

**Initial Secondary License Checklist**

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| --- | --- |
| Licensee’s Name:        | File Number:       |
| Application Date:       | Issue/Review Date:       |
| Consultant’s Name:  | License Type: 300 |

**Documents Required:**

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

[ ]  Official sealed transcripts with a Bachelor’s degree conferred from a regionally accredited college or university in Secondary

[ ]  **Approved Alternative/Traditional Educational Programs**

 [ ]  Central New Mexico [ ]  NM State University

 [ ]  Santa Fe Community College [ ]  UNM

 [ ]  Western NM University [ ]  Eastern NM

 [ ]  Northern NM College [ ]  San Juan College

 [ ]  University of the Southwest [ ]  NM Highlands University

[ ]  **Non-Approved Traditional Programs**: 24 semester hours of professional secondary education course work

[ ]  Student Teaching

[ ]  3 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 teaching field, e.g., language arts, or social studies with 12 of those hours earned at the upper division (300 or above)

**Exams:**

[ ]  Passage of NES Essential Academic Skills

[ ]  Passage of Assessment of Professional Knowledge Secondary

[ ]  Passage of the Content Knowledge Assessment in the first endorsement plus coursework

 **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: