

**Initial Special Education License Checklist**

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| Licensee’s Name: | File Number: |
| Application Date: | Issue/Review Date: |
| Consultant’s Name: | License Type: 400 |

**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 Special Education

**Approved Alternative/Traditional Educational Programs**

Central New Mexico  NM State University

Santa Fe Community College  UNM

Western NM University  NM Highlands University

San Juan College  Northern NM College

University of the Southwest  Eastern NM

**Non-Approved Traditional Programs**: 30 semester hours in special education course work

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 Assessment of Professional Knowledge Secondary or Elementary

Passage of the Content Knowledge Assessment in Special Education

**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: