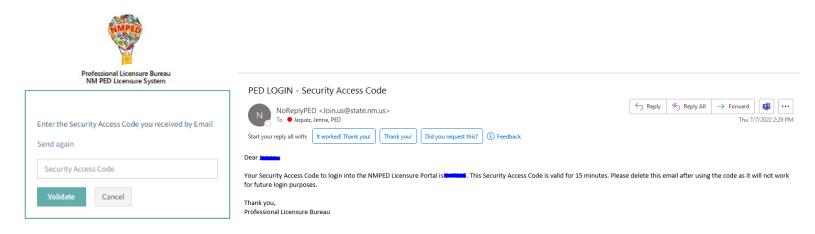
# Licensure Extension Request: Directions for Educators

**Step One:** Log into the licensure portal at this link: <u>Professional Licensure Bureau – NMPED Licensure System</u> (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.\*\*



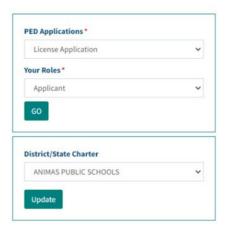
## Step Two:

PED Applications: Select License Application

Your Roles: Select Applicant

Click the GO button.

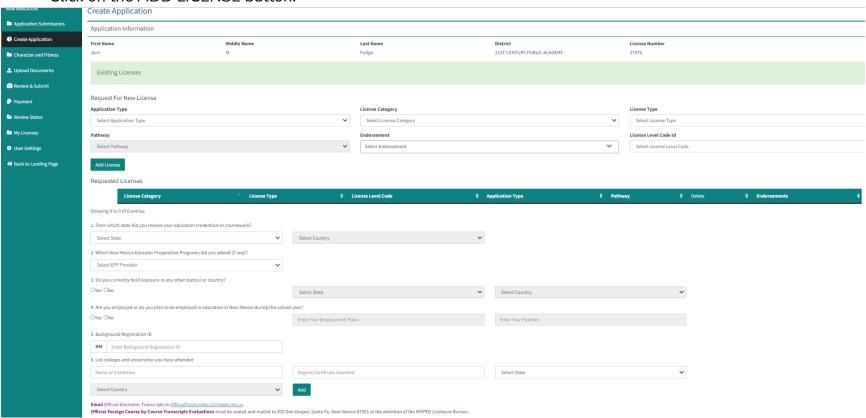




The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes.

### **Step Three:**

- Under application type select extension
- Under license category select teacher
- Under license type select the alternative license you hold
- Under the pathway, you will select the pathway you are currently in.
  - **EPP** Alternative Educator Prep Program (e.g., LEAP, CNM, SFCC, etc.). If you're currently in an EPP, you will select this.
  - o **OPAL** Online Portfolio. You will select this if you're currently in the OPAL pathway.
  - o Alternative Post-Secondary If you initially applied via teaching at the college level.
  - Micro-Credentials—You hold a five (5) year license and have completed two or more micro-credential modules, but you need more time to complete them for advancement.
  - Approved Educator Preparation Program [1CS] If you have completed a teaching program but lack the exams.
- Leave endorsement and License Level Code blank.
- Click on the ADD LICENSE button.



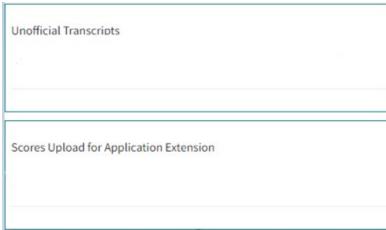
#### Step 4:

- Complete the Applicant narrative section of the application.
- Please note the questions will differ based on the pathway you selected, so that is why it's important to select the correct one.

Applicant Narrative
Explain why you have not met alternative licensure requirements?
List and explain areas you need new or additional support.
3. Who is your assigned mentor teacher?
4. What exams and/or coursework remain to be completed?
6/30/2025  5. You are required to be fully licensed by KKKKKKK the box to acknowledge this responsibility.

#### Step 5:

• Upload supporting documentation including test scores and unofficial transcripts that you've completed thus far. If you have nothing to provide, please upload a word document stating this (i.e., need to take exams, etc.).



#### Step 6:

- Review submission, make any final edits, and submit for payment.
- There is a fee of \$120.00, so you will be directed to the payment stage/section.

After the educator submits the application moves to the LEA for review and approval. Please notify your LEA's HR office to complete the Superintendent Narrative section of the application. Once the LEA completes its section, the application moves to the PLB for review and approval.

