



# LICENSURE GUIDE

**PROFESSIONAL LICENSURE BUREAU**

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Update: May 2024

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Teaching, Learning and Assessment

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Professional Licensure Bureau

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### **Notes**

This manual may be periodically updated to reflect changes to state and federal statute or regulations that may affect guidance. This is a reference tool only. The Professional Licensure Bureau has made every effort to review for errors. When such updates or revisions occur, they will be noted. This document is available on the PED website at <https://webnew.ped.state.nm.us/bureaus/licensure/>.

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## LICENSURE CONTACT INFORMATION

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Licensure Help Desk  
[LicensureUnit@ped.nm.gov](mailto:LicensureUnit@ped.nm.gov)

Licensure Background Specialist  
[ethics.ethics@ped.nm.gov](mailto:ethics.ethics@ped.nm.gov)

Licensure Front Desk 505-827-5800, Option 1 or 2

### **Mailing Address**

New Mexico Public Education Department  
Attn: Licensure  
300 Don Gaspar, Room 103,  
Santa Fe NM 87501

### **Physical Address**

300 Don Gaspar Room 103  
Santa Fe, NM 87501

Superintendents, Charter School Leaders, and HR Directors should contact their assigned Licensure Liaison for support.

Official or unofficial transcripts must be uploaded into the online licensure application, preferably in PDF format. Foreign Course-by-Course analysis (evaluation) must come directly from the credentialing agency. If the applicant has a sealed official copy, it can be mailed to our office.

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## HOW TO USE THIS GUIDE

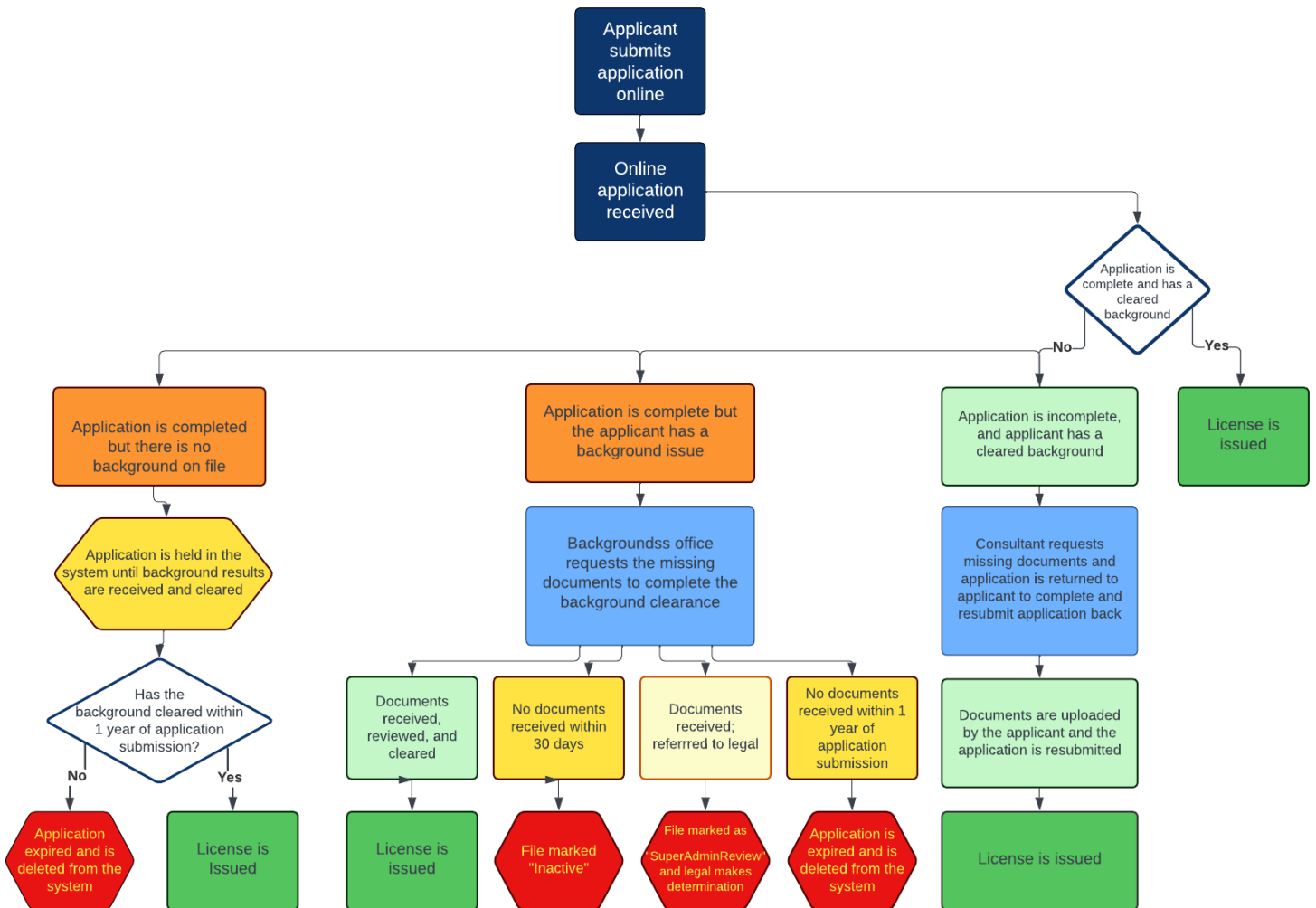
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This guide is organized by license type, including endorsement information, process, and fees. It also includes links to the New Mexico Administrative Code (NMAC) that relates to each license and a link to the application.

You can search for topics by using the table of contents or hitting “ctrl + f” on your keyboard.

## INTERNAL PROFESSIONAL LICENSURE PROCESSES

Once the Professional Licensure Bureau (PLB) receives an application, the following processes and procedures are adhered to by the PLB staff:





## TEACHER LICENSURE—BIRTH TO PRE K EARLY CHILDHOOD, LEVEL 1, 5-YEAR LICENSE

This type of license requires completion of an approved early childhood program from birth through age 4. Staff in the Licensure Bureau will not evaluate transcripts on a course-by-course basis. The rule requires student teachings at different age levels from birth through age 4.

In-state universities that offer an approved program—either in a traditional or alternative format are Santa Fe Community College, Western NM University, University of the SW, New Mexico State University, University of New Mexico, and NM Highlands University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor's degree conferred from a regionally accredited college or university uploaded by the educator into the online application.
  - Minimum of 45 hours in an Early Childhood Education program; **and include:**
    - 15 semester hours must include 6 hours of practicum or supervised field experience, 9 hours of Early Childhood student teaching in the range Birth to 4 years of age; **and** at least 135 contact hours of practicum or supervised field experience in other range than Birth to 4 years of age (i.e. three-five, or five-eight); **or**
    - Evidence of 3 years of documented, verified, satisfactory work experiences with at least 2 of the age ranges of Birth to 4 years of age; **and**
    - 6 semester hours of credit in the teaching of reading, for those who first entered any college or university on or after August 1, 2001; **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Pre-Kindergarten Education](#) 5531

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0011.html>

## TEACHER LICENSURE—PRE K TO GRADE 3 EARLYCHILDHOOD, LEVEL 1, 5-YEAR LICENSE

This type of license requires completion of an approved early childhood program from age 3–grade 3. The rule requires student teachings at different age levels from age 3 to grade 3. Staff in the Licensure Bureau will not evaluate on a course-by-course basis.

In-state universities that offer an approved program—either in a traditional or alternative format are Santa Fe Community College, Western NM University, University of the SW, New Mexico State University, University of New Mexico, and NM Highlands University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor’s degree conferred from a regionally accredited college or university uploaded by the educator into the online application.
  - Minimum of 45 semester hours in an Early Childhood Education program; **and include:**
    - 15 semester hours must include 6 hours of practicum or supervised field experience, 9 hours of EC student teaching in the range 3yrs old – 3rd grade; **and** at least 135 contact hours of practicum or supervised field experience in other range than 3yrs old – 3rd grade (i.e Birth to 4 years of age); **or**
    - Evidence of 3 years of documented, verified, satisfactory work experiences with at least 2 of the age ranges of birth-three, three-five, or five-eight **and**
    - 6 semester hours of credit in the teaching of reading, for those who first entered any college or university on or after August 1, 2001; **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Education of Young Children](#) 5024

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0012.html>

## TEACHER LICENSURE—ELEMENTARY: GRADES K–8, LEVEL 1, 5-YEAR LICENSE

An elementary teaching license authorizes an individual to teach in a self-contained classroom and may teach the core area of language arts, social studies, mathematics, and science, up to grade eight. If teaching in a departmentalized setting, the individual must be considered a **fully state-certified teacher**. This means the teacher must have a minimum of 24 semester hours in the core area, with 6 hours earned at the upper level (300 or above), or pass a middle level content knowledge assessment (CKA) in the core area.

In-state universities that offer an approved program —either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, NM Junior College, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor’s degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 30–36 semester hours in an elementary education program inclusive of student teaching; **and**
  - 6 semester hours of credit in the teaching of reading, for those who first entered any college or university on or after August 1, 2001; **and**
  - 24–36 semester hours in teaching field, e.g., language arts, social studies, math, etc.

### Passage of New Mexico Praxis Exams (ETS)

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

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, the only exam required is the Teaching of Reading: Elementary exam.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0002.html>

## TEACHER LICENSURE—SPECIAL EDUCATION: PRE K–12, LEVEL 1, 5 YEAR LICENSE

A special education teaching license authorizes an individual to teach students with a disability, as defined under the federal guidelines. If teaching in a departmentalized setting, the individual must be considered a **fully state-certified teacher**. This means the teacher must have a minimum of 24 semester hours in the core area, with 12 hours earned at the upper level (300 or above), or pass a middle level content knowledge assessment (CKA) in the core area.

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor's degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 30 semester hours in special education course work, to include student teaching; **and**
  - 6 semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001; **and**
  - 24–36 semester hours in the teaching field, e.g., language arts, social studies, math, etc.; **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [Special Education: Foundational Knowledge](#) 5355

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, the only exam requires is the Special Education: Foundational Knowledge exam.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0006.html>

## TEACHER LICENSURE—BLIND AND VISUALLY IMPAIRED: B–12, LEVEL 1, 5 YEAR LICENSE

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A Blind and Visually Impaired teaching license authorizes an educator to teach students with blindness and visual impairment, birth through grade 12 defined under the federal guidelines.

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor’s degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 24 semester hours in a program that prepares in the teaching the blind and visually impaired, to include student teaching; **and**
  - 6 semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001; **and**
  - 24–36 semester hours in teaching field, e.g., language arts, social studies, math, etc.;**and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [Special Education: Teaching Students with Visual Impairments](#) 5282

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0010.html>

## TEACHER LICENSURE—DEAF AND HARD OF HEARING: B–12, LEVEL 1, 5 YEAR LICENSE

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A Deaf and Hard of Hearing teaching license authorizes an educator to teach students with blindness and visual impairment, birth through grade 12 defined under the federal guidelines.

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor’s degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 24 semester hours in a program that prepares in the teaching the deaf and hearing impaired, to include student teaching; **and**
  - 6 semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001; **and**
  - 24–36 semester hours in teaching field, e.g., language arts, social studies, math, etc.; **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [Special Education: Education of Deaf and Hard of Hearing Students](#) 5272

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.

## ENDORSEMENTS

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### Early Childhood, Elementary License, Special Education, Blind and Visually Impaired and Deaf and Hard of Hearing

<a href="#">Agriculture</a>	<a href="#">History (Social Studies)</a>	<a href="#">Physical Education</a>
<a href="#">Bilingual</a>	<a href="#">Info. Tech. Coordinator</a>	<a href="#">Psychology</a>
<a href="#">Business</a>	<a href="#">Language Arts</a>	<a href="#">Reading</a>
<a href="#">Elementary Math Specialist**</a>	<a href="#">Library/Media</a>	<a href="#">Science</a>
<a href="#">Family &amp; Consumer Science</a>	<a href="#">Mathematics</a>	<a href="#">Technology Education</a>
<a href="#">Gifted</a>	<a href="#">Modern Classical Languages*</a>	<a href="#">TESOL</a>
<a href="#">Health</a>	<a href="#">Performing Arts</a>	<a href="#">Visual Arts</a>
<p>*Spanish, French, German, Chinese, etc.  ** Math Specialist endorsement can only be added to a K-8 Elementary license</p>		

## TEACHER LICENSURE—MIDDLE LEVEL: GRADES 5–9, LEVEL 1, 5-YEAR LICENSE

A middle level teaching license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject they are teaching, of which at least 24 semester hours in one teaching field such as mathematics, science(s), language arts, reading, and social studies (or other content related areas), with 6 hours earned at the upper division level (300 or above); individuals must also complete the PED's approved competencies in the teaching field.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor's degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 30 semester hours of middle grades education course work to include student teaching; **and**
  - 3 semester hours in teaching reading, for those who first entered any college or university on or after August 1, 2001; **and**
  - 24–36 semester hours in teaching field, e.g., language arts, social studies, math, etc.; with 6 of those hours earned at the upper division level (300 or above); **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [One of the Middle Level Content Assessments for the First Endorsement on the License plus coursework](#)

**\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.**

If a person has an elementary, secondary, Pre K–12 specialty, or special education license and can provide verification of five years of teaching experience in the middle level grades, they are eligible for the middle level license, provided they meet the endorsement requirement (24 hours in a teaching field, of which 6 hours must be earned at the upper division level).

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.061.0003.html>



## TEACHER LICENSURE—SECONDARY: 6-12, LEVEL 1, 5-YEAR LICENSE

A secondary level license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject he or she is teaching, of which 24 - 36 semester hours is in at least one teaching field such as mathematics, science(s), language arts, reading, or from among history, geography, economics, civics and government (or other content related areas), twelve hours of which must be in upper division courses as defined by the college or university.

In-state universities that offer an approved program—either in a traditional or alternative format are: Central New Mexico, Eastern NM University, NM Highlands University, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, University of the SW, and Western NM University and Wayland Baptist University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor's degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 24 semester hours of professional secondary education course work, to include student teaching; **and**
  - 24–36 semester hours in teaching field, e.g., language arts, social studies, math, etc., with 12 of those hours earned at the upper division level (300 or above), **and**
  - 3 semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001; **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
- [One of the Middle Level Content Assessments for the First Endorsement on the License plus coursework](#)

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0004.html>

## TEACHER LICENSURE—PRE K-12 SPECIALTY AREA: LEVEL 1, 5-YEAR LICENSE

A Pre K–12 level license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject he or she is teaching, of which 24 - 36 semester hours in at least one teaching field such as mathematics, science(s), language arts, reading, social studies (or other content related areas), twelve hours of which must be in upper division courses as defined by the college or university.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor's degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 24-36 semester hours in a K–12 education program, including student teaching
  - 6 semester hours in teaching reading for those who first entered any college or university on or after August 1, 2001; **and**
  - 24-36 semester hours in teaching field, e.g., language arts, social studies, math, etc., with 12 of those hours earned at the upper division level (300 or above); **and**

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [One of the Middle Level Content Assessments for the First Endorsement on the License plus coursework](#)

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required.

### NOTE:

- If an educator has a special education license, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has an elementary license and has three credit hours in *secondary pedagogy* or takes and passes the Assessment of [Principles of Learning and Teaching: Grades 7–12](#) 5624, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has an early childhood license and has three credit hours in *secondary pedagogy* or takes and passes the [Principles of Learning and Teaching: Grades 7–12](#) 5624, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has a secondary license and has three credit hours in *elementary pedagogy* or takes and passes the Assessment of [Principles of Learning and Teaching: Grades K–6](#) 5622, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.
- If an educator has a mid-level license and has three credit hours in *secondary pedagogy* or takes and passes the [Principles of Learning and Teaching: Grades 7–12](#) 5624, they are eligible for the Pre K–12 license, provided they meet the endorsement requirement.

NMAC Rule: <https://www.srca.nm.gov/parts/title06/06.061.0005.html>

## ENDORSEMENTS

### Mid-Level, Secondary & Pre K-12 Specialty

<a href="#">Agriculture</a>	<a href="#">History (Social Studies)</a>	<a href="#">Psychology</a>
<a href="#">Bilingual</a>	<a href="#">Info. Tech. Coordinator</a>	<a href="#">Reading</a>
<a href="#">Business</a>	<a href="#">Language Arts</a>	<a href="#">Science</a>
<a href="#">Computer Science**</a>	<a href="#">Library/Media</a>	<a href="#">Technology Education</a>
<a href="#">Elementary Math Specialist</a>	<a href="#">Mathematics</a>	<a href="#">TESOL</a>
<a href="#">Family &amp; Consumer Science</a>	<a href="#">Modern Classical Languages*</a>	<a href="#">Visual Arts</a>
<a href="#">Gifted</a>	<a href="#">Performing Arts</a>	
<a href="#">Health</a>	<a href="#">Physical Education</a>	
<p>*Spanish, French, German, Chinese, etc. **Computer Science endorsement can only be added to a 6-12 Secondary license</p>		

## TEACHER LICENSURE—SECONDARY VOCATIONAL-TECHNICAL: 7-12, LEVEL 1, 5-YEAR LICENSE

A secondary, vocational technical license is structured around a career and technical license that is issued to those educators who meet the 16 career clusters identified by the US ED.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor's degree conferred from a regionally accredited college or university including 32 credit hours of vocational-technical training related to the occupational area uploaded by the educator into the online application; **or**
- Official or unofficial transcripts of a Associates degree plus two (2) years verified work experience related to the occupational area uploaded by the educator into the online application; **or**
- Certificate plus three (3) years verified work experience related to the occupational area; **or**
- High school diploma/GED plus five (5) years verified work experience related to the occupational area.

Applicants meeting one of the above criteria will be issued a secondary vocational technical license at a Level 1P for 3 years and within those years will need to meet the following:

- Minimum of 15 semester hours in Secondary Vocational-Technical Education Program including a supervised classroom internship/student teaching experience; **or**
- Professional Development Plan (PDP) developed by the employing authority and approved by the PED, in lieu of completion of the 15 semester hours in Secondary Vocational-Technical Education Program including a supervised classroom internship/student teaching experience; **and**
- Demonstrate competencies for vocational technical teachers within 3 years of the date of employment.

Upon completion, the educator can submit either a sealed transcript or PDP from the superintendent that the candidate has met all components above. The candidate will advance through completion of the Professional Development Plan (PDP)/hours and internship and the three-tiered system. The educator will be issued the remaining 2 years of the level 1 license to advance through the level 1 license process.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.061.0007.html>

<p><b>Note:</b> Endorsements are not added to a secondary vocational-technical license.</p>
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<p><b>Agriculture, Food &amp; Natural Resources</b></p> <ul style="list-style-type: none"> <li>• Agribusiness Systems</li> <li>• Animal Systems</li> <li>• Environmental Service Systems</li> <li>• Food Products &amp; Processing Systems</li> <li>• Natural Resources Systems</li> <li>• Plant Systems</li> <li>• Power, Structural &amp; Technical Systems, Architecture &amp; Construction</li> </ul>	<p><b>Government &amp; Public Administration</b></p> <ul style="list-style-type: none"> <li>• Foreign Service</li> <li>• Governance <input type="checkbox"/> Regulation</li> <li>• National Security <input type="checkbox"/> Revenue and Taxation</li> <li>• Planning</li> <li>• Public Management and Administration</li> </ul>
<p><b>Architecture &amp; Construction</b></p> <ul style="list-style-type: none"> <li>• Construction</li> <li>• Design/Pre-Construction</li> <li>• Maintenance/Operations</li> </ul>	<p><b>Health Sciences</b></p> <ul style="list-style-type: none"> <li>• Biotechnology Research &amp; Development</li> <li>• Diagnostic Services</li> <li>• Health Informatics</li> <li>• Support Services</li> <li>• Therapeutic Services</li> </ul>
<p><b>Arts, A/V Technology &amp; Communications</b></p> <ul style="list-style-type: none"> <li>• A/V Technology &amp; Film</li> <li>• Journalism &amp; Broadcasting</li> <li>• Performing Arts</li> <li>• Printing Technology</li> <li>• Telecommunications</li> <li>• Visual Arts</li> </ul>	<p><b>Hospitality &amp; Tourism</b></p> <ul style="list-style-type: none"> <li>• Lodging</li> <li>• Recreation, Amusements &amp; Attractions</li> <li>• Restaurants &amp; Food/Beverage Services</li> <li>• Travel &amp; Tourism</li> </ul>
<p><b>Business Management &amp; Administration</b></p> <ul style="list-style-type: none"> <li>• Administrative Support</li> <li>• Business Information Management</li> <li>• General Management</li> <li>• Human Resources Management</li> <li>• Operations Management</li> </ul>	<p><b>Human Services</b></p> <ul style="list-style-type: none"> <li>• Consumer Services</li> <li>• Counseling &amp; Mental Health Services</li> <li>• Early Childhood Development &amp; Services</li> <li>• Family &amp; Community Services</li> <li>• Personal Care Services</li> </ul>
<p><b>Education &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Administration &amp; Administrative Support</li> <li>• Professional Support Services</li> <li>• Teaching/Training</li> </ul>	<p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Information Support &amp; Services</li> <li>• Network Systems</li> <li>• Programming &amp; Software Development</li> <li>• Web &amp; Digital Communications</li> </ul>
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Banking Services</li> <li>• Business Finance</li> <li>• Insurance</li> <li>• Securities &amp; Investments</li> </ul>	<p><b>Law, Public Safety, Corrections &amp; Security</b></p> <ul style="list-style-type: none"> <li>• Correction Services</li> <li>• Emergency &amp; Fire Management Services</li> <li>• Law Enforcement Services</li> <li>• Legal Services</li> <li>• Security &amp; Protective Services</li> </ul>

More



### Manufacturing

- Health, Safety & Environmental Assurance
- Logistics & Inventory Control
- Maintenance, Installation, & Repair
- Manufacturing Production Process Development
- Production
- Quality Assurance

### Marketing

- Marketing Communications
- Marketing Management
- Marketing Research
- Merchandising
- Professional Sales

### Science, Technology, Engineering & Mathematics

- Engineering & Technology
- Science & Mathematics

### Transportation, Distribution & Logistics

- Facility & Mobile Equipment Maintenance
- Health, Safety & Environmental Management
- Logistics Planning & Management Services
- Sales & Service
- Transportation Operations
- Transportation Systems/Infrastructure
- Planning, Management & Regulation, Warehousing & Distribution Center

## ADMINISTRATOR LICENSE: LEVEL 3B, 5-YEAR LICENSE

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A Pre K–12 administrative license authorizes an individual to hold an administrative position in a school or as a superintendent. Applicants must have a master’s degree from a regionally accredited college or university in educational administration or, if the degree is in another discipline, 18 graduate hours in educational leadership, and in addition an apprenticeship/internship and a New Mexico level 2 or 3A teaching license or instructional support provider.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcript reflecting a bachelor’s degree conferred from a regionally accredited college or university uploaded by the educator into the online application; **and**
  - 18 graduate hours in Educational Administration Program; and apprenticeship or internship that consists of a minimum of 180 clock hours; **or**
  - 18 graduate hours in educational administration MBA (Woodrow Wilson Fellowship Approved Program from New Mexico State University or the University of New Mexico); and Apprenticeship or internship that consists of a minimum of 180 clock hours; **or**
  - CES (Principal Leadership Development); and Apprenticeship or internship that consists of a minimum of 180 clock hours; **and**
  - Holds a current level 2 or level 3A teacher’s license; **or**
  - Holds a current level 2 or level 3 instructional support provider license;

### Passage of the New Mexico Praxis Exams (ETS)

- [Educational Leadership: Administration and Supervision](#) 5412

"Full school year" means a minimum of 160 instructional days in a school year or 480 instructional days or equivalent number of days in schools or school districts on alternative schedules over multiple school years of full-time or part-time teaching during which the teacher is the teacher of record or serves as an instructional coach or resource teacher in at least one class each school year while holding a standard teaching license. An equivalent number of instructional hours may be accepted for those teachers who do not teach every day. Instructional days may include teaching in summer school or similar educational setting.

**Required Internship:** The apprenticeship/internship can be completed under the supervision of the college/university or if completed under the supervision of a local school superintendent, submit a letter from the superintendent verifying the 180 internship hours and detailing how the educator met Administrator licensure competencies and indicators referenced in **6.62.2 NMAC** during a school year (at least 160 school days and 180 clock hours). Letter must be on school district letterhead and signed by the district superintendent;

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.062.0002.html>

## RECIPROCITY: TEACHING AND ADMINISTRATIVE LICENSES

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All persons who possess a minimum of a baccalaureate degree, have completed their education preparation programs at educational institutions outside the state or hold a valid out-of-state license, and are now seeking a teaching or administrative license or an endorsement from the PED.

### Professional Requirements:

- Possess a bachelor's and/or master's degrees from a regionally accredited college or university
- Possess a current valid and standard certificate/license from another state/country
- Complete an approved teacher education and/or administrative program for that state/country certificate/license
- Provide evidence of having satisfactorily taught/administered under that out-of-state certificate/license

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- An official or unofficial transcripts from all universities/colleges attended uploaded by the educator into the online application. If from outside of the United States, they must be accompanied by their evaluation of US equivalency – to the US semester hour, must be a course-by-course evaluation, can be a NACES member organization <http://www.naces.org/>); **and**
  - If the transcript(s) does not reflect proof of completion of a teaching program, please have the following form completed by the program you completed your teaching requirements through: <https://webnew.ped.state.nm.us/wp-content/uploads/2022/01/NM-Approved-Program-Completion-Verification-Form-2021.pdf>
- Copy of current out of state/country standard license or notarized statement stating that licensure was not required: <https://webnew.ped.state.nm.us/wp-content/uploads/2023/08/Notarized-Statement-for-No-Administrative-Licensure-Issued-for-OOS-or-OOC.pdf>; **and**
- Verification of teaching/administrative experience earned on the out-of-state/-country district letterhead (cannot be on NM school district letterhead), and it must state full time/part time and number of days worked per school year (m/d/y): <https://webnew.ped.state.nm.us/wp-content/uploads/2022/10/Verification-of-Experience-Form-Admin-Teachers-10.20.22.pdf>; **and**
- Test scores from any exams taken for the license(s) or notarized statement stating these were not required in order to obtain a license: <https://webnew.ped.state.nm.us/wp-content/uploads/2023/03/Notarized-Statement-for-No-Exams-Required-for-Licensure-2.pdf>.

**Note:** Verification of experience is used to determine licensure level as follows:

- Level 1 license is issued to applicants meeting all requirements with less than three years of experience. (5-year license)
- Level 2 license is issued to applicants meeting all requirements with three to five years of verifiable experience. (9-year license)
- Level 3A license is issued to applicants meeting all requirements with six or more years of verifiable experience **and** a master's degree. (9-year license)



If an individual has a license that is not comparable to one issued by New Mexico, the individual will need to meet requirements for licensure based on New Mexico rule and not reciprocity. **New Mexico does not have statutory authority to reciprocate any other type of licenses.**

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0004.html>

## FOUR PATHWAYS TO ALTERNATIVE EDUCATOR LICENSURE

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Alternative licensure is a pathway for applicants who have earned at least a bachelor's degree or who hold a post-baccalaureate degree and have teaching experience at the post-secondary level but in neither case, have completed an educator preparation program. It also is a pathway for alternative licensure in administration for persons who hold a post-baccalaureate degree and have administrative experience at the post-secondary level but never completed an administrative preparation program.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a bachelor's degree conferred, including 30 semester hours in a field that pertains and corresponds to the subject area of instruction uploaded by the educator into the online licensing system; **or**
- Official, sealed transcripts reflecting a master's degree, including 12 graduate semester hours in a field that pertains and corresponds to the subject area of instruction uploaded by the educator into the online licensing system; **or**
- Official, sealed transcripts reflecting a doctorate degree that corresponds to the subject area of instruction uploaded by the educator into the online licensing system.
  - Complete an approved alternative program through an accredited NM college or university **or**
  - Submit an online portfolio; **or**
  - Have five years of post-secondary teaching experience, (160 days per school year taught)

Each pathway is as follows:

## One: By Means of Alternative Educator Preparation in Approved Programs

A nonrenewable two-year license granted to allow for the completion of a program and required testing. The process for obtaining an alternative license is as follows:

In-state universities/colleges that offer an approved alternative program include Central New Mexico, Eastern NM University, NM Highlands University, NM Junior College, New Mexico State University, Northern NM College, San Juan College, Santa Fe Community College, University of New Mexico, and Western NM University.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a bachelor's degree, including 30 semester hours; or transcripts reflecting a master's degree, including 12 graduate hours; or a doctoral degree in teaching field\* from a regionally accredited college or university uploaded by the educator into the online application; **and**
- A letter of acceptance into an approved alternative teacher education program

**\*Note.** ALL transcripts must be from a regionally accredited college or university, reflecting the candidate's degree and the posted date of its conferred. The applicant must meet 24 credit hours with 12 upper division hours for the first endorsement if applying for a 6-12 secondary license.

Upon completion of the program, the candidate must submit the following documents to obtain full licensure:

- Letter of completion from the approved alternative teacher education program uploaded by the district/charter HR office; **and**
- Official or unofficial transcripts reflecting course work uploaded by the district/charter HR office; **and**
- Copy of test results uploaded by the district/charter HR office (see below for all tests required for each license)

### Specific Alternative Licenses—Teacher Assessments Required\*

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required. The Elementary license requires the Teaching of Reading: Elementary exam and the Special Education license requires the Special Education: Foundational Knowledge exam.

#### Early Childhood (Birth–Pre K)

Passage of the New Mexico Praxis Exams (ETS)

[Pre-Kindergarten Education](#) 5531

#### Early Childhood (PreK–Grade 3)

Passage of the New Mexico Praxis Exams (ETS)

[Education of Young Children](#) 5024

## K–8 Elementary

### Passage of New Mexico Praxis Exams (ETS)

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

## Special Education Pre K–12

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **OR**
- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [Special Education: Foundational Knowledge](#) 5354

## 6–12 Secondary

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [One of the Content Assessments for the First Endorsement on the License plus coursework](#)

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0003.html>

**Upon completion of the alternative-educator preparation program requirements, the candidate must submit the following documents to obtain full licensure:**

- Email us the letter of completion from the university confirming program completion.
  - If they have completed the portfolio for assessment through the university (most are implementing it currently), the letter of completion must reflect this language to confirm it was completed.
    - ❖ If they did complete this, keep in mind the Elementary license still requires proof of passing the [Teaching of Reading: Elementary exam \(5205\)](#) and if it's the Special Education license, it still requires proof of passing the Praxis [Special Education: Foundational Knowledge exam \(5355\)](#)
  - If they did not complete the portfolio for assessment, they must pass the required [Praxis Exams](#) associated with their license.
- Transcript confirming the alternative program completion.

## Two: By Means of Online Portfolio (OPAL)

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A nonrenewable two-year license granted to allow for the completion of a program and required testing. The process for obtaining an alternative license via online portfolio is to provide as follows (the Pre K-12 Special Education license is not eligible under this pathway):

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a bachelor's degree, including 30 semester hours; or transcripts reflecting a master's degree, including 12 graduate hours; or a doctoral degree in teaching field\* from a regionally accredited college or university uploaded by the educator into the online application; **and**
- A letter of interest to enter the Online Portfolio pathway; **and**
- A letter from the district/charter on district/charter letterhead supporting request for the applicant to enter the Online Portfolio pathway.

\* **Note.** ALL transcripts must be from a regionally accredited college or university, reflecting the candidate's degree and the posted date of its conferral. The applicant must meet 24 credit hours with 12 upper division hours for the first endorsement if applying for a secondary or PreK-12 license.

Upon completion of the program, the candidate must submit the following documents to obtain full licensure:

- Submit the online portfolio; **and**
- Official or unofficial transcripts reflecting coursework for teaching of reading uploaded by the district/charter HR office; **and**
- Copy of test results uploaded by the district/charter HR office (see below for all tests required for each license)

### Specific Alternative Licenses—Teacher Assessments Required\*

\*For educators who were issued licensure prior to 7/1/2022. If they recently graduated from a NM-approved program, exams are not required. The Elementary license requires the Teaching of Reading: Elementary exam and the Special Education license requires the Special Education: Foundational Knowledge exam.

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#### Early Childhood (Birth–Pre K)

Passage of the New Mexico Praxis Exams (ETS)

[Pre-Kindergarten Education](#) 5531

#### Early Childhood (PreK–Grade 3)

Passage of the New Mexico Praxis Exams (ETS)

[Education of Young Children](#) 5024

## K–8 Elementary

### Passage of New Mexico Praxis Exams (ETS)

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

## 6–12 Secondary

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [One of the Content Assessments for the First Endorsement on the License plus coursework](#)

## 5-9 Middle-Level

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
  - [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [One of the Middle Level Content Assessments for the First Endorsement on the License plus coursework](#)

## Pre K-12 Specialty Area

### Passage of the New Mexico Praxis Exams (ETS)

- [Principles of Learning and Teaching: Grades K–6](#) 5622 **or**
  - [Principles of Learning and Teaching: Grades 7–12](#) 5624
- [One of the Middle Level Content Assessments for the First Endorsement on the License plus coursework](#)

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0003.html>

Upon completion of the online portfolio (OPAL) requirements, the candidate must submit the following documents to obtain full licensure:

- Submit the OPAL strands in the OPAL system.
  - Region IX has [resources](#) to assist you with the strands and what is required.
- Transcript reflecting completion of the required reading methods course(s).
  - Elementary and Early Childhood requires a total of 6 credit hours.
  - Middle-level, Secondary, or Specialty Area requires a total of 3 credit hours.
- Pass the required [Praxis Exams](#) associated with their license.

### Three: By Means of Post-Secondary Experience

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This nonrenewable, one-year license is granted to allow for the completion of the teaching of reading and internship. The process for obtaining an internship license as follows:

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a master's degree, including 12 graduate hours; or a doctoral degree from a regionally accredited college or university uploaded by the educator into the online application; **and**
- Verification of Experience form from the HR department verifying a minimum of five or more full school years (defined as a minimum of 160 days) of teaching experience at the post-secondary level:  
<https://webnew.ped.state.nm.us/wp-content/uploads/2021/06/Verification-of-employment-Post-Secondary-091919.pdf>
  - Five years of experience qualifies for a level 2 teaching license
  - Six or more years of experience qualifies for a level 3A teaching license

**\*Note.** ALL transcripts must be from a regionally or nationally accredited college or university, reflecting the candidate's degree and the posted date of conferral.

#### Upon completion of the program, the candidate must submit the following to obtain full licensure:

- Official or unofficial transcripts reflecting coursework for teaching of reading uploaded by the district/charter HR office\*\*; **and**
- Teaching internship for one full school year (defined as a minimum of 160 days) as the teacher of record while holding the internship license; **and**
- Satisfactorily demonstrate teaching competencies at respective level of licensure; **and**
- Completed Superintendent Recommendation Form for post-secondary experience, verifying that the candidate meets competencies as delineated for the type and level of licensure sought uploaded by the district/charter HR office <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Post-Secondary-02-15-23.pdf>

#### Reading Method Course Hours Requirements

Birth to Pre K or Pre K to Grade 3 Early Childhood, K-8 Elementary and Pre K-12 Special Education licensure requires 6 semester credit hours.

5-9 Middle Level, 6-12 Secondary and PreK-12 Specialty Area licensure requires 3 semester credit hours.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0003.html>

## Teaching of Reading Requirement for the Alternative License

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The Public Education Department rules require that all candidates complete three to six credit hours in coursework specific to the scientific teaching of reading. A candidate, in an approved program, will automatically have the reading requirements satisfied as part of the program. Candidates who pursue Post-Secondary or OPAL alternative licensure must complete the required credit hours prior to licensure expiration.

The required semester-hour credits for reading differ across licenses. Those requirements are:

Early childhood, and elementary **six semester hours**; middle, secondary, and Pre K–12: **three semester hours**.

**Upon completion of the post-secondary internship requirements, the candidate must submit the following documents to obtain full licensure (this pathway is for those who taught at the college level):**

- Transcript reflecting completion of the required reading methods course(s).
  - Elementary, Early Childhood and Special Education requires a total of 6 credit hours.
  - Middle-Level, Secondary or Specialty Area requires a total of 3 credit hours.
- [Superintendent Recommendation Form for Post-Secondary Experience](#) verifying that the candidate has taught the required 160 days on the license in a K-12 setting and meets competencies as delineated for the type and level of licensure sought (Five years of experience qualifies for a level 2 teaching license, or six or more years of experience qualifies for a level 3A teaching license).
- After completing the requirements, the license will be issued at level 2 or 3A based on the competencies demonstrated at the grade level and in the teaching subject area.



## Pathways to Alternative Teaching License

Approved Alternative Licensure Preparation Program Overview		
COURSE REQUIREMENTS	ONLINE PORTFOLIO (OPAL)	PROFESSIONAL TEACHER WITH POST-BA* REQUIREMENTS
Complete a minimum of 12 credit hours in an approved alternative licensure preparation program	Submit portfolio via <a href="#">NMPED Online Portfolio portal</a> .	Complete an internship of at least one year (160 instructional days) while holding an internship license as the teacher of record in a NM school district/charter.
Complete the required semester hours for the teaching of reading.	Complete the required semester hours for the teaching of reading.	Procure verification from the candidate's employing entity that the candidate meets competencies, as delineated for the type and level of licensure sought
Complete testing requirements*	Complete testing requirements	Complete the required semester hours for the teaching of reading.

\*If they have completed the portfolio for assessment through the university (most are implementing it currently), the letter of completion must reflect this language to confirm it was completed.

- If they did complete this, keep in mind the Elementary license still requires proof of passing the [Teaching of Reading: Elementary exam \(5205\)](#) and if it's the Special Education license, it still requires proof of passing the Praxis [Special Education: Foundational Knowledge exam \(5355\)](#)

## Length and Conditions of Alternative Teacher Licenses

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An alternative license is issued for two years.

**An alternative license is issued if one of the following three conditions are met:**

Approved Program Option—1) A **letter of acceptance** into an approved program is received with the online application packet, and 2) **official transcripts** with a conferred bachelor's degree or higher uploaded by the educator into the online application.

Online Portfolio (OPAL)—1) a **letter of intent to pursue OPAL** from the applicant and a **letter of support** from the district (on district letterhead) to pursue OPAL, with the online application packet, and 4) **official transcripts** with a conferred bachelor's degree or higher uploaded by the educator in the online application. **\*\*This pathway is no longer offered with a Special Education license.**

Post-Secondary Teaching Option—1) Verification of at least **five years of post-secondary teaching experience or more** (160 days per school year taught) is received with the online application packet and 2) **official, sealed transcripts** with conferred bachelors and post-baccalaureate degrees uploaded by the educator in the online application.

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### Mentorship Requirements

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Once all requirements are met, the license will be extended to a five-year, level 1 alternative license. Although this license is a standard license, it will indicate the individual completed an alternative route to licensure.

A mentoring program of at least one year, and not more than three years, designed by a local district and approved by the PED, must be completed in the employing school district.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0010.html>

## FOUR: ALTERNATIVE ADMINISTRATOR LICENSURE

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An applicant who has earned a post-baccalaureate degree and has at least six years of administrator experience at the post-secondary level is issued a one-year, non-renewable internship license. To receive a standard license, the applicant must complete an internship of at least one full year (160 instructional days) while holding the internship license and working as an administrator.

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**).  
*If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a master's degree or doctoral degree\* uploaded by the educator into the online application; **and**
- A letter verifying a minimum of six full school years (defined as a minimum of 160 days) of administrative experience at the post-secondary level. Verification of experience should be provided on an institution letterhead by the human resource department of the employing institution, (administrators shall be in a position of supervision, which shall include dean; president; and vice president).

Administrators shall be in a position of supervision, which shall include:

- a) dean; or
- b) president; or
- c) vice president.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0003.html>

## INSTRUCTIONAL SUPPORT PROVIDERS

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### Educational Diagnostician: Pre K–12 Level 1, 5–Year License

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#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting bachelor's and master's degrees (or higher) from a regionally accredited college or university uploaded by the educator into the online application **and**
- 30 graduate hours (which may be completed as part of the master's degree) in an educational diagnostics or school psychology program including:
  - 300-hour internship if the applicant began a program in educational diagnosis after July 1, 2006; **or**
  - 240-hour internship if the applicant began a program in educational diagnosis prior to July 1, 2006

#### Background experience

- Hold a valid NM teaching license, counseling license, or a licensure in an ancillary area **or**
- Provide verification of three years of experience in one or a combination of the following work areas:  
Community-based programs serving developmentally disabled children/adults
  - Mental health related to educational diagnosis
  - Clinical practice related to educational diagnosis
  - Vocational evaluation or teaching

#### Passage of the New Mexico Praxis Exams (ETS)

- Exam TBD **or**
- Copy of national certification from National Association of School Psychologist (NASP) **or** from the Council for Educational Diagnostician Services (CEDS);

### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- Demonstrate the educational diagnostician competencies as indicated using the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>; **and**
- Complete 1200 hours of supervised experience as an educational diagnostician (i.e., minimum of 400 internship hours and 800-post internship supervised hours in a school-related setting)

### Level 3, 9–Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 2 license for at least three full school years of school experience; **and**
- Demonstrate the educational diagnostician competencies as indicated using the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>; **and**
- Complete 600 hours of mentorship in educational diagnosis in a school-related setting

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0004.html>

**Note:** Level 1: Five-year license  
Levels 2 and 3: Nine-year license

## Licensed Practical Nurse: Grades Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - High school diploma or equivalency Be at least 18 years old
  - Hold a current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on skills Demonstration; **and**
  - Provide verification of current, valid certification in basic first aid; **and**
  - Hold a current, valid, practical nursing license issued by the New Mexico Board of Nursing or hold a multi-state license to practice practical nursing, pursuant to the nurse licensure compact or any successor licensing board for;
  - Letter verifying a minimum of one year of supervised, clinical nursing experience outside of a school setting; **and**
  - Provide verification by the school superintendent that a local orientation related to assigned duties, and facilitated by the PED licensed registered nurse, was satisfactorily completed  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>
- 

### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- Provide a current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on skills Demonstration; **and**
- Provide verification of a current, valid certification in basic first aid; **and**
- Provide current, valid, practical nursing license, issued by the New Mexico Board of Nursing or a multi-state license to practice practical nursing, pursuant to the nurse licensure compact or any successor licensing board
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 2 license for at least three full school years of school experience; **and**
- Provide a current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on skills Demonstration; **and**
- Provide verification of a current, valid certification in basic first aid; **and**
- Provide current, valid, practical nursing license, issued by the New Mexico Board of Nursing or a multi-state license to practice practical nursing, pursuant to the nurse licensure compact or any successor licensing board
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0016.html>

**Note:** Level 1: Three-year license  
Levels 2 and 3: Nine-year license

## Rehabilitation Counselor: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcript of a master’s degree in rehabilitation counseling **OR**
- Official or unofficial transcripts of a master’s degree in school counseling, vocational counseling, or other related field and one year of experience in rehabilitation counseling and letter of verification of 1 year experience in rehabilitation counseling **or** 15 semester hours in rehabilitation counseling course work **OR**
- Official or unofficial transcripts of a bachelor’s degree in rehabilitation counseling and 1 year of direct vocational rehabilitation job experience **OR**
- Official or unofficial transcripts of a bachelor’s degree in a related field (e.g., special education, psychology, school counseling) and 2 years of experience in which direct vocational rehabilitation counseling is the primary job responsibility **OR**
- A certificate issued by the Commission on Rehabilitation Counselor Certification

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>



### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 2 license for at least three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0011.html>

**Note:** Level 1: Three-year license  
Levels 2 and 3: Nine-year license

## School Behavior Health Counselor:

### Pre K–12 Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*

#### Pathway 1

- Hold a department-issued license for school counseling **and** be certified by the NM counseling and therapy practice board as one of the following types of counselors:
  - licensed professional counselor (LPC); or
  - licensed mental health counselor (LMHC); or
  - licensed professional clinical mental health counselor (LPCC).

**OR**

#### Pathway 2

- Hold a department-issued license for school social workers.

**OR**

#### Pathway 3

- Hold a department-issued license for school psychologists.

**OR**

#### Pathway 4

- Hold a nationally certified counselor credential issued by the national board for certified counselors **and** be certified by the NM counseling and therapy practice board as one of the following types of counselors:
  - licensed professional counselor (LPC); or
  - licensed mental health counselor (LMHC); or
  - licensed professional clinical mental health counselor (LPCC).

**OR**

#### Pathway 5

- Be certified by the NM counseling and therapy practice board as one of the following types of therapists of counselors:
  - licensed marriage and family therapist (LMFT); or
  - licensed alcohol and drug abuse counselor (LADAC); or
  - licensed professional art therapist (LPAT).

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 2 license for at least three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0011.html>

**Note:** Level 1: Three-year license  
Levels 2 and 3: Nine-year license

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## School Counselors: Pre K–12

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### Requirements Checklist:

- Online Initial or Renewal Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*

### **Pathway 1**

- Official or unofficial transcripts Master’s degree from a regionally accredited college or university uploaded by the educator through the online application, must have 36-42 graduate hours in school counseling to include a practicum in a school setting; **and**

#### **Passage of the New Mexico Praxis Exams (ETS)**

- [Professional School Counselor](#) 5421 (Accepted through 8/31/23) **OR** [School Counselor](#) (5422) (Required beginning 9/1/23).

### **Pathway 2**

- Licensed mental health counselor (LMHC) or licensed professional clinical mental health counselor (LPCC) issued by the New Mexico Counseling & Therapy Practice Board and a minimum of 6 semester hours of graduate credit in school counseling course work; **and**

#### **Passage of the New Mexico Praxis Exams (ETS)**

- [Professional School Counselor](#) 5421 (Accepted through 8/31/23) **OR** [School Counselor](#) (5422) (Required beginning 9/1/23).

### **Pathway 3**

- National Certified School Counselor credential issued by the National board for certified counselors Passage of the Content Knowledge; **and**

#### **Passage of the New Mexico Praxis Exams (ETS)**

- [Professional School Counselor](#) 5421 (Accepted through 8/31/23) **OR** [School Counselor](#) (5422) (Required beginning 9/1/23).

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## Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 2 license for at least three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0006.html>

**Note:** Level 1: Three-year license  
Levels 2 and 3: Nine-year license

## Student Success Advisor 7-12 (Non-renewable)

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### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; and
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - Official or unofficial transcripts reflecting bachelor's and master's degrees (or higher) from a regionally accredited college or university uploaded by the education through the online application;
- and**

### District:

- Sign an ethical statement, prescribed by the department, stating that the licensee shall not provide mental health services while employed as a student success advisor.

Responsibilities of the student success advisor may include any of the following:

1. maintaining accurate and complete records and reports as required by federal and state law and regulation, department guidance, and district and charter school policies;
2. analyzing transcripts;
3. guiding student and parent decision making regarding courses and graduation pathways;
4. supporting students with the college application and admission process, including preparation for college admissions tests;
5. developing master schedules;
6. arranging for dual or concurrent enrollment, career technical education, and advanced placement course offerings;
7. informing students about postsecondary financing options such as the free application for federal student aid that can be used to support advanced education and training;
8. supporting student documentation of career preparedness, including industry-recognized credentials or certificates, test results, grades, samples of student work, resumes, and cover letters to prospective employers;
9. planning and conducting activities focused on increasing career awareness;
10. conducting orientation and training programs for students, parents, and staff;
11. serving as a district or school test coordinator or administrator as defined in 6.10.7 NMAC; and
12. supporting students in meeting the requirements for a New Mexico diploma of excellence by providing guidance on coursework and demonstration of competency requirements.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.060.0003.html>

**Note:** Level 1 Alternative: five-year license

## Associate School Nurse:

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting an associate's degrees conferred from a regionally accredited college or university or from an institution accredited by the National League of Nursing or a diploma program in nursing accredited by the National League of Nursing uploaded by the educator through the online application; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0002.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2: Nine-year license</p>
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## Professional School Nurse:

### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a bachelor's degrees conferred from a regionally accredited college or university or from an institution accredited by the National League of Nursing or a diploma program in nursing accredited by the National League of Nursing uploaded by the educator through the online application; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board

### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0002.html>

**Note:** Level 1: Three-year license  
Levels 2: Nine-year license



## Supervisory School Nurse

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### Level 1, 3Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts reflecting a master's degrees conferred from a regionally accredited college or university or from an institution accredited by the National League of Nursing or a diploma program in nursing accredited by the National League of Nursing uploaded by the educator through the online application; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 2 license for at least three full school years of school experience; **and**
- A copy of a current RN license issued by the New Mexico Nursing Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0002.html>

**Note:**

Level 1: Three-year license

Levels 2 and 3: Nine-year license

## School Psychologist: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts of a master's degree or educational specialist degree, or doctorate degree in school psychology from a regionally accredited college or university uploaded by the educator through the online application; **and**
  - 60 graduate hours in school psychology (which may be completed as part of a master's or education specialist degree or in addition to the master's degree) **OR**
  - Doctoral degree in school psychology that includes 12 semester hours of child-focused course work in development, assessment, and intervention **AND**
    - 600 hours of supervised experience in a school-related setting **OR**
    - Possess a psychologist or psychologist associate license issued by the NM Board of Psychologist Examiners that includes 12 semester hours of child-focused course work in development, assessment, and intervention and 600 hours of supervised experience in a school-related setting

#### Passage of the New Mexico Praxis Exams (ETS)

- [School Psychologist](#) 5402 (Accepted until 8/31/23) **OR** School Psychologist 5403 (Required beginning 9/1/23) **OR**
- Possess a certificate issued by the National Association of School Psychologists (NASP)

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- Completion or demonstration of competencies for a level 1 school psychologist by completing and submitting the Superintendent Verification Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>; **and**
- Completion of supervised experience as a level 1 school psychologist, consisting of a minimum of 600 internship hours and 1,200 post-internship supervised hours in a school-related setting

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a valid level 2 license with at least three full school years of school-related experience, including 750 hours of satisfactory post-graduate experience as reported by a level 3 supervising school psychologist;
  - 60 graduate hours in a master's or master's plus certificate of advance graduate studies (CAGS) program, educational specialist degree, master's or doctorate degree in school psychology from a regionally accredited college or university. The master's CAGS and educational specialist programs shall include at least one academic year of pre-degree supervised internship experience, consisting of a minimum of 1,200 hours of which at least 600 hours must be in a school-related setting;
- Completion or demonstration of competencies for the school psychologist level 1 and 2 licenses by completing and submitting the Superintendent Verification Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>; **and**
- Hold one of the following valid and current certifications or licenses:
  - a license as a psychologist issued by the New Mexico board of psychology examiners;
  - a license as a psychologist associate issued by the New Mexico board of psychology examiners; **or**
  - an active nationally certified school psychologist credential issued by the national association of school psychologists.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0005.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## School Social Worker

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts of a master's degree or educational specialist degree, or doctorate degree in school psychology from a regionally accredited college or university uploaded by the educator through the online application; **and**
- A valid social work license, issued by the NM Social Work Examiners Board.

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Hold a Level 1 license for at least three full school years of school experience; **and**
- A valid social work license, issued by the New Mexico Social Work Examiners Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

### Level 3, 9-Year License

*Must hold a Master's Degree*

Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and** master's degree in social work from a regionally accredited college or university uploaded by the educator through the online application; **and**

Hold a Level 2 license for at least three full school years of school experience; **and**

A valid independent social worker license issued by the New Mexico board of social work examiners with specializations in clinical social work or school social work; **and**

Evidence of a minimum of 875 hours of supervised experience in providing therapeutic services to children, including children with severe emotional disturbances and behavioral disorders, in the school setting; **AND**

Complete and submit the Superintendent Recommendation Form

<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0007.html>

**Note:** Level 1: Three-year license

Levels 2 and 3: Nine-year license

## INSTRUCTIONAL SUPPORT PROVIDERS (ANCILLARY PERSONNEL) NOT COVERED IN OTHER RULES

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Instructional support providers, formerly referred to as related service or ancillary providers, shall mean anyone who provides services for a public school or state institution as 1) an orientation and mobility specialist; 2) interpreter for the deaf; 3) school social worker; 4) school nurse; 5) speech-language pathologist; 6) psychologist; 7) physical therapist; 8) physical therapy assistant; 9) occupational therapist; 10) marriage and family therapist; 11) occupational therapy assistant; 12) recreational therapist; 13) signed language interpreter; 14) educational, alcohol and drug abuse counselor; 15) substance abuse associate; and other service providers who are employed to support the instructional program of a school district or charter school.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

## Alcohol Abuse Counselor: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
  - Valid certification from the New Mexico Counseling and Therapy Practices Board
- 

### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - A valid level 1 license for three full school years of school experience; **and**
  - Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
  - Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>
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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Alcohol and Drug Abuse Counselor: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
  - Valid certification from the New Mexico Counseling and Therapy Practices Board
- 

### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - A valid level 1 license for three full school years of school experience; **and**
  - Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
  - Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>
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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Drug Abuse Counselor: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Substance Abuse Associate: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
  - Valid certification from the New Mexico Counseling and Therapy Practices Board
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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - A valid level 1 license for three full school years of school experience; **and**
  - Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
  - Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>
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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Audiologist: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts with Master’s Degree or Doctoral Degree in Audiology or Communicative Disorders uploaded by the educator through the online application; **and**
- Valid Audiologist license issued by the New Mexico Speech Language Pathology & Audiology Board.

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience **and**
- Valid Audiologist license issued by the New Mexico Speech Language Pathology & Audiology Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid Audiologist license issued by the New Mexico Speech Language Pathology & Audiology Board.; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Interpreter for the Deaf: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
  - Possess a community signed language interpreter’s license from the NM Signed Language Interpreting Practices Board **OR**
  - Possess an educational sign language interpreter’s license from the NM Signed Language Interpreting Practices Board **OR**
  - Possess a provisional sign language interpreter’s license from the NM Signed Language Interpreting Practices Board, which requires a copy of a certification issued by the National Registry for Interpreters for the Deaf.
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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - A valid level 1 license for three full school years of school experience **and**
  - Valid community signed language interpreter license, educational signed language interpreter license, or provisional signed language interpreter license from signed language interpreting practices board; **and**
  - Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>
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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid community signed language interpreter license, educational signed language interpreter license, or provisional signed language interpreter license from signed language interpreting practices board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Marriage and Family Therapist: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid certification from the New Mexico Counseling and Therapy Practices Board; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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# Mobility Trainer for the Blind (Orientation and Mobility Specialist): Pre K–12

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## Level 1, 3-Year License

### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- Certification from the association for education and rehabilitation of the blind and visually impaired, **OR**
- Certification from the academy for certification of vision rehabilitation and education professionals.

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## Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Certification from the association for education and rehabilitation of the blind and visually impaired, **OR**
- Certification from the academy for certification of vision rehabilitation and education professionals.
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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## Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Valid Audiologist license issued by the New Mexico Speech Language Pathology & Audiology Board.; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Occupational Therapist: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- Valid occupational therapy license issued by the New Mexico Occupational Therapy Board **OR**
- Valid copy of license from the American Occupational Therapy Certification Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - A valid level 1 license for three full school years of school experience; **and**
  - Valid occupational therapy license issued by the New Mexico Occupational Therapy Board **OR**
  - Valid copy of license from the American Occupational Therapy Certification Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - A valid level 2 license for three full school years of school experience; **and**
  - Valid occupational therapy license issued by the New Mexico Occupational Therapy Board **OR**
  - Valid copy of license from the American Occupational Therapy Certification Board; **and**
  - Complete and submit the Superintendent Recommendation Form
- <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Occupational Therapy Assistant: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- A valid copy of a certified occupational therapist assistant license issued by the New Mexico Occupational Therapy Licensing Board **OR**
- A valid copy of a license from the American Occupational Therapy Certification Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- A valid copy of a certified occupational therapist assistant license issued by the New Mexico Occupational Therapy Licensing Board **OR**
- A valid copy of a license from the American Occupational Therapy Certification Board
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- A valid copy of a certified occupational therapist assistant license issued by the New Mexico Occupational Therapy Licensing Board **OR**
- A valid copy of a license from the American Occupational Therapy Certification Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Physical Therapist: Pre K–12 Level 1, 3-Year License

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### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- A valid copy of a physical therapist license issued by the New Mexico Physical Therapy Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- A valid copy of a physical therapist license issued by the New Mexico Physical Therapy Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- A valid copy of a physical therapist license issued by the New Mexico Physical Therapy Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Physical Therapy Assistant: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- A valid copy of a physical therapy assistant license issued by the New Mexico Physical Therapy Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- A valid copy of a physical therapist assistant license issued by the New Mexico Physical Therapy Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- A valid copy of a physical therapist assistant license issued by the New Mexico Physical Therapy Board; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Recreational Therapist: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- A valid copy of a recreational therapist license issued by the National Council for Therapeutic Recreation Certification

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- A valid copy of a recreational therapist license issued by the National Council for Therapeutic Recreation Certification; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- A valid copy of a recreational therapist license issued by the National Council for Therapeutic Recreation Certification; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## Speech Language Pathologist: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Official or unofficial transcripts from all universities/colleges attended with degree(s) posted uploaded by the educator through the online application; **and**
- Valid speech language pathologist license issued by the New Mexico Speech Language Pathology and Audiology Board

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### Level 2, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- A valid speech language pathologist license issued by the New Mexico Speech Language Pathology and Audiology Board; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

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### Level 3, 9-Year License

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- A Valid speech language pathologist license issued by the New Mexico Speech Language Pathology and Audiology Board; **and**
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Instructional-Support-02-15-23.pdf>

**Note:** An SLP fellow is a one-year license that can be given one extension; an SLP apprentice is a three-year license that may be renewed for two years if documents are provided for proof of enrollment in a master's program and a current board license.

If an SLP fellow or SLP apprentice receives a different board license, and their current license is still active or up for renewal, they will need to apply for the NEW board license they hold with a new online application fee of \$150 and new board license.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0003.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2 and 3: Nine-year license</p>
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## SCHOOL BUSINESS OFFICIAL LICENSE

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A school business official is someone working in the capacity of a supervisor or director or manager of accounting or bookkeeping.

**Note:** A business manager of a school district with a membership in excess of 3,000 students must hold, or be eligible to hold, a level 2 school business official license.

### School Business Official Requirements

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#### 1-Year Conditional License, Leading to a Level 1, 3-Year License

##### Requirements Checklist:

- Online Application and \$150 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- A current certified public accountant certificate **OR**
- A bachelor's, master's, or doctorate degree in accounting, business, or a related field, with at least 24 semester hours in accounting or business coursework from a regionally accredited or department approved college or university uploaded by the educator through the online application; **OR**
- An associate's degree in accounting or a related field from a regionally accredited or department- approved college or university, including at least 24 semester hours in accounting or business courses from a regionally accredited or approved college or university uploaded by the educator through the online application, plus at least three years of verifiable, employment experience as a school business official **OR**
- A high school diploma or high school equivalency credential and at least five years of verifiable employment experience working under the supervision of a licensed school business official and 40 hours of licensure credit for school business official license continuing education

A person meeting the above requirements will be issued a one-year conditional license that shall convert automatically to a three-year level 1 license, provided that during this first year, the applicant attends the New Mexico Association of School Business Officials (NMASBO) winter (**February**) and fall (**September**) conferences. The one-year conditional license shall be considered as part of the three-year level 1 license. Contact information for the NMASBO: Phone: 505-923-3283 <https://nmasbo.org/>

**Certificates must be provided to PLB once completed**

#### 1 Year Conditional Level 1 License, 3-Year License

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- Proof of attendance at the NMASBO Winter/Fall conferences

**Level 2, 9-Year License**

- Online Renewal Application and \$120 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 or 2 license for three full school years of school experience; **and**
- Complete 16 contact hours of training or coursework in any combination per school year and provide these hours to PLB.
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-School-Business-Official-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0012.html>

<p><b>Note:</b> Level 1: Three-year license Levels 2: Nine-year license</p>
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## Native American Language and Culture: K–12 \*

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### Level 1, 3-Year License

This type of certificate authorizes an individual to teach the language and culture of a tribe or pueblo in the classroom. The applicant must provide:

#### **Requirements Checklist:**

- Online Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Verification from the tribe or pueblo authority that the candidate meets the standards and criteria for competence and language proficiency, to teach the language and culture of the tribe or pueblo.

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### Level 2, 9-Year License

- Online Renewal Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Verification that the Native American language and culture teacher satisfactorily completed the required renewal activities; these are authorized and verified by the authority of the Native American tribe and pueblo
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

\* This is a certificate and is not eligible for the three-tiered system or endorsements.

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0014.html>

<p><b>Note:</b> Level 1: Three-year license Level 2: Nine-year license</p>
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## Pueblos/Tribes that have Current Approved Memoranda of Understanding with the PED

### Current MOUs signed with the PED

<b>DATE SIGNED</b>	<b>TRIBE/PUEBLO</b>
1) 09-08-03	Jicarilla Apache Nation
2) 12-03-03	Pueblo of Santa Clara
3) 08-13-04	Pueblo of Zuni
4) 10-27-04	Navajo Nation
5) 12-14-04	Pueblo of Santa Ana
6) 09-12-05	Pueblo of Acoma
7) 12-21-05	Pueblo of Santo Domingo
8) 10-30-06	Pueblo of Cochiti
9) 04-07-06	Pueblo of Laguna
10) 02-02-06	Mescalero Apache Tribe
11) 01-17-06	Ohkay Owingeh
12) 11-13-06	Pueblo of Zia
13) 03-15-07	Pueblo of Isleta
14) 6-08-09	Pueblo of Picuris
15) 02-18-08	Pueblo of San Felipe
16) 03-28-11	Pueblo of Taos
17) 07-19-13	Pueblo of Tesuque



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## Attendance Coach: Pre K–12

### Level 1, 3-Year License

The primary role is to support students in grades pre-k through 12 to improve their school attendance during their academic career through prevention, non-punitive tiered interventions, parent notification, and community partnerships.

#### Requirements Checklist:

- Online Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Associates degree or have completed 48 semester hours of academic credit awarded by a nationally or regionally accredited college or university that includes 15 semester hours in non-remedial coursework uploaded by the educator through the online application; **and**
  - Possess at least three years of prior professional experience in one or more of the following areas:
    - (a) Corrections;
    - (b) Counseling;
    - (c) Criminal justice;
    - (d) Education;
    - (e) Guidance counseling;
    - (f) Juvenile justice;
    - (g) Law enforcement;
    - (h) Psychology;
    - (i) Public administration;
    - (j) Social work;
    - (k) Sociology; or
    - (l) Other closely related fields, as determined by the department.

**Note:** Individuals holding a teaching license or other instructional support license shall be able to take a position as an attendance coach without seeking level 1 license.

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### Level 2, 9-Year License

#### Requirements Checklist:

- Online Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Bachelor's degree or have completed 30 semester hours of academic credit awarded by a nationally or regionally accredited college or university that includes 15 semester hours in non-remedial coursework uploaded by the educator through the online application; **and**

Possess at least three years of prior professional experience in one or more of the following areas:

- (a) Corrections;
- (b) Counseling;
- (c) Criminal justice;
- (d) Education;
- (e) Guidance counseling;
- (f) Juvenile justice;
- (g) Law enforcement;
- (h) Psychology;
- (i) Public administration;
- (j) Social work;
- (k) Sociology; or
- (l) Other closely related fields, as determined by the department.

**Note:** Individuals holding a teaching license or other instructional support license shall be able to take a position as an attendance coach without seeking level 2 license.

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### Level 2, 9-Year License

- Online Renewal Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form

<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0017.html>

<p><b>Note:</b> Level 1: Three-year license Level 2: Nine-year license</p>
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## SUPPORT PROVIDERS

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### Athletic Coaching: Grades 7–12

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(Required licenses for all athletic coaches, including cheer, dance, and drill (head/assistant, paid/volunteer))

#### Temporary Athletic Coaching License

##### One-Year Certificate

###### Requirements Checklist:

- Online Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; and
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Verification of completion of the National Federation of State High School Associations (NFHS) first aid/sport first aid/athletic training through the New Mexico Activities Association (NMAA); and
- Verification of completion of CPR/AED training

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#### Athletic Coaching License:

##### Level 1, 3-Year License

###### Requirements Checklist:

- Online Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; and
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Verification of completion of the National Federation of State High School Associations (NFHS) first aid/sport first aid/athletic training through the New Mexico Activities Association (NMAA)
- Verification of completion of NFHS' Fundamentals of Coaching through the NMAA
- Verification of completion of CPR/AED training

**Note:** No application or fee is needed if proof from NMAA is turned in within one year of the temporary license being issued.

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## Level 2, 9-Year License

- Online Renewal Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>
- Verification of completion of the National Federation of State High School Associations (NFHS) first aid/sport first aid/athletic training through the New Mexico Activities Association (NMAA) (if applicant has not completed prior); **and**
- Verification of completion of CPR/AED training

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## Level 3, 9-Year License

- Online Renewal Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 license for three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>
- Complete and submit verification of one of the following:
  - Possess a NM teaching license with an endorsement in physical education **OR**
  - Hold an undergraduate/graduate minor in coaching (minimum 24 semester hours) from a regionally accredited college/university **OR**
  - Verification of completion of the National Federation of State High School Associations (NFHS) first aid/sport first aid/athletic training through the New Mexico Activities Association (NMAA)
  - Verification of completion of NFHS' Fundamentals of Coaching through the NMAA (if applicant has not completed prior)
  - Verification of completion of CPR/AED training **AND**
  - Verification of cardiopulmonary resuscitation (CPR) training

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## Continuing Licensure, Level 2 or 3, 9-Year License

- Online Renewal Application and \$35 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 2 or 3 license for three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

For information on coach's education, contact the NMAA at 505-923-3110 or <https://www.nmact.org/for-coaches/>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0008.html>

**Note:** Level 1: Three-year license  
Levels 2 and 3: Nine-year license

## Education Assistant Pre K–12:

### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; and
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Complete and submit the Superintendent Verification Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

### Level 2, 9-Year License

- Online Renewal Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; and
- A valid level 1 license for three full school years of school experience; and
- Complete and submit the Superintendent Recommendation Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

### Level 3, 9-Year License

#### Requirements Checklist:

- Online Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; and
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Complete and submit the Superintendent Verification Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>
- Passing Score on ParaPro (457) **OR**
- Passing Score on ParaEducator (70 percent in each of the sections) **OR**
- A minimum of 48 semester hours of college credit from a regionally or nationally accredited college or university with 15 of those credits being in language arts (3 hours), mathematics (3 hours), writing (3 hours), (6 hours in any of the following four content) reading, writing, math readiness, or professional education **OR**
- An associate degree from a regionally or nationally accredited college or university with the credits as listed above **OR**
- A bachelor's degree or higher from regionally accredited college or university with credits as listed above

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0009.html>

## School Health Assistants: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
- Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
- Verification of current, valid certification in cardiopulmonary resuscitation (CPR), which includes hands-on demonstration; **and**
- Verification of current valid certification in first aid; **and**
- Verification of a NM Department of Health and PED training for school health assistants, as it relates to state/federal laws, regulations, and guidelines; **and**
- Complete and submit the Superintendent Verification Form <https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

**Note:** The PLB can issue a one-year temporary certificate if the applicant has not completed the NM Department of Health and PED training for school health assistants. This is a certificate issued for one year. Once the certification is completed, provide the certificate to the PLB, and the additional two years will be added to the license.

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### Level 2, 9-Year License

- Online Renewal Application and \$50 fee via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Verification of a current, valid certification in CPR, which includes a hands-on demonstration; **and**
- Verification of a current, valid certification in first aid; **and**
- Complete and submit the Superintendent Recommendation Form

<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0015.html>

<p><b>Note:</b> Level 1: Three-year license Level 2: Nine-year license</p>
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## Substitute Teacher: Pre K–12

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### Level 1, 3-Year License

#### Requirements Checklist:

- Online Application and \$50 fee for initial licensure via <https://licensureapp.ped.state.nm.us/>; **and**
  - Complete and submit fingerprint documents for a background check, unless already completed for another PED License, through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**). *If the applicant fails to use this code, they must complete another background check using our licensure code. The FBI background check is only valid for 24 months from the date of FBI issuance.*
  - Complete and submit the Superintendent Verification Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>
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### Level 2, 9-Year License

- Online Renewal Application and \$50 fee via <https://licensureapp.ped.state.nm.us/>; **and**
- A valid level 1 license for three full school years of school experience; **and**
- Complete and submit the Superintendent Recommendation Form  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/02/Superintendent-Recommendation-Support-Providers-02-15-23.pdf>

**Parental Notification:** A local superintendent or governing body of a charter school shall give written notice to parents of those students who are being taught for longer than 45 days by a substitute teacher or by a person who is not qualified to teach the grade or subject.

**Note:** A waiver of Substitute Exceeding 45-Day Limit must be approved by the Manager of the PLB and the Secretary of Education before parental notification can be pursued.  
<https://webnew.ped.state.nm.us/information/waivers/>

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.063.0010.html>

<p><b>Note:</b> Level 1: Three-year license Level 2: Nine-year license</p>
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## WAIVERS

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### Endorsement Waiver

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When a hiring emergency exists in a school district or non-public school, individuals who do not possess all the qualifications for endorsements may, at the request of an employing district, be issued an initial certificate of waiver by the PLB's Education Administrator.

**Requirements:**

Enter the Initial Endorsement Waiver request and upload the endorsement waiver application in the educator's licensure account;

<https://webnew.ped.state.nm.us/wp-content/uploads/2023/10/NMPED-PLB-Endorsement-Waiver.docx>

This application will include: a detailed plan towards endorsement completion, completed and signed by the educator; and

Enter the request on the shared [Google Endorsement Waiver tracking log](#).

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.061.0009.html>

**Note:** A one-year endorsement waiver will be approved based on a completed initial waiver application, a detailed plan requested and uploaded by the district. These must be submitted within 60 days from the start of the school year or 60 days from the signing of the contract.



## Renewal Waiver

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A waiver of assignment is valid for one year and may be renewed, if the teacher provides to the employer and to the PED satisfactory evidence of continued progress towards meeting the required coursework for the endorsement, a completed renewal application, and an ongoing plan.

### Requirements:

- Enter the Renewal Endorsement Waiver and upload the renewal endorsement waiver application in the educator's licensure account; **and**  
<https://webnew.ped.state.nm.us/wp-content/uploads/2022/09/NMPED-PLB-Renewal-Endorsement-Waiver.docx>
- This application will include: a detailed plan of endorsement completion, completed and signed by the educator; **and**
  - Provide supporting documents of classes—current, taken, or registered for— towards endorsement; **and**
  - Submit proof of classes passed or proof of passing exam for prior year progress.
  - Enter the request on the shared [Google Endorsement Waiver tracking log](#).

**NMAC Rule:** <https://www.srca.nm.gov/parts/title06/06.061.0009.html>

**Note:** A one-year endorsement waiver will be approved based on a completed initial waiver application, a detailed plan and proof of recruitment provided by the district. These must be submitted within 60 days from the start of the school year or 60 days from the signing of the contract.

## CONTINUING LICENSURE

### Renewal for Teachers or Instructional Support Providers

#### Level 2 or Level 3A Teachers Seeking Same-Level Renewal

To successfully renew, a teacher holding a valid level 2, or level 3A license and seeking licensure renewal at the same level, shall:

- Online Renewal Application via <https://licensureapp.ped.state.nm.us/>
  - \$120.00 fee for Teachers and Instructional Support Providers
  - \$50.00 free for Support Providers and  \$35.00 fee for Athletic Coaches

If renewing an instructional support provider license or coaching license that requires certification through the NM Regulations Board or you have not submitted proof of completing NFHS first aid/sport first aid/athletic training, please also upload to the online application; **OR**

Upload the following documents to the online application:

- Completed Superintendent Recommendation Form associated with licensure renewal; **and**
- Current board license or the National Federation of State High School Association (NFHS) first aid/sport first aid/athletic training

#### Level 1 Alternative Seeking Renewal

Level One Alternative Pathway, One Year Teacher Certificates and Provisional Level One Teacher Licenses will be granted a one-year extension only if the following submitted:

- Online licensure extension application; **and**
- Enter educator's narrative/details; **and**
- Upload transcript(s) that reflect coursework completed thus far; **and**
- Upload exams (passed or not passed)
  - Once application has been submitted; the district/charter will provide their narrative/details for recommendation of approval of the extension application request.

#### Level 1 Teacher Seeking Level 2 License

A teacher holding a valid level 1 license seeking a level 2 licensure shall:

- Complete three full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations

#### **Option One, Micro-credentials for Advancement (APL I – II)**

- Complete three full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations
- Have the approval of their school district/charter

**Exception.** A teacher, who reciprocated a license and has completed two full school years of teaching experience, may be required by a NM school district to complete up to two full school years of teaching experience in NM to be eligible for licensure advancement through submitting, on-line, a professional development dossier (PDD).

#### **Option Two, National Board-Certified Teacher**

- Complete three full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations

Have the approval of their school district/charter

**Exception.** A level 1 licensed individual, who has not been employed during the full term of their license(s), must submit the renewal application for the license, the processing fee, and a notarized statement asserting their lack of full experience as justification for renewal. The license will be issued for years that the license was not utilized. **Up to three extensions can be granted.**

### Level 2 Teacher Seeking Level 3A License

A teacher holding a valid level 2 license and seeking a level 3A license shall:

- Complete three full school years of teaching experience (minimum of 160 days per year) while holding a level 2 license with successful annual evaluation
- Submitting official, sealed transcripts reflecting a master’s degree conferred from a regionally accredited college or university, **and**
- Successful completion of the [Micro-credentials for advancement](#) (APL II – III) **OR**
- Holding National Board Certification, completing a continuing application with the fee, and submitting a completed Superintendent Recommendation form

**Exception.** A teacher who reciprocated a license and has completed four or more full school years of teaching experience. This educator may be required by a NM school district to complete up to two full years of teaching experience in NM to be eligible for licensure advancement by the following methods:

A person seeking renewal of a level 2 or 3 license—who has retired and has not worked for the life of their license:

- Online Renewal Application via <https://licensureapp.ped.state.nm.us/>
- A sworn statement (notarized) asserting that they have not worked/taught on the license.

**Note:** A level 2 or 3A license that has lapsed (for more than one year) can be renewed at the same level with

- Online Application for Initial Licensure via <https://licensureapp.ped.state.nm.us/>
- Background/fingerprints (if more than two years old, they will need to be completed again);
- a letter from last employing district verifying five full school years of experience (at least 160 days per year); and
- a completed Superintendent’s Recommendation form that documents that the applicant has satisfactorily demonstrated the competencies pertaining to the type of license they held.

**Note.** If the applicant cannot provide **both** the verification of experience and verification of competency, the applicant shall be issued a level 1 license.

**Also note:** If a level 1–3 license has lapsed, and the background is more than 24 months old, a new background check must be completed through IdentoGO [CLICK HERE](#) (ALL INITIAL LICENSURE APPLICANTS MUST USE ORI# **NM920140Z**).

**APPENDIX I SUPPLEMENTAL INFORMATION**

**Levels of Licenses and Definitions**

<b>Level</b>	<b>Definition</b>
<b>Level 1 Teaching License</b>	Means a provisional license, issued for the first five years of teaching, that gives a beginning teacher the opportunity, through a formal mentorship program for additional preparation, to be a quality teacher. This license is issued for five years.
<b>Level 2 Teaching License</b>	Means a professional teaching license issued to a teacher who is a fully qualified professional who is primarily responsible for ensuring that students meet and exceed PED academic content and performance standards. A teacher may choose to remain at a level 2 for the remainder of that teacher’s career. This license is issued for nine years.
<b>Level 3-A Teaching License</b>	Means a master teaching license and is the highest level of teaching competence for those teachers who choose to advance as instructional leaders in the teaching profession and undertake greater responsibilities, such as curriculum development, peer intervention, and mentoring. This license is issued for nine years.

**Licenses Issued at Truncated Levels**

<b>The following licenses will NOT be issued at level 3</b>
Associate School Nurse
Native American Language & Culture
Professional School Nurse
School Business Official
School Health Assistant
Substitute Teacher
Attendance Coach

<b>The following licenses will NOT be issued at levels 2 or 3</b>
SLP Apprentice
SLP Clinical Fellow
Student Success Advisor

## Licenses by Code, Type, Levels Available, Years of Issuance

License Type	Level 1	Level 2	Level 3
PRE K-12 ADMINISTRATIVE	N/A	N/A	5 Years
K-8 ELEMENTARY	5 Years	9 Years	9 Years
B-3 EARLY CHILDHOOD (NO LONGER ISSUED)	5 Years	9 Years	9 Years
BIRTH- PRE K	5 Years	9 Years	9 Years
PRE K-GRADE 3	5 Years	9 Years	9 Years
6-12 SECONDARY	5 Years	9 Years	9 Years
5-9 MIDDLE LEVEL	5 Years	9 Years	9 Years
PRE K-12 SPECIAL EDUCATION	5 Years	9 Years	9 Years
PRE K-12 DEAF AND HARD OF HEARING	5 Years	9 Years	9 Years
B-12 BLIND AND VISUALLY IMPAIRED	5 Years	9 Years	9 Years
PRE K-12 SPECIALTY AREA	5 Years	9 Years	9 Years
7-12 ATHLETIC COACH	3 Years	9 Years	9 Years
PRE K-12 EDUCATIONAL ASSISTANT	3 Years	9 Years	9 Years
K-12 SUBSTITUTE TEACHER	3 Years	9 Years	N/A
SCHOOL BUSINESS OFFICIAL	3 Years	9 Years	N/A
PRE K-12 NATIVE LANGUAGE AND CULTURE	3 Years	9 Years	N/A
PRE K-12 SCHOOL COUNSELOR	3 Years	9 Years	9 Years
PRE K-12 SCHOOL SOCIAL WORKER	3 Years	9 Years	9 Years
PRE K-12 STUDENT SUCCESS ADVISOR	5 Years	N/A	N/A
PRE K-12 REHABILITATION COUNSELOR	3 Years	9 Years	9 Years
PRE K-12 ASSOCIATE SCHOOL NURSE	3 Years	9 Years	N/A
PRE K-12 PROFESSIONAL SCHOOL NURSE	3 Years	9 Years	N/A
PRE K-12 SUPERVISORY SCHOOL NURSE	3 Years	9 Years	9 Years
PRE K-12 SCHOOL HEALTH ASSISTANT	3 Years	9 Years	N/A
PRE K-12 SCHOOL LICENSED PRACTICAL NURSE	3 Years	9 Years	9 Years
7-12 SECONDARY VOCATIONAL TECHNICAL	3 Years	9 Years	9 Years
7-12 ATTENDANCE COACH	3 Years	9 Years	N/A
PRE K-12 EDUCATIONAL DIAGNOSTICIAN	5 Years	9 Years	9 Years
PRE K-12 SPEECH LANGUAGE PATHOLOGIST	3 Years	9 Years	9 Years
K-12 AUDIOLOGIST	3 Years	9 Years	9 Years
PRE K-12 OCCUPATIONAL THERAPIST	3 Years	9 Years	9 Years
PRE K-12 OCCUPATIONAL THERAPIST ASSISTANT	3 Years	9 Years	9 Years
PRE K-12 PHYSICAL THERAPIST	3 Years	9 Years	9 Years
PRE K-12 SCHOOL PSYCHOLOGIST	3 Years	9 Years	9 Years
PRE K-12 RECREATIONAL THERAPIST	3 Years	9 Years	9 Years
PRE K-12 MOBILITY TRAINER FOR THE BLIND	3 Years	9 Years	9 Years
PRE K-12 PROFESSIONAL INTERPRETER FOR THE DEAF	3 Years	9 Years	9 Years
PRE K-12 PHYSICAL THERAPY ASSISTANT	3 Years	9 Years	9 Years

<b>License Type</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
PRE K-12 MARRIAGE AND FAMILY THERAPIST	3 Years	9 Years	9 Years
PRE K-12 ALCOHOL ABUSE COUNSELOR	3 Years	9 Years	9 Years
PRE K-12 DRUG ABUSE COUNSELOR	3 Years	9 Years	9 Years
PRE K-12 ALCOHOL AND DRUG ABUSE COUNSELOR	3 Years	9 Years	9 Years
PRE K-12 SUBSTANCE ABUSE ASSOCIATE	3 Years	9 Years	9 Years
PRE K-12 SLP CLINICAL FELLOW	1 Year	N/A	N/A
PRE K-12 SPEECH LANGUAGE PATHOLOGIST APPRENTICE	3 Years	N/A	N/A

## Licensure/Processing Fees

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### **ONLINE APPLICATION PROCESSING FEES**

#### **Initial and Renewal Support Provider License \$50**

- Substitute Teachers, Educational Assistant, School Health Assistant, and Native Language/Cultural Certificate

#### **Initial and Renewal Athletic Coach and Attendance Coach Licenses \$35**

#### **Initial Teacher and Instructional Support Provider Licenses \$150**

#### **Renewal Teacher and Instructional Support Provider Licenses \$120**

- Teachers [same level] and Instructional Support Providers

**NOTE:** *If you are renewing a level 2 or 3 expired license (expired for more than a year), you will be required to submit a New (Initial) Online Application, meet current licensure requirements and submit a \$150 processing fee. \*Processing fees are subject to change.*

#### **Initial Administrator License \$150**

#### **Renewal Administrator license \$130**

#### **Adding an Endorsement(s) to a Teaching License \$120**

*(Two or more applications may be submitted for the price of one. The higher application fee will be due.)*

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### **MICRO-CREDENTIALS FEE SCHEDULE**

#### **TEACHER LICENSURE ADVANCEMENT THROUGH THE MICRO-CREDENTIALS FOR ADVANCEMENT.**

Each module are \$60.00 each.

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### **CRIMINAL BACKGROUND CHECK FEE THROUGH GEMALTO**

Background check through Gemalto – \$59

***ALL PROCESSING FEES SUBMITTED ARE NON-REFUNDABLE***

## Licensure Endorsements At-A-Glance

**Definition.** An endorsement is attached to a teaching license to specify the teaching field in which a teacher may teach as authorized by the PED.

**Update:** The Professional Licensure Bureau is no longer issuing the HQT status for Early Childhood, Hard of Hearing, Elementary, and Special Education teachers. Moving forward, Early Childhood, Deaf and Hard of Hearing, Elementary, and Special Education teachers will apply for core content endorsements (Math, Science, Social Studies, and ELA) when they apply for their license **or** later in their careers when they have met the requirements. The requirements for each license and endorsement are as follows:

### Core Endorsement Requirements for Early Childhood, Deaf and Hard of Hearing, Elementary and Special Education Teachers

- **Elementary K-8** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field of which *6 must be earned at the upper division* (generally numbered 300 or above). Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field of which *6 must be earned at the upper division* (generally numbered 300 or above) **OR** pass the middle school exam for the content area.
- **Early Childhood (B-PK or PK – Grade 3)** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field. Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field **OR** pass the middle school exam for the content area.
- **Special Education Pre K-12** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above). Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above) **OR** pass the middle school exam for the content area.
- **Deaf and Hard of Hearing Pre K-12** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above). Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above) **OR** pass the middle school exam for the content area.

If an educator is teaching Language Arts, Science, Math or Social Studies to **general ed students** in High School, then they would need to qualify to apply for the Pre K-12 Specialty Are license and complete the general content exam(s):

1. [English Language Arts: Content Knowledge](#) 5038, **or**
2. [General Science: Content Knowledge](#) 5436, **or**
3. [Mathematics](#) 5165
4. [Social Studies: Content Knowledge](#) 5081



If an educator is teaching Language Arts, Science, Math or Social Studies to *special ed students* in High School, then they would need to complete the general content exam(s):

1. [English Language Arts: Content Knowledge](#) 5038, or
2. [General Science: Content Knowledge](#) 5436, or
3. [Mathematics](#) 5165 or
4. [Social Studies: Content Knowledge](#) 5081

If an educator is teaching Language Arts, Science, Math or Social Studies to *special ed students* in grades 5 thru 9 (in a departmentalized setting), then they would need to complete the middle content exam(s)\*\*:

1. [Middle School English Language Arts](#) 5047, or
2. [Middle School Science](#) 5442 or
3. [Middle School Mathematics](#) 5164, or
4. [Middle School Social Studies](#) 5089

\*\*This also applies for those holding an Elementary, Early Childhood and Blind/Visually Impaired licenses

### **Endorsement Requirements for 5-9 Middle Level, 6-12 Secondary and Pre K-12 Specialty Teachers**

- **5-9 Middle Level** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field of which *6 must be earned at the upper division* (generally numbered 300 or above). Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field of which *6 must be earned at the upper division* (generally numbered 300 or above) **OR** pass the middle school exam for the content area.
- **6-12 Secondary** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above). Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above) **OR** pass the exam for the content area.
- **Pre K-12 Specialty** – to add an additional endorsement to this license, you will need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above). Endorsements can be added to an existing license with either the test or the hours except for the Bilingual and Gifted endorsement (both endorsements require credit hours and exams). For applicants who already hold a license, we need a minimum of 24 semester hours of coursework in a teaching field of which *12 must be earned at the upper division* (generally numbered 300 or above) **OR** pass the exam for the content area.

Authorization has also been given to add the two endorsements of bilingual education and TESOL to Speech- Language Pathologist licenses.

## General Endorsement Requirements for Licensure Areas

LICENSURE AREA	COURSEWORK AND ASSESSMENTS REQUIRED
<b>Elementary, Early Childhood, Special Education</b>	<input type="checkbox"/> 24-semester hours of coursework in the teaching field, other than for the core subject areas of language arts, mathematics, science, or social studies A test is required for the first endorsement on a new license. <input type="checkbox"/> Endorsements can be added to an existing license with either the test or the <input type="checkbox"/> hours (except for Bilingual, TESOL, Gifted).
<b>Middle School, Secondary, K– 12 Education</b>	<input type="checkbox"/> 24-semester hours of coursework in the teaching field (of which 12 must be earned at the upper division, generally 300 level and above) <input type="checkbox"/> A test is required for the first endorsement on a new license. <input type="checkbox"/> Endorsements can be added to an existing license with either the test or the hours (except for Bilingual, TESOL, Gifted).

### Specific Endorsements—Coursework and Assessments Required

For each of the endorsements indicated, listed below is the coursework accepted towards the endorsement that meets the endorsement competency areas.

ENDORSEMENT	COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED
<b>Agriculture</b>	Any agriculture-related coursework – <