinator through the alternative route must submit the following to the Professional Licensure Bureau (PLB) of the New Mexico PED:

- An Application for Endorsement Only with the requisite fee of $95.00, cashier’s check or money order, payable to the PED
- A portfolio that describes the applicant’s qualifications and experiences
- A letter from an employing authority that certifies the applicant’s job experiences
- A resume
- The completed matrix of the competencies for entry-level Information Technology Coordinators (Attachment A)
- The Alternative Route to Endorsement in Information Technology Coordinator Checklist (Attachment B).

Once received, the PLB will review the application packet for completeness.

The Review Process

1. The director of PLB reviews the applications using the NM PED information technology coordinator competencies as the criteria.

2. The director of PLB reviews the portfolio presented and either issues the endorsement or provides the applicant with a written list of deficiencies, along with suggestions for removing those deficits.
Following is the checklist for completing the portfolio:

**Checklist**

| Alternative Route for Endorsement Information Technology Coordinator* |
|---|---|
| **Name Of Applicant** | |
| **Address** | |
| **Telephone** | **Home #** | **Work #** |
| **E-Mail Address** | |
| **File Number** | **Type Of Teaching License Held** |
| **Social Security Number** | |
| **Employing School District** | |

The following must be included as part of the application packet:

- [ ] An Application for Endorsement Only with a $95.00 fee, cashier’s check or money order, payable to the PED
- [ ] A portfolio that describes the applicant’s qualifications and experience
- [ ] A letter from an employing authority that certifies the applicant’s job experiences
- [ ] A resume
- [ ] The completed matrix, Competencies for Entry-Level Information Technology Coordinators (see attachment A)
- [ ] THIS CHECKLIST with signatures

<table>
<thead>
<tr>
<th>Signature Of Applicant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Of Superintendent</td>
<td>Date</td>
</tr>
</tbody>
</table>

*This checklist must be attached to each application for alternative route to endorsement as an Information Technology Coordinator*

**Please return one complete application packet to:**
Professional Licensure Bureau, New Mexico Public Education Department,
Jerry Apodaca Education Building,
300 Don Gaspar St.
Santa Fe, N.M. 87501-2786
### Information Technology Competencies

<table>
<thead>
<tr>
<th>A. Foundations</th>
<th>Relevant Work Experience (to be completed by applicant)</th>
<th>Relevant Academic Training (to be completed by applicant)</th>
<th>Evaluator’s Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Basic Computer and Technology Operations and Concepts</td>
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<tr>
<td>Candidate will use computer systems to: run software; access, generate, manipulate data; and publish results. They will also evaluate performance of hardware and software components of computer systems and apply basic troubleshooting strategies as needed. They will also:</td>
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<tr>
<td>a. Operate a multimedia computer system with related peripheral devices to successfully install and use a variety of software packages.</td>
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<tr>
<td>b. Use terminology related to technology appropriate to the teaching field in written and oral communication.</td>
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<tr>
<td>c. Describe and implement basic troubleshooting techniques for multimedia computer systems with related peripheral devices.</td>
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<tr>
<td>d. Use imaging devices.</td>
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<tr>
<td>e. Demonstrate knowledge of uses of computers and technology in business, industry, and society.</td>
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<td>f. Operate a variety of audio-visual devices.</td>
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<tr>
<td>B. Personal and Professional Use of Technology</td>
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<tr>
<td>Candidate will apply tools for enhancing their own professional growth and productivity. They will use technology in communicating, collaborating, conducting research, and solving problems. In addition, they will plan and participate in activities that encourage lifelong learning and will promote equitable, ethical, and legal use of computer and technology resources.</td>
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<tr>
<td>a. Use productivity tools for word processing, database management, and spreadsheet applications.</td>
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<tr>
<td>b. Apply productivity tools for creating a multimedia presentation.</td>
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<tr>
<td>Information Technology Competencies</td>
<td>Relevant Work Experience (to be completed by applicant)</td>
<td>Relevant Academic Training (to be completed by applicant)</td>
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<tr>
<td>c. Use computer-based technologies, including telecommunications, to access information and enhance personal and professional productivity.</td>
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<tr>
<td>d. Use computers to support problem solving, data collection, information management, communications, presentations, and decision-making.</td>
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<tr>
<td>e. Demonstrate awareness of resources for adaptive assistive devices and software for students with special needs.</td>
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<td>f. Demonstrate awareness of resources for culturally and linguistically diverse students.</td>
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<td>g. Demonstrate knowledge of equity, ethics, and legal and human issues concerning use of computers and technology.</td>
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<tr>
<td>h. Demonstrate awareness of computer and related technology resources for facilitating lifelong learning and emerging roles of the learner and the educator.</td>
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<tr>
<td>i. Demonstrate awareness of broadcast instruction, audio/video conferencing, and other distant learning applications.</td>
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<tr>
<td>C. Application of Technology to Support Teaching &amp; Learning</td>
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<tr>
<td>Candidate will apply computer and related technologies to support teaching and learning in their grade level and subject areas. They will integrate a variety of software applications and learning tools in the teaching and learning process. Lessons developed must reflect effective grouping and assessment strategies for diverse populations.</td>
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<tr>
<td>a. Explore, evaluate, and use technology resources, including applications, tools, educational software, and assorted documentation.</td>
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<tr>
<td>b. Describe best practice and appropriate assessment as related to the use of technology resources in the curriculum.</td>
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<tr>
<td>c. Design, implement, and assess learning activities that integrate technology for a variety of grouping strategies for diverse populations.</td>
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<tr>
<td>d. Design learning activities that foster equitable, ethical, and legal use of technology by students.</td>
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<tr>
<td>Information Technology Competencies</td>
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<tr>
<td>e. Practice responsible, ethical, and legal use of technology, information, and software resources.</td>
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<tr>
<td><strong>D. Research and Theories</strong></td>
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<tr>
<td>Candidate will identify and apply educational and technology-related research, the psychology of learning, and instructional design principles in guiding the use of computers and technology in education.</td>
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<tr>
<td>a. Summarize knowledge of best practice and trends related to the use of technology to support teaching &amp; learning.</td>
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<tr>
<td>b. Apply theories of learning, teaching, &amp; instructional design and their relationship to the use of technology to support teaching and learning.</td>
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<tr>
<td>c. Identify human and equity issues concerning the use of computers and related technologies in education.</td>
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<tr>
<td><strong>E. Facilities and Resource Management</strong></td>
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<tr>
<td>Candidate will be able to demonstrate knowledge of issues related to facilities and resources planning and management.</td>
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<tr>
<td>a. Facilitate and use budget planning and management procedures related to educational computing technology, facilities, and resources.</td>
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<tr>
<td>b. Plan, develop, implement, and evaluate strategies and procedures for resource acquisition and management of technology-based systems, including hardware and software.</td>
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<td>c. Identify, describe, and analyze procedures related to basic trouble shooting, preventive maintenance, and procurement of system-wide maintenance services.</td>
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<tr>
<td>d. Describe and maintain current information involving facilities planning issues related to computers and related technologies.</td>
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<tr>
<td>e. Demonstrate knowledge of issues related to design and development policies and procedures concerning staffing, scheduling, and security for managing technology in a variety of instructional and administrative settings.</td>
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<tr>
<td>f. Evaluate school and technology plans and recommend improvements.</td>
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<tr>
<td>Information Technology Competencies</td>
<td>Relevant Work Experience (to be completed by applicant)</td>
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<tr>
<td>g. Collaborate and build alliances and partnerships involving educational technology initiatives.</td>
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<td>h. Use evaluation findings to recommend modifications in technology implementations.</td>
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<td><strong>F. Operating Systems</strong></td>
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<tr>
<td>Candidate will be able to plan, install, customize, and configure the operating systems of computers and computer networks in school settings.</td>
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<tr>
<td>a. Identify and describe operating systems associated with computing platforms.</td>
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<tr>
<td>b. Use and manipulate software to effectively manage communication networks.</td>
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<tr>
<td>c. Evaluate, troubleshoot, and maintain operating systems in a variety of learning environments and administrative offices.</td>
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<td><strong>G. Software/Hardware Design, Selection, Installation, and Maintenance</strong></td>
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<tr>
<td>Candidate will be able to identify and implement software/hardware solutions for a variety of learning environments and administrative environments.</td>
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<tr>
<td>a. Research and recommend purchasing strategies and procedures for administrative and instructional software and hardware.</td>
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<td>b. Research &amp; recommend technology maintenance agreements.</td>
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<td>c. Provide technical evaluation criteria for software and hardware and identify reliable sources.</td>
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<td>d. Install, maintain, inventory, and manage software.</td>
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<tr>
<td>e. Research and recommend ethical and legal procedures for maintaining software.</td>
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<td>f. Provide technical evaluation criteria for adaptive assistive hardware and software for special needs population.</td>
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<td>g. Facilitate instructional design principles to develop, implement, and test interactive multimedia instructional products using authoring environments.</td>
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<td><strong>H. Information Access and Delivery</strong></td>
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<tr>
<td>Information Technology Competencies</td>
<td>Relevant Work Experience (to be completed by applicant)</td>
<td>Relevant Academic Training (to be completed by applicant)</td>
<td>Evaluator’s Comments</td>
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<tr>
<td>Candidate will be able to implement information access and delivery resources in a variety of learning environments.</td>
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<tr>
<td>a. Demonstrate knowledge of information access and telecommunications tools to support learning.</td>
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<td>b. Implement distance-learning delivery systems.</td>
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<td>c. Assist in professional development.</td>
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<td>d. Install, configure, and maintain devices to store and retrieve information.</td>
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<tr>
<td>e. Describe issues related to selecting, installing, and maintaining communication networks.</td>
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<tr>
<td>f. Evaluate school and district technology plans and recommend improvements.</td>
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<tr>
<td><strong>I. Professional Development and Technology Leadership</strong></td>
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<tr>
<td>1. Candidate will demonstrate knowledge of issues and models related to staff development.</td>
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<tr>
<td>a. Plan and design staff development that integrates national, state, and local standards and benchmarks.</td>
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<tr>
<td>b. Evaluate school and district technology plans/policies, and recommend improvements.</td>
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<tr>
<td>c. Describe and identify resources for staff development.</td>
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<td>2. Candidate will be knowledgeable of:</td>
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<tr>
<td>a. supervisory concepts and demonstrate skills as they relate to the use of technology-based systems in K–12 education.</td>
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<tr>
<td>b. strategies for, and issues related to, managing the change process in schools using appropriate assessment principals and techniques</td>
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<td>c. funding sources available at local, state, and/or national levels and collaborate on development of grant proposals.</td>
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<td>d. how to use technology to guide the decision-making process that best benefits constituents.</td>
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# Licensure Frequently Asked Questions

<table>
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<th>General Questions</th>
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<td><strong>Administrative License. How do I become an administrator in New Mexico?</strong></td>
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<td><strong>Application. What is a complete application packet?</strong></td>
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<tr>
<td><strong>Contact. How can I contact the Licensure Bureau?</strong></td>
</tr>
<tr>
<td><strong>Error. What should I do if I receive the wrong license or there is something wrong with the license?</strong></td>
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<td><strong>Fees. What are the fees?</strong></td>
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<td><strong>Hurry things Up. How can I expedite the process?</strong></td>
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<tr>
<td>Incomplete Packet. What if my application packet is not complete?</td>
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<tr>
<td>Mailing Address. What address do I send my application packet to?</td>
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<tr>
<td>Payment. What forms of payment are accepted?</td>
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<tr>
<td>Process. What is the process once my application has been received?</td>
</tr>
<tr>
<td>Reciprocating a License. Does NM reciprocate administrative licensure from other states and/or countries?</td>
</tr>
<tr>
<td>Timeframe. How long will it take for my application to be reviewed?</td>
</tr>
</tbody>
</table>

**Administrators**

| Experience. Must an administrator have a teaching background? | In most cases, yes; however for individuals coming from higher education, not necessarily. |

**Teachers**

<p>| Alternate Routes. What are different ways to become licensed as a teacher in NM? | There are traditional and alternative options to teacher licensure in New Mexico. Click on the following link for access to the pathways page to see what will work best for you. |
| Assessment. Is testing required? | Yes. Follow this link for additional information on what tests are required for your license: |
| Assessments Not Passed. | We will not issue a license until you have passed all required exams. |</p>
<table>
<thead>
<tr>
<th>I took the New Mexico exams but did not pass. How can I get a license?</th>
<th>College Teachers’ Licensing. Does the PED’s PLB license higher education (college) teachers?</th>
<th>No. Higher education is governed by the <a href="https://www.nmhighered.org">Higher Education Agency</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Guidance. Will PLB provide a list of the courses I need for the endorsement?</td>
<td>No. Each college/university has their approved endorsement program of courses. This link will provide you with some guidance on the courses needed, but you should partner with your local college or university to ensure you are taking the correct courses.</td>
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</tr>
<tr>
<td>Endorsement. What is an endorsement?</td>
<td>An endorsement is a [teaching field on a teaching license](<a href="https://www.nm">https://www.nm</a> PED.state.nm.us/bureaus/licensure/how-to-apply/opal/). Follow the link for additional information.</td>
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</tr>
<tr>
<td>Endorsements, on What Licenses? Can I add endorsements in language arts, history, science, or mathematics to an elementary or special education license?</td>
<td>No, core subject endorsements cannot be added to elementary or special education licenses.</td>
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<tr>
<td>Endorsement Process. I’d like to get an endorsement on my license, what do I need to do?</td>
<td>Follow this link for the endorsement application and process.</td>
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</tr>
<tr>
<td>Licensed Teacher Wants New License. I already have a NM license. But I want a different license, what do I need to do?</td>
<td>Visit the pathways page for information on alternative routes to licensure; this is the best way for a teacher who already holds a license to obtain a second license. [Alternative through Summative Report](<a href="https://www.nm">https://www.nm</a> PED.state.nm.us/bureaus/licensure/how-to-apply/opal/) [Alternative license by program](<a href="https://www.nm">https://www.nm</a> PED.state.nm.us/bureaus/licensure/how-to-apply/opal/)</td>
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<tr>
<td>Out-of-state Degree Holder Wants NM licensure. I received my degree from another state but did not get licensed there. How do I get an NM license?</td>
<td>You will have to meet NM licensure rules for the particular license. You are required to have completed an approved teacher education program and provide proof of passing the required NM exams. Follow this link for additional information for each specific license.</td>
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</tr>
<tr>
<td>Reciprocity. Does New Mexico have reciprocity with other states and/or countries?</td>
<td>Yes. Click the following link for access to the pathways page for additional information: Click on the license for which you are applying, and read licensure information under reciprocity.</td>
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</tbody>
</table>
| Reciprocity, Level Comparisons. I am reciprocating a license. What level of teaching license will I receive in New Mexico? | 1–3 years of teaching experience, you will receive a level 1 license (base salary $36,000).  
3–5 years of teaching experience, you will receive a level 2 license (base salary $44,000).  
6 or more years of experience and a master's degree, you will receive a level 3A license (base salary $54,000). |
<table>
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<tr>
<td>Transcript Analysis. Will the Licensure Bureau review my transcripts prior to me applying?</td>
<td>The PLB is not able to evaluate transcripts to see if you meet the criteria to apply for licenses or endorsements. Your best resource for these questions is either your local college or university, where you completed the coursework or your district’s HR department. A list of approved licensure programs is found here.</td>
</tr>
<tr>
<td>Transcripts. Do I have to submit OFFICIAL, sealed transcripts if I am reciprocating a license from another state/country?</td>
<td>Yes. In addition, all foreign transcripts must be evaluated by a service for equating to the US semester hour system. See the list of accepted agencies at our web site.</td>
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### Instructional Support Providers

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<tr>
<th>Coaching &amp; 1-Year License. Does the PLB issue 1-year licenses for coaches to allow them time to complete the NMAA coaches’ training program?</th>
<th>Yes. However, the 1-year license is non-renewable. The New Mexico Athletics Association (NMAA) training program must be completed by the expiration date of the 1-year license. The license is issued for the school year (July 1 to June 30).</th>
</tr>
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<tbody>
<tr>
<td>Experience &amp; an EA or Sub License. Must I be employed first before I am eligible for an educational assistant or substitute teaching license?</td>
<td>Not necessarily, but you are required to complete an orientation session with a local school district before a license can be issued. An application and background check can be submitted prior to an orientation being completed.</td>
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<tr>
<td>Leveling and Board Certification. If I am nationally board certified, do I receive a level 3 license?</td>
<td>No. All new applicants begin at level 1 regardless of the experience.</td>
</tr>
<tr>
<td>Leveling and Experience. I have many years of experience in my field; do I receive a level 3 license?</td>
<td>No. All new applicants begin at level 1 regardless of the experience.</td>
</tr>
<tr>
<td>Leveling Up Timeframe. How long do I have to stay at a level 1 before I can apply for level 2? How long at level 2 before I can apply for a level 3?</td>
<td>Click on the How to Apply link, and from there select your license type. This will take you to the pathway page for your specific license and provide information on how to progress from one level to the next, based on regulations. Most tiered licenses require level 1 and level 2 to be a</td>
</tr>
<tr>
<td>Levels Available to Support Providers. Is there a three-tiered system for speech language pathologists, school psychologists, etc?</td>
<td>Yes there are three levels of license for instructional support providers.</td>
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<tr>
<td><strong>Three-Tiered Licensure Systems</strong></td>
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<tr>
<td><strong>3-Tiered Licensure &amp; PDD Defined.</strong> What is the three-tiered licensure system and the Professional Development Dossier (PDD)?</td>
<td>The three-tiered system is a system designed to attach base salaries to each level of teaching licenses. The 3-Tiered Licensure System includes annual evaluation and licensure advancement. The professional development dossier (PDD) is the cornerstone of advancement for teachers in the 3-Tiered Licensure System. Teachers can complete the PDD in order to advance from Level 1 to Level 2 and to advance from Level 2 to Level 3A, or if eligible, they can bypass the dossier through their summative report, if they meet the requirements.</td>
</tr>
<tr>
<td><strong>Advancing Through the Tiers.</strong> Where can I get specific information about advancing through the three tiers?</td>
<td>At this website for completing the PDD or speak to your district's HR department.</td>
</tr>
<tr>
<td><strong>Level 1 Extensions w/ Teaching.</strong> Can an extension be given to a level 1 teacher who has not taught in NM for five years?</td>
<td>Yes. You will need to attach a notarized statement to your renewal application, stating that you have not taught in NM for five years. For example: If you taught for three of the five years, you can extend the level 1 license for two years. Upon the fifth year of teaching, you will be required to complete and pass a dossier prior to the expiration of your license.</td>
</tr>
<tr>
<td><strong>Level 1 Extensions w/out Teaching</strong> If I taught all five years on my level 1 license and did not complete my dossier, can I receive an extension?</td>
<td>No, you will have to sit out for three years.</td>
</tr>
<tr>
<td><strong>Level 1 Timeframe.</strong> Must a level-1 teacher advance after five years?</td>
<td>Yes, a teacher of record can work on advancement after three years of being a teacher of record through either the Dossier or bypass.</td>
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<tr>
<td><strong>PDD Timeframe.</strong> When can I complete my PDD?</td>
<td>Visit the TEACHNM website for the most up-to-date dossier information.</td>
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<td><strong>Ethics</strong></td>
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<td>Section</td>
<td>Information</td>
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<td><strong>Bad Behavior. How do I report improper or illegal behavior on the part of a licensed school district employee?</strong></td>
<td>Complete a <a href="#">complaint form</a> and submit it to our Investigations Bureau.</td>
</tr>
<tr>
<td><strong>Pending. My license shows that it is pending on your database. What does this mean?</strong></td>
<td>It could mean one of the following two reasons: 1) Your background check has not been received by our office or 2) your background information was received, and your file is under review in our background department.</td>
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<tr>
<td><strong>Renewals</strong></td>
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<tr>
<td><strong>Expiration Deadline Past. I hold a Level 2 or 3 license, and I forgot to renew it. What do I need to do?</strong></td>
<td>If lapsed for more than one-year, you need to submit 1) an initial application and fee, 2) official transcripts if not on file, 3) verification of five years of experience during the life of the expired license, 4) a completed Superintendent’s Recommendation Form from the last employer, and—if completed more than 24 months prior—a new background check for teacher licensure.</td>
</tr>
<tr>
<td><strong>Expiration Deadline Pending. I hold a Level 1 license and it is going to expire, what do I need to do?</strong></td>
<td>If you taught, but not for five years (at level 1), you need to 1) submit a renewal application, 2) pay a fee of $95.00, and 3) provide a notarized statement indicating the years you have taught or have not taught. An extension of the license for the years that you did not teach will be issued to allow you time to submit your Professional Development Dossier (PDD). If you taught for the full five years, you will need to complete a dossier to move to Level 2. If you do not complete the dossier, you will be locked out from teaching for three years. However, you can apply for an educational assistant license or substitute teaching license.</td>
</tr>
<tr>
<td><strong>Renewal Process. I need to renew my level 2 or 3 license, what do I need to do?</strong></td>
<td>You can renew online at <a href="#">TeachNM</a> or you can mail in a renewal application to our office.</td>
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<tr>
<td><strong>Renewal Time Frame. When can I renew my license?</strong></td>
<td>All licenses may be renewed within six months of the expiration date (January of that year).</td>
</tr>
<tr>
<td><strong>Changes and/or Requests for Duplicate License</strong></td>
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<tr>
<td><strong>Copy Needed. I need a copy of my license. What is the process?</strong></td>
<td>Download the <a href="#">request form</a> from our website and submit it to our office by mail, fax, or email <a href="https://webnew.ped.state.nm.us/wp-content/uploads/2018/07/Request-for-Duplicate-License-7-24-2018.pdf">https://webnew.ped.state.nm.us/wp-content/uploads/2018/07/Request-for-Duplicate-License-7-24-2018.pdf</a>.</td>
</tr>
<tr>
<td><strong>File Number. What is my file number?</strong></td>
<td>Your file number is the 6-digit number; it is the same as your license number.</td>
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<tr>
<td><strong>Name or Address Change. How do I change the name and address on my license?</strong></td>
<td>Download the Request of Name Change from our web site and submit it to our office by mail, fax, or email as <a href="https://webnew.ped.state.nm.us/wp-content/uploads/2018/07/Request-for-Licensure-Name-Change-7-24-18.pdf">https://webnew.ped.state.nm.us/wp-content/uploads/2018/07/Request-for-Licensure-Name-Change-7-24-18.pdf</a> if the name change request, you will need to submit 1) a copy of your driver's license and 2) documents showing the reason for name change (marriage certificate, court documents, divorce decree).</td>
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<tr>
<td><strong>BACKGROUND CHECK/ FINGERPRINT</strong>*</td>
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<tr>
<td><strong>Copy. Can I get a copy of my background?</strong></td>
<td>Yes, PLB will provide a copy to you, your employing district, or university program, with the completed and signed release form. If requesting for yourself, a copy of a current photo id is also required with the completed/signed form.</td>
</tr>
<tr>
<td><strong>Cost. What is the cost for the background check and how do I pay?</strong></td>
<td>The fee is $44.00, and you will pay online with cogent when you register. No payment should be sent in to the Licensure Bureau for your background check.</td>
</tr>
<tr>
<td><strong>Process. What is the process for completing a background check?</strong></td>
<td>Follow the link to the instructions for completing your background check for licensure.</td>
</tr>
<tr>
<td><strong>Red Flagged. If I check “yes” to any of the legal questions on the applications, what happens?</strong></td>
<td>Your application is referred to the Background Bureau for further review, and you must provide all pertinent documentation to move the clearance process along. You will be required to provide a complete and signed narrative, explaining in your own words what occurred that resulted in the arrest and certified copies of Dismissal of Charges or a Completion of Sentence from the court.</td>
</tr>
<tr>
<td><strong>Time Frame. How long does the background check take?</strong></td>
<td>Live Scan printing takes about 48–72 hours, if the fingerprints are clear and classifiable. Mailed in fingerprint cards to 3MCogent in California take 8–10 weeks for results, if the cards are clear and classifiable. Errors or unclassifiable fingerprints can more than triple the time required to complete the criminal history background check.</td>
</tr>
<tr>
<td><strong>Note:</strong> Rules provide that the PED will not issue an educator license prior to the completion of the background check process.</td>
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<tr>
<td><strong>Background. I've had a background check in the US before. Can it be used in lieu of fingerprinting?</strong></td>
<td>NM state statute requires a background be processed for teacher licensure. The only exception to the rule is the acceptance of a foreign background check from an agency equal to the FBI in their country of origin. For incoming foreign nationals seeking licensure in</td>
</tr>
</tbody>
</table>
Fingerprint Use. **How are my fingerprints used?**

