

Step for Submitting Endorsement Waivers and BMEP Waivers

[NMPED Online Licensure Portal](#)

Note: If the district/charter seeks a waiver in TESOL, Bilingual or Modern, Classical & Native Languages, they must complete the BMEP Waiver through the Language and Culture Bureau but will follow the below steps for it being entered in our licensure system.

[Instructions for Submitting the Initial BMEP Endorsement Waiver](#)

[Initial BMEP Endorsement Waiver Teacher Consent Form](#)

[Initial BMEP Endorsement Waiver](#)

District Administrator will log into their account by entering their email (Username) and password.

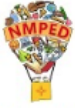


Professional Licensure Bureau
NM PED Licensure System

Login

 I'm not a robot 
[Sign In](#) [Register](#)
[Forgot Password](#)

A Security Access Code will be sent to the applicant's registered email address and will be entered in the field seen below.



Professional Licensure Bureau
NM PED Licensure System

Enter the Security Access Code you received by Email

Send again

Validate Cancel

PED LOGIN - Security Access Code

NoReplyPED <Join.us@state.nm.us>
To Jaquez, Jenna, PED

Reply Reply All Forward

Thu 7/7/2022 2:29 PM

Start your reply all with: [It worked! Thank you!](#) [Thank you!](#) [Did you request this?](#) [Feedback](#)

Dear [REDACTED]

Your Security Access Code to login into the NMPED Licensure Portal is [REDACTED]. This Security Access Code is valid for 15 minutes. Please delete this email after using the code as it will not work for future login purposes.

Thank you,
Professional Licensure Bureau

After the Login, a dialog box will appear, and the District Admin will click on the "OK". You may get another dialog asking if you want to save your password. Please click No thanks as it will save the one-time passcode as your password. You will then be re-directed to the Landing page as seen below. Select "License Application" from the PED Application dropdown and select "District Administrator" as the user role from the Select Your Role dropdown, then click on the Go button.

IMPORTANT NOTICE

NOTICE REGARDING A CHANGE OF ADDRESS

The Public Education Department ("PED") considers the mailing address, inclusive of any email address, that you have provided on this Application to be your official address of record. Any notice, letter, memo, or other form of communication, which PED is required by law to provide, or voluntarily chooses to provide, to you, shall be sent to the address of record and shall be deemed delivered once sent to the address of record, even if returned undelivered to the PED. Please be advised that as a Licensee of the PED, you are responsible for immediately notifying the PED of any change in street address or email address using the Change of Address Form. Submission of such form shall be the sole means by which you may change your address of record with the PED. If you relocate, change your mailing address, or change your email address and have not submitted your new address to the PED using the Change of Address Form, the PED will continue to consider the address you provided on this application, or on a subsequent Change of Address Form, to be your address of record.

NOTICE REGARDING A CHANGE IN EMPLOYMENT

As a Licensee of the PED you are required to ensure that you notify the PED of any change in employment if such change in employment results in your employment in any position that requires PED licensure. You must notify the PED within ten days of the first day of your new employment using the Change of Employment form.

Ok

Save password

Microsoft Edge will update your saved password for this site.

Save No thanks


PED Applications*

Your Roles*

GO

The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes.

Selecting Existing Licensee from the navigation pane



NEW MEXICO
Public Education Department

MAIN NAVIGATION

- Application Submissions
- Existing Licensee**
- User Settings
- Back to Landing Page

Enter the License Number you want to search and select search

Search Applicant

First Name

Last Name

License Number

Background Status

Date of Birth

Click on the number the appears below the Column titled Applicant ID

Applicants

Show 10 entries

Applicant Id	First Name	Last Name	Email Id	License Number	Background Status	Is Military Member	License Types
028208	JODY JAHNA	BLANTON		206179	Clear Expired	No	SPECIALTY AREA, SPECIALTY AREA, COACH 7-12, COACH 7-12

Scroll to the Application Documents section and click on the Miscellaneous Documents title as this will expand. You will upload your Endorsement Waiver/BMEP Wavier approval within the Endorsement Waiver Documents section by clicking on the paper clip icon

Application Documents

Miscellaneous Documents

Other Documents

NOCA Documents

Superintendent Verification Documents

Superintendent Recommendation Documents

Endorsement Waiver Documents

Scroll to the bottom of the page to the Endorsement Waiver section and select the endorsement you want to add to the license from the drop-down list, then click on “Add Endorsement Waiver” button.

Endorsement Waivers

Endorsement Waivers

Endorsement

Bilingual Education x

Add Endorsement Waiver

Select All

Search

Agriculture

Bilingual Education

Business Education

Elementary Math Specialist

Family and Consumer Science

Gifted Education

Search:

Reason Code 2	Approved Date	Effective Date	Expiration Date
		08/24/2020	06/30/2021

First Previous

The system does not alert me that an Endorsement Wavier has been uploaded/entered, so please send me an email to alert me to review/approve at Jenna.Jaquez@ped.nm.gov.