Public Preschool Guidance to Coding, STARS, and Licensure for NM PreK, Title I, and Special Education

**Note:** District coding *must* match in STARS, OBMS, IDEA B applications, PreK Applications, and Chart of Accounts. If they do not, this will delay the approval process.

**Credentials/Licenses: Every preschool classroom must be staff at all times by a licensed teacher.**

**Early Childhood 250 (Birth to 3rd grade–no longer issued); OR**

**Early Childhood Education 251 (Birth–Prekindergarten); OR**

[**Early Childhood Education 252 (Age 3–Age 8)**](http://www.nmta.nesinc.com/TestView.aspx?f=HTML_FRAG/NT107_TestPage.html)

If the teacher does not hold one of these early childhood teacher licenses, but does hold a K–8 Elementary license and/or a Special Education PreK–12 license, he/she must provide evidence of successful completion of one of the following within two years of hire or implementation of FOCUS:

1. The early childhood alternative licensure program - coursework, Online Portfolio Alternative License or Alternative Education Effectiveness Report (AEER); OR
2. A master’s degree leading to one of the two early childhood licenses, which must be completed; OR
3. National Board Certification in early childhood education.

**If a teacher is teaching and carrying a caseload for preschool students, that person must earn a special education license within 2 years of hire. Every teacher assigned to a preschool special education setting is strongly encouraged to have an early childhood license. Scholarships are available.**

**If a teacher is teaching in a special education only classroom and does not have a special education license, there must be a case manager assigned.**

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| **Course Codes (Class Rosters) Tied to Licensure** | | |
| **Course Code** | **License**  **Type** | **Course Name/Description** |
| 0033 | 200, 208, 250, 251, 252, 400, 408 | **3Y Special Education** (ProgramsCode=3Yin PROGRAMS\_FACTtemplate)  If the child does not have an IEP enter “N”. The children marked “N” are considered peers. |
| 0034 | 250, 251, 252 | **3-and/or 4-year old Title I** (ProgramsCode=T1APK in PROGRAMS\_FACT template)  4-year old: NM PreK, (ProgramsCode=NMPREK in PROGRAMS\_FACTtemplate)  If the child has an IEP enter “Y” for yes. |
| 0035 |  | **Preschool, non-certified teacher, no license required** (e.g., District Head Start)  **Note: Not to be used for students who are in a NM PreK, Title I PreK, or 3Y/4Y Special Education LEA (**Local Education Agency**) program, due to licensing requirements** |
| 0044 | 200, 208, 250, 251, 252, 400, 408 | **4Y Special Education** (ProgramsCode=4Y in PROGRAMS\_FACT template)  If the child does not have an IEP and is not in NM PreK enter “N”.  The children marked “N” are considered peers. |

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| B. Educational Assistant | | |
| Staff Assign | Staff Description | |
| 31 | Instructional EA (Instructional Assistant) , NOT providing instructional duties in a Title 1, Part A program | |
| 31I | Instructional EA, providing instructional duties in a Title1, Part A program | |
| 32 | Library/Media EA, NOT providing instructional duties in a Title1, Part A program | |
| 32I | Library/Media EA, providing instructional duties in a Title1, Part A program | |
| 33 | Other EA, NOT providing instructional duties in a Title1, Part A program | |
| 33I | Other EA, providing instructional duties in a Title1, Part A program | |
| 34S | Special Education EA for special education students, ages 3–5, not providing instructional duties in a Title 1, Part A program | |
| 34IS | Special Education EA, providing instructional duties in a Title1, Part A program to special education students ages 3–5. | |
| \*Please report your NM PreK EAs as other instructors in the course instructor template. | | |
| F. Other Personnel | | |
| 95S | | Special Education, Speech/Language Pathologist (SLP), or SLP Clinical Fellow, acting as a caseload manager for speech only 3–5 year olds |

**How to report NMPREK Educational Assistants/Instructional Assistants in STARS**

In the template COURSE INSTRUCTOR, please report Education Assistants in the Other Instructor fields (field number 9 and/or10); up to 2 may be reported per a Class Roster. This allows annual reporting regarding EAs who are working with NMPREK students in an NMPREK funded classroom.

Run the following STARS report to view EAs reported in classrooms tied to NMPREK students. District and Location Reports > NMPREK folder path: NMPREK Detailed Class Roster

Note: Requires login to STARS.