Your fingerprints will be used to access FBI criminal history records. A license may be denied if the background check reveals a criminal history of convictions of felonies or misdemeanors of moral turpitude or other documented evidence of improper behavior that could establish unfitness for working in proximity of children and youth.

Finger-printing. **Who can perform the fingerprinting?**

Fingerprints must be taken by the authorized contractor for the State of New Mexico. 3M Cogent is the current NM contractor. Only NM residents can utilize the 3MCogent Live Scan process.

Out-of-state applicants must submit fingerprint cards to the 3MCogent California Office. Instructions for both types of submittals can be requested from the Licensure Background Unit. ethics@state.nm.us

From out-of-state. **How do I obtain a fingerprint card if I am an out of state applicant?**

Cards can be obtained by emailing ethics@state.nm.us

*Fingerprinting is required for initial licensure.*

All applicants for initial educator licensure are required to be fingerprinted for licensure, in order to establish positive identification for a State and Federal (FBI) criminal history background check.
## Definitions

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<th>Term</th>
<th>Description</th>
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<tr>
<td>Academic major/teaching field/subject area</td>
<td>24 to 36 semester hours in a core academic subject area, 12 hours of which must be in upper division coursework for secondary (7–12), and pre K–12 specialty area licenses. 6 hours of which must be in upper division coursework for middle level (5–9).</td>
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<td>Core academic subjects</td>
<td>The four are language arts, mathematics, science, and social studies</td>
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<tr>
<td>Full school year for determining educator’s experience level</td>
<td>A minimum of 160 service days in a school year or 480 service days or an equivalent number of days in schools or school districts on alternative schedules over multiple school years of full-time or part-time service, while holding a standard instructional support provider license in the provider’s service area. An equivalent number of service hours may be accepted for those providers who do not work every day. Service days may include working in summer school or similar educational settings.</td>
</tr>
<tr>
<td>Instructional support providers</td>
<td>Formerly referred to as related service or ancillary providers, it means anyone who provides services for a public school or state institution as a 1) school counselor, 2) school social worker, 3) school nurse, 4) speech-language pathologist, 5) psychologist, 6) physical therapist, 7) physical therapy assistant, 8) occupational therapist, 9) marriage and family therapist, 10) occupational therapy assistant, 11) recreational therapist, 12) signed language interpreter, 13) alcohol and drug abuse counselor, 14) substance abuse associate, and 15) other service providers who are employed to support the instructional program of a school district or charter school.</td>
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<tr>
<td>Level 1 teaching license</td>
<td>A provisional teaching license issued for the first five years of teaching that gives a beginning teacher the opportunity, through a formal mentorship program, for additional preparation to be a quality teacher.</td>
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<tr>
<td>Level 2 teaching license</td>
<td>A professional teaching license given to a teacher who is a fully qualified professional, who is primarily responsible for ensuring that students meet and exceed PED academic content and performance standards. A teacher may choose to remain at level 2 for the remainder of that teacher's career.</td>
</tr>
<tr>
<td>Level 3-A teaching license</td>
<td>A master teaching license is the highest level of teaching competence for those teachers who choose to advance as instructional leaders in the teaching profession and undertake greater responsibilities, such as curriculum development, peer intervention, and mentoring.</td>
</tr>
<tr>
<td>NMCKA</td>
<td>The New Mexico content knowledge assessments, which are the teacher tests approved by the PED that individuals must take and pass in order to receive endorsements on an initial license or as an option to add endorsements to an existing license in 1) language arts; 2) reading; 3) mathematics; 4) science; 5) social studies; 6) the arts—music or visual arts; 7) modern, classical, and native languages—Spanish, French, German; 8) health; 9) physical education; 10) library/media; 11) teaching English to speakers of other languages (TESOL); and 12) family and consumer sciences These are also required to receive initial licensure in 1) elementary education from grades K–8 or 2) special education pre K–12.</td>
</tr>
<tr>
<td><strong>NMTA</strong></td>
<td>The New Mexico teacher assessments are the tests approved by the PED that all individuals must take and pass in order to receive initial educator licensure. The NMTA consists of the 1) New Mexico assessment of teacher essential academic skills, 2) New Mexico assessment of teacher competency (at the early childhood, elementary and secondary levels), and 3) New Mexico content knowledge assessments (NMCKA) and the reading test for elementary teachers.</td>
</tr>
<tr>
<td><strong>Specialty area examination</strong></td>
<td>The New Mexico specialty area assessments are the tests approved by the PED for instructional support providers and administrators, which these educators must take and pass in order to receive licensure as instructional support providers or administrators</td>
</tr>
<tr>
<td><strong>Test administrator</strong></td>
<td>The National Evaluation Systems, Inc. (NES) developed, administers the NMTA at testing centers throughout New Mexico, scores, and reports NMTA testing results to the PED.</td>
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