

**Initial Middle Level License Checklist**

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| Licensee’s Name:        | File Number:       |
| Application Date:       | Issue/Review Date:       |
| Consultant’s Name:  | License Type: 350 |

**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 Middle Level education

[ ]  Possess a NM elementary, secondary, pre k-12 specialty or special education license; and provide verification of 5 years of successful teaching experience at the middle school level;

[ ]  **Non-Approved Traditional Programs**: 24 semester hours of professional middle level 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 Elementary or 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: