



April 3, 2020

Extended School Closure & Educator Licensure & Evaluation

Teacher and School Leader Evaluation

Will teachers receive an evaluation this year?

NMPED will not produce teacher evaluation reports this year. We know that you have all work diligently to provide your teachers with ongoing support and feedback and we encourage you to finalize the data you have submitted in Frontline so it will be available to you and your teachers moving forward.

Will principals receive an evaluation this year?

If you have completed the evaluation already we would encourage you to share it with your principals however an evaluation is waived this year.

Our district would like to produce a report for our teachers, is that ok?

Yes, your district or charter school may produce your own report, we would suggest using what is available in Frontline to complete this process.

Will surveys be required?

Due to the current situation teacher, student, and family surveys will not be required this year. However, we are examining methods by which we can ensure family and student voice are collected and heard.

What happens to teachers who are on the alternative pathway via the summative report?

Please ensure any data collects this year is finalized in Frontline. If the educator has finished all of the other requirements to complete the program (assessments and coursework) please send a letter, via email, to Jessica Green, Licensure Staff Manager (jessica.green@state.nm.us) stating that the educator has met the requirements to complete their alternative license. The teacher will need to provide the bureau with the other documentation to have the additional years added to the license.

What about teachers who aren't ready to complete this pathway, is this year just a pass?

Please ensure any data collected this year is finalized in Frontline. Send a letter, via email, to Jessica Green, Licensure Staff Manager (jessica.green@state.nm.us) stating that the educator has met the observation requirements for this year. We will place this in the educators file and refer to it when they send in their completion documents.

What about teachers who want to complete this pathway moving forward?

As of 3.26.2020 NMPED will no longer accept applications to complete an alternative license via the educator effectiveness pathway. Teachers who are already completing this pathway will be able to complete. Other alternative pathways available are Online Portfolio for Alternative Licensure (OPAL) or an Educator Preparation Program. As we continue to review licensure and teacher evaluation we will look at other pathways to consider in the future.

**Licensure
Online Application System**

As the Public Education Department makes continued efforts to respond to Covid-19 closures, the Professional Licensure Bureau is preparing to launch an online licensure application and payment system.

The new system will allow constituents to apply for and renew all types of licenses, make payments, and track the status of their application from anywhere, on any device that has access to a web browser.

At this time, all licensure applications have been removed from our website in an attempt to discourage applicants from leaving their home to obtain cashier's checks and money orders and in preparation for the online release.

May 1st will be the last day the Licensure Bureau will accept paper applications and fees in the form of a cashier's check or money order.

Renewal and Superintendent Recommendation Forms

To ease the workload for our teams across the state around licensure renewal the Licensure Department will not require an individual superintendent recommendation form for each licensed individual (this includes administrators, teachers, and all other staff who hold a PED license) who is renewing their license. In lieu of the individual forms please send an excel spreadsheet that includes:

- First and Last name of applicant
- License number of applicant

The applicant will still be required to complete an application and fee to the bureau.

For superintendents and charter leaders that are renewing we will need the form which should be completed by your board or a letter from the board stating they support the renewal. All documents should be sent via email to Jessica Green, Licensure Staff Manager, at jessica.green@state.nm.us.

Renewals must be received by 6.30.2020.

Background Checks

Fingerprint places are closed, will you issue a temporary license until an applicant can get their finger prints completed?

There are still some locations that are open for limited hours, please have applicants check the list on the Gemalto website (<https://www.aps.gemalto.com/nm/Maps/MapFrame.htm>) and call locations to find out about updated hours.

The Department is not able to issue a license until we receive a clear background check, for applicants that aren't able to get fingerprinted at this time their application will pend in the system until we receive the information.

Licensure Extensions

Superintendents, charter school leaders, and educator preparation programs may request extensions on behalf of their teachers who:

- Can't complete their alternative license because testing centers are closed.
- Can't complete their dossier or OPAL requirements because they didn't collect all of the data they needed before school was closed
- Can't complete the requirements for their 1CS license because the testing centers are closed.

- **The Bureau will only approve extensions at the request of the superintendent, charter school leader, or educator preparation program**
- To request an extension for an educator please send the following information to Jenna Jaquez, Licensure Consultant, at Jenna.Jaquez@state.nm.us, in a format easiest for you:
 - Name and license number of the educator
 - Reason the extension is needed
 - For any alternative extension that is into the 4th year, a detailed explanation of the supports you will provide that teacher to ensure all requirements are met during the extension.

Dossier Submissions

The window to submit dossiers and OPALs is open until May 15th for initial submissions and June 1st for resubmissions.

To set up an account to review and approve your teachers submissions please complete the steps in the document at this link:

https://webnew.ped.state.nm.us/wp-content/uploads/2019/08/PDD_OPAL-User-Manual_Administrators.pdf

- Select administrator as your role
- Select one school from your district, you will still be able to see all schools
- Once you complete your registration send an email to seana.flanagan@state.nm.us to have your account approved
- If you have already completed this process and haven't had your account approved also email seana.flanagan@state.nm.us to have your account approved.

Miscellaneous

Is there a plan to extend the acceptance of NES exams?

Yes, the Licensure Bureau is in contact with Pearson to extend exams through the end of the 2020 calendar year.

Is there an opportunity to take Praxis exams at home, on line during the COvid-19 period, similar to what College Board is doing?

Yes, Praxis is in the process of looking at ways to make this happen. We will update our website as soon as we have definitive information from them.

What if an alternative preparation teacher can't contact their program because the college is closed?

The Licensure Bureau is in regular contact with the educator preparation programs and they are still working and available to assist. All of the Deans and Directors of programs are available as well.

Should principals complete domains 1 and 4?

If an administrator has already collected the data the Department would suggest capturing that information in Frontline however this is not required this year.

Should teachers complete the end of year reflection?

This is not required by the department however it may be good data to have this year in light of the change to distance learning.