

**Dossier Guidance:
*Where do I start?***

1. Prior approval/notification from admin
2. Plan for **submission dates** July 15th- May 15th
3. Plan for **submission fees** $320 (includes new license fee)- will submit electronically
4. **Register** for account on portal: PED Online- Click on this link <https://licensureapp.ped.state.nm.us/login>
5. Distribute **Student Release forms** (*Guidelines Document* in Appendices)- or email cleo.mow@regionix.org for remote/virtual online forms.
6. Look over **NM PDD Concept Map** (separate handout found at this link) for big picture info on Dossier Format- available at <https://www.rec9nm.org/Professional-Development-Dossier>
7. Become familiar with **NM Competencies 1-9** (*Appendix 3 in Requirements & Guidelines Document*), different requirements for each level. And read detailed information on **Strands A, B, C ,D, E** in the *Requirements and Guidelines for the Preparation of the New Mexico Professional Development Dossier for Teachers \*Strands D and E will be completed by your building Administrator.*

 9. Begin collecting data in a notebook or file online to prepare written portion of the Dossier

 10. Download **Templates** for Cover Sheet and Strands A-C to input responses for Dossier.

 (Templates can be found at <https://www.rec9nm.org/Professional-Development-Dossier> )

 11. Submit/Upload Dossier Cover sheet and Strands A-C online through the Dossier

 Portal: <https://licensureapp.ped.state.nm.us/login>

 12. **Notify administrator** that dossier is ready for approval (Admin Strands D & E)

 13. Check portal for **Dossier Review Status**:

 14. **License**- You will have the ability to print one upon passing your dossier at the same

 portal that you submitted your dossier in.