



## Application Fees

The basic initial application fee is \$150, paid in the form of a cashier's check or money order (non-refundable fee).

- All applicants will need to be fingerprinted to obtain the Federal Bureau of Investigation (FBI) record. The NMPED fingerprint process requires applicants to register at Gemalto and click on the New Mexico icon. ALL initial licensure applicants must use ORI# NM920140Z & Reason Code: TEACHER LICENSURE.
- Gemalto has a fee of \$44.00 that you will be required to pay when registering at their site.
- Colleges and Universities may require a fee to obtain your official sealed transcripts. All transcripts.
- NES/NMTA or PRAXIS may require a fee to provide you with an additional official score report.



## Teach in New Mexico

Utilize

<https://webnew.ped.state.nm.us/>  
more information on teaching in  
New Mexico.

NMPED collaborates with  
Troops to Teachers  
<https://webnew.ped.state.nm.us/bureau/licensure/troops-to-teachers/www.teachers-teachers.com>  
Every eligible New Mexico  
service member interested in a  
teaching career will receive  
assistance to transition to  
teaching.

New Mexico is a local control state, meaning that each school district maintains its own recruiting processes. A complete list of New Mexico school districts is listed here:  
<https://webnew.ped.state.nm.us/bureaus/constituent-services/school-directory/>

## Quick Guide to Licensing in New Mexico

The New Mexico Public Education Department partners with educators, communities, and families to ensure that ALL students are healthy, secure in their identity, and holistically prepared for college, career, and life.



## Step 1: Fingerprints

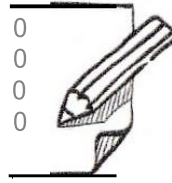
All educators must complete a background check with the Federal Bureau of Investigation.

### Background Check Steps

1. Go to Gemalto Website
2. Register online for a background check
3. Complete registration form
4. Choose the ORI #NM920140Z for “Teacher Licensure”
5. Fill out all required fields
6. Print and keep your Registration ID safe
7. Visit approved Gemalto fingerprint locations
8. **Take your registration id #, a valid photo ID and money order (if you did not pay online) with you to be fingerprinted.**

An applicant for initial licensure must be fingerprinted to obtain the applicant’s federal bureau of investigation record. All licensed personnel must have a cleared background check before entering the classroom. Each background is valid for 24 months.

## Step 2: Gather Materials



A detailed checklist is available for applications on the website. In the meantime, begin gathering required materials for your application.

1. Official sealed transcripts from all institutions of higher education attended
2. Passing scores on an official score report from your NES/NMTA or PRAXIS exam(s)
3. \$150 fee, cashier’s check or money order (non-refundable fee)



## Step 3: Apply

To apply for NM licensure go to the website and download the applicable application.  
<https://webnew.ped.state.nm.us/bureaus/licensure/>

1. Complete the application.
2. Make sure the application is completely filled out and legible
3. Include in the application an email that you check often

