

**Initial Elementary License Checklist**

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| Licensee’s Name: | File Number: |
| Application Date: | Issue/Review Date: |
| Consultant’s Name: | License Type: 200 |

**Documents Required:**

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

Official sealed transcripts of a Bachelor’s Degree conferred from a regionally accredited college or university in Elementary Education

**Approved Alternative/Traditional Educational Programs:**

Central New Mexico  NM State University

Santa Fe Community College  UNM

Western NM University  Wayland Baptist University

NM Junior College  San Juan College

University of the Southwest  Eastern NM

NM Highlands University  Northern NM College

**Non-Approved Traditional Programs**: 30 – 36 semester hours in an Elementary Education program

Student Teaching

6 semester hours of credit in the teaching of reading for those who first entered any college or university on or after August 1, 2001

24 semester hours in one teaching field such as: mathematics, science, language arts, reading, and history, etc.

**Exams:**

Passage of Essential Academic Skills

Passage of Professional Knowledge of Elementary

Passage of Elementary Education Subtest I and II

Passage of Essential Components of Elementary Reading Instruction

**For office use only:**

Email sent requesting:

Level 1: 5 year license issued

Level 1CS: 1 year license issued

Teaching of Reading Courses  Student Teaching  Exams

Comments: