

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://state.nm.us)

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.****



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 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.

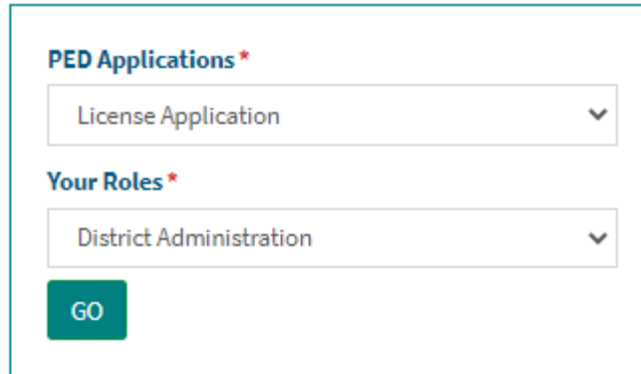
Thank you,
Professional Licensure Bureau

Step Two:

PED Applications: Select License Application

Your Roles: Select District Administration

Click the GO button.



The screenshot shows a form with two dropdown menus and a button. The first dropdown menu is labeled "PED Applications*" and has "License Application" selected. The second dropdown menu is labeled "Your Roles*" and has "District Administration" selected. Below the dropdowns is a green button with the text "GO".

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

Step Three:

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

MAIN NAVIGATION

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

Application Submissions

Application Submissions

Search Application

First Name

License Number

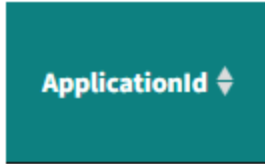
Date of Birth

Date of Birth

Step 5:

- Click on the ApplicationID number.

Show entries



043239

This will allow access to the application.

Step 6

- Scroll down and review the applicant's narrative.
- Complete the section title Superintendent Narrative
- Then hit submit.

Applicant Narrative

1. Explain why you have not met alternative licensure requirements?

Besides working full-time as a teacher, I am also taking care of my ailing parents (full-time) and my middle grandchild (full-time) which has not given me any personal time to study for the tests. However, my parents will be staying with my sister late August.

2. List and explain areas you need new or additional support.

I need to find time to study and pass the praxis tests which is quite difficult when taking care of other people full-time.

3. Who is your assigned mentor teacher?

Mrs. Chesnut

4. What exams and/or coursework remain to be completed?

Elementary Education: Curriculum, Instruction, and Assessment (5017), Teaching Reading: Elementary (5205), and Principles of Learning and Teaching (PLT): Grades K-6 (5622)

5. You are required to be fully licensed by 6/30/2025, check the box to acknowledge this responsibility.

Yes

Superintendent Narrative

1. What is the name of the assigned mentor teacher?

2. What license level is the mentor teacher?

3. What is the mentor teacher's license number?

4. Explain in detail why the educator has not completed their program/licensure requirements?

5. What support will be available for SY 24-25 that are different from the past two years?

Once these steps are completed, the licensure manager will review and if she has any questions, she will contact the licensee.