



NEW MEXICO

Public Education Department

REQUEST FOR PROVISIONAL 3B LICENSE

Instructions: the superintendent of a school district or principal of a charter school, private school or state agency school or designee must complete this request. Please complete all parts of this form, as incomplete requests will be returned. It is the responsibility of the chief administrator of the school district, charter school, private school, or state agency school to update the candidate progress evaluations section of this form by June 30th of each year. Please read all requirements carefully.

A) ELIGIBILITY REQUIREMENTS

Candidates for a provisional 3B license must meet ALL of the following requirements:

- 1) Successful completion of three years of level 2 teaching **OR** hold a level 2 teaching license **and** for four years have held a level 3 school counselors license while serving as a teacher or school counselor **OR** hold a level 3A teaching license **OR** successful completion of Professional Development Dossier for advancement to level 3A **OR** national board certification.*
- 2) Hold a post-baccalaureate degree **OR** national board certification.*
- 3) Enrolled in a PED-approved induction and mentoring program for school administration.*
- 4) Accepted into a PED-approved preparation program for school administration.*

B) REQUIREMENTS TO REMOVE PROVISIONAL STATUS

The Provisional 3B license is a four-year non-renewable license.

During that four-year period, the candidate must meet all of the following requirements.

Verification of completion of requirements listed below should accompany this request if the candidate has completed any of these requirements prior to this request:

- 1) Minimum of 18 semester graduate hours in a PED-approved preparation program for school administration.*
- 2) Participation and successful completion in a PED-approved induction and mentoring program for school administrators.*
- 3) Pass the content knowledge assessment in school administration.*

Upon satisfactory completion of the requirements to remove provisional status the candidate in collaboration with the requesting school district will submit the appropriate application, official transcript verifying completion of the program for school administration, and fees along with the completed satisfactory candidate progress evaluation section of this form to the Professional Licensure Bureau.

C) CANDIDATE INFORMATION

Candidate's Name:	
License Number:	SSN:
Candidate's Mailing Address:(street)	
<i>(city)(state)</i>	<i>(zip code)</i>
Date the Candidate will begin duties if provisional 3B license is granted:	School Year:

D) SUPERINTENDENT'S OR DESIGNEE'S CERTIFICATION

I, HEREBY CERTIFY THAT

1.	That a shortage of qualified school principal candidates exists:	<i>(identify school where shortage exists)</i>
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2.	That the shortage exists by reason of: <i>(place "x" in as many categories as apply)</i>	
	(a)	Administrative position has been vacant for at least one school year and has been intermittently filled by a licensed administrator assigned other duties;
	(b)	The repeated inability by a school to keep a position filled for longer than one school year by the same person;
	(c)	The sudden vacancy of a position due to illness, resignation, administrative action, or unexcused departure;
	(d)	The lack of qualified applicants;
	(e)	other:
	(f)	
	(g)	

3.	That the candidate named in this request was selected because he/she possesses the potential to be an effective school principal. These potential qualifications consist of:
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4.	That the candidate named in this request; (place "x" in the category that applies)
	Successfully completed three years of level 2 teaching
	Holds a level 2 teaching license and for four years have held a level 3 school counselors license while serving as a teacher or school counselor

5.	That the candidate named in this request holds: (place "x" in the category that applies)
	A post-baccalaureate degree
	National board certification

6.	That the candidate named in this request: (place "x" in the category that applies)
	Has successfully completed a Professional Development Dossier for advancement to level 3A
	Holds national board certification

7.	That the candidate named in this request is enrolled in a PED-approved induction and mentoring program for school administration: (place "x" in the category that applies)
	Yes, First year to be completed at a college or university in a 180-clock hour PED-approved apprenticeship/internship program. Remaining years to be completed in a PED-approved mentorship program.
	Yes, Candidate will participate in a PED-approved locally sponsored induction and mentoring program. This locally sponsored program will be PED approved by the beginning of the 09/10 school year.
	No

8.	That the candidate named in this request has been accepted into a PED-approved preparation program for school administration: (place "x" in the category that applies)
	Yes
	No

CERTIFIED BY:	<i>(printed name of superintendent or designee)</i>
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I agree to the terms of this request. I agree to provide the director of licensure with documentation of all certified items upon request and to provide an annual update of the candidate's progress as specified in section E of this form.

<i>(signature of certifying official)</i>	<i>(title)</i>
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(school district/charter)

(district code)

(date)