

Licensure Extension Request: Directions for Educators

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

PED LOGIN - Security Access Code

NoReplyPED <Join.us@state.nm.us>
To Jenna, PED

Thu 7/7/2022 2:29 PM

Start your reply all with:

Dear Jenna,

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 Applicant

Click the GO button.



PED Applications *

License Application ▼

Your Roles *

Applicant ▼

GO

District/State Charter

ANIMAS PUBLIC SCHOOLS ▼

Update

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.*
 - **OPAL** – *Online Portfolio. You will select this if you're currently in the OPAL pathway.*
 - **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.

Create Application

Application Information

First Name	Middle Name	Last Name	District	License Number
Jerr	M	Fudge	21ST CENTURY PUBLIC ACADEMY	37976

Existing Licenses

Request For New License

Application Type: Select Application Type

License Category: Select License Category

License Type: Select License Type

Pathway: Select Pathway

Endorsement: Select Endorsement

License Level Code Id: Select License Level Code

Add License

Requested Licenses

License Category	License Type	License Level Code	Application Type	Pathway	Delete	Endorsements
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Showing 0 to 0 of 0 entries

1. From which state did you receive your education credentials or coursework?
Select State: [Dropdown] Select Country: [Dropdown]

2. Which New Mexico Educator Preparation Programs did you attend (if any)?
Select EPP Provider: [Dropdown]

3. Do you currently hold licensure in any other state(s) or country?
Yes No Select State: [Dropdown] Select Country: [Dropdown]

4. Are you employed or do you plan to be employed in education in New Mexico during this school year?
Yes No Enter Your Employment Place: [Text] Enter Your Position: [Text]

5. Background Registration ID
NM Enter Background Registration ID: [Text]

6. List colleges and universities you have attended
Name of Institution: [Text] Degree/Certificate Awarded: [Text] Select State: [Dropdown]

Select Country: [Dropdown] Add

Email Official Electronic Transcripts to OfficialTranscripts.LU@state.nm.us.
Official Foreign Course by Course Transcripts Evaluations must be sealed and mailed to 300 Don Gaspar, Santa Fe, New Mexico 87501 at the attention of the NMPED Licensure Bureau.

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
1. Explain why you have not met alternative licensure requirements?
2. 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?
5. You are required to be fully licensed by 6/30/2024 6/30/2025 check 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.).

Unofficial Transcripts
Scores Upload for Application Extension

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.

Superintendent Narrative	
1. What is the name of the assigned mentor teacher?	N/A
2. What license level is the mentor teacher?	N/A
3. What is the mentor teacher's license number?	N/A
4. Explain in detail why the educator has not completed the alternative licensure pathway?	N/A
5. What support will be available for SY 22-23 ²⁴⁻²⁵ that are different from the past two years?	N/A