**Licensure Extension Request: Directions for LEA Administrators**

This section must be completed by the Superintendent, Charter School Leader, or their designee.

**Step One:** Log into the licensure portal at this link: [Professional Licensure Bureau – NMPED Licensure System (state.nm.us)](https://licensureapp.ped.state.nm.us/home)

1. Enter your email.
2. Enter the password that was sent to your inbox or spam folder (this is the temporary password the system automatically sends you – you should be able to copy and paste this into the field. If the system doesn’t allow you to, please be careful entering as many characters may be misleading).
3. Then click on the “I’m not a robot” and follow the captcha requirements (if applicable).
4. You will enter the Security Access Code in the dialog box as seen below (6-digit number) that will arrive in your inbox or spam folder. **\*\*Please do not click yes if a dialog pops up asking if you want to save the password.\*\***

Graphical user interface, application

Description automatically generatedGraphical user interface, text

Description automatically generated with medium confidence

**Step Two:**

* Under PED applications select License application
* Under your role select District Administrator
* Click on Go

Graphical user interface, text, application

Description automatically generated

**Step Three:**

* Select Application Submission from the left hand menu
* Enter the license number of the educator
* Click on the SEARCH button

Graphical user interface, application

Description automatically generated

Chart

Description automatically generated with medium confidence

**Step 5:**

* Click on the ApplicationID number

**Graphical user interface, application

Description automatically generated**

This will allow access to the application.

**Step 6**

* Scroll down and review the applicants narrative
* Complete the section title Superintendent Narrative
* Then hit submit

Graphical user interface, text, application, email

Description automatically generated

Once these steps are completed, the application will be assigned to a Licensure Consultant for review and approval.