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
ARSENIO ROMERO, PH.D.
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

October 30, 2023

MEMORANDUM

TO: Superintendents, Charter School Leaders and School Business Officials

FROM: Sara Cordova, Director, School Budget Bureau 

RE: **Laws 2023, Chapter 145, House Bill 181 - National Board Certified Program Units**

Laws 2023, Chapter 145, House Bill 181 amended the Public School Code to allow licensed school employees certified by the National Board for Professional Teaching Standards (NBPTS) to generate program units in the public school funding formula beginning in FY24. Previously, program units were counted for NBPTS-certified teachers only. This memo outlines the essential reporting criteria and the eligibility requirements that must be satisfied for funding.

22-8-23.4. National board for professional teaching standards; program units.

The number of program units for licensed school employees certified by the national board for professional teaching standards is determined by multiplying by one and one-half the number of licensed school employees certified by the national board for professional teaching standards employed by the school district or charter school on or before the first reporting date of the school year and verified by the department. Department approval of these units shall be contingent on verification by the school district or charter school that these licensed school employees hold certification by the national board for professional teaching standards and are receiving a one-time salary differential equal to or greater than the amount generated by the units multiplied by the program unit value during the fiscal year in which the school district or charter school will receive these units.

Subject of memo
Month day, year
Page 2 of 2

Reporting Date

Per Statute 22-8-13, the first reporting date is the second Wednesday in October. For the 2023-2024 school year, the first reporting date was October 11, 2023.

Eligibility Criteria

To be eligible for this funding, three specific criteria must be met:

- 1) **Employment:** The school employee must have been employed by the school district or charter school on or before the first reporting date of the school year.
- 2) **Active License:** The school employee must possess an active license with the Public Education Department (PED) on or before the first reporting date of the school year. This license's validity should be verifiable through the PED School Licensure database accessible at <https://webnew.ped.state.nm.us/bureaus/licensure/public-license-look-up-tool/>. A copy of a signed license or a screenshot from the PED licensure portal confirming licensure for the respective year, must be maintained in the human resource staff folder.
- 3) **Active NBPTS Certification:** The school employee's National Board Certification must be active on or before the first reporting date of the school year. This certification's status should be verifiable in the National Board for Professional Teaching Standards New Mexico Directory accessible at <https://www.nbpts.org/support/in-your-state/nm/>.

Submission Deadline

Complete the NBPTS Form with the licensed school employees' names for the 2023-2024 school year. Please upload both 1) the signed PDF and 2) the excel file of the NBPTS Form to the File Transfer Site in the FY24 -> Membership folder on or before November 28, 2023. Failure to meet this deadline may lead to the entity not receiving funding for the licensed school employee(s) as listed.

Funding Disbursement

For the 2023-2024 school year, funding for NBPTS-licensed school employees will be disbursed after the final unit value is established and as part of the first reporting period (40D) adjustment. The 40d adjustment is scheduled to occur sometime between February 2024 and June 2024.

Audit and Funding Adjustments

In the event of a PED audit, you may be required to provide copies of the PED licenses and NBPTS certificates for verification. It is crucial to ensure that the certificates are registered under the name(s) provided to PED via the NBPTS form. Failure to verify these documents may lead to an adjustment in your State Equalization Guarantee (SEG).

If you have any questions, please contact your assigned Budget Analyst.

Enc: FY24 NBPTS Form