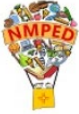


Step for User Account Creation


<https://licensureapp.ped.state.nm.us/register>

The first step the applicant must complete is **New User Registration**. Click on the Registration button as shown in the image below.



Professional Licensure Bureau
NM PED Licensure System

Login

 I'm not a robot 
[reCAPTCHA](#)
[Privacy - Terms](#)

[Forgot Password](#)

The applicant will be redirected to the New User Registration page, as shown in the image below. Applicants must enter a valid First Name, Last Name, Date of Birth, and SSN Number for successful registration. Applicants who do not have a valid SSN must place a checkmark in the box, as shown below, which will generate a unique ID. Applicants must also use a valid email address for registration. This email address will become the applicant's Username for login, used for receiving temporary passwords and email notifications from NMPED.

Note that the * identifies required fields. Applicants will select the Applicant role from the Role Requested dropdown seen below. If you require a district administrative role, the LEA (district/charter) must email the Licensure Manager to request this role and for approval.

New User Registration

Please enter your information below.

Check this box if you DO NOT have a Social Security Number (SSN). To proceed with your application, a dummy ssn will be autopopulated.

User Personal Information

Prefix	First Name *	Last Name *	Suffix	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Former Name(s) / Nick Name	Date of Birth *	Phone *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Physical Mailing Address *

City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Security Number *	Role Requested *
<input type="text"/>	<input type="text" value="Applicant x"/>

Security Information

Email (Username) *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Password *	Password (Again) *
<input type="text"/>	<input type="text"/>

UnSelect All

Search

Applicant

The Security Information section, seen below, requires the applicant to create a password that will be used for future login purposes.

Security Information

Email (Username) * <input type="text" value="Enter Email Address"/>	Confirm Email (Username) * <input type="text" value="Enter Confirm Email Address"/>
Password * <input type="password" value="Enter Password"/>	Password (Again) * <input type="password" value="Enter Password Again"/>

Password Rules

- Password must be at least eight characters long.
- Password must contain at least one upper, one lower and one numeric character.
- Password can not contain words that can be found in a dictionary.
- Password must contain at least one special characters. (eg. -, +, !, &, \$, or ?)
- Password needs to be changed every 60 days.

Organizational Affiliations

Do or did you have a NM License?

Yes No

Most Recent District/State Charter <input type="text" value="Select Most Recent District/State Charter"/>	<input type="text" value="Place of Employment"/>	Affiliation <input type="text" value="Select Primary Affiliation"/>
Previous/Current License Number <input type="text" value="Enter Previous/Current License Number"/> Search License Number		

Organization Affiliations section, seen above, requires a Yes or No response to “Do or did you have a NM License?” Applicants with an existing or expired NM license would select “Yes” and click “Search License Number” which will populate the “Previous/Current License Number” field with the applicant’s License number.

The applicant will complete the remaining required fields under “Other Information”.

Password Rules:

- Password must be at least eight characters long
- Password must contain at least one upper, one lower and one numeric character
- Password cannot contain words that can be found in a dictionary
- Password must contain at least one special character (eg. *, !, \$, or ?)
- Sample password – MyF@v0r!teSch**I


Other Information is used to collect data for PED purposes. Although it is a required field, there is an option to select “Prefer not to say”.

Other Information

Gender *	Ethnicity *	Race *
Select Gender ▼	Select Ethnicity ▼	Select Race ▼

Acknowledgement

I acknowledge that I have a valid SSN and I have provided the same SSN above.

I'm not a robot 
reCAPTCHA
Privacy Terms

After the User enters all *required information, the final step of New User Registration requires the applicant to place a checkmark in the Acknowledgement box and click “I’m not a robot” for verification.

The Applicant will receive a dialog box confirming you must update your profile if changes must be made (i.e., name, address, phone number, etc.), then click the OK button. Thereafter, a message stating “Registration Successful” and an email notification of successful registration.

NOTICE REGARDING CHANGES

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.

Registration Successful!


Account is created successfully. An automatic email is sent to your personal email address.

Steps for Login

Registered applicants will log in with their Username (email address) and password created in Registration. For verification purposes, the User will click “I’m not a Robot” and follow the Captcha photo requirements. <https://licensureapp.ped.state.nm.us/>


The Username is the User’s email address entered in Registration.

The Password entered here must match the password created in Registration.




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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 entered in the field below. The User may need to check their Junk Mailbox. If, after two minutes, a Temporary Password is not received, the User can click on “Send Again”.



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 

Your Security Access Code to login into the NMPED Licensure Portal is . 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 applicant will click "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 "Applicant" as the user role from the Select Your Role dropdown, then click 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.

PED Applications *

Your Roles *

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