

**Initial Administrative License Checklist**

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| Licensee’s Name:        | File Number:       |
| Application Date:       | Issue/Review Date:       |
| Consultant’s Name:  | License Type: 100 – 3B |

**Documents Required:**

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

[ ]  Official Bachelor’s Degree from a regionally accredited college or university **AND**

[ ]  Official Master’s degree from a regionally accredited college or university

[ ]  18 graduate hours in educational administration **OR**

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

[ ]  CES (Principal Leadership Development) program

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

[ ]  Admin Internship (6 hours UNM/LEAD 596 – EDSPC Educational Leadership – you will see this course twice on transcript)

[ ]  Level 2 [ ]  Level 3A- Teacher License **OR**

[ ]  Level 2 [ ]  Level 3- Instructional Support Provider

[ ]  Passage of the Content Knowledge Assessment in Education Administration

**For office use only:**

[ ]  Email sent requesting:

[ ]  Level 3B: 5-year license issued

Comments: