

**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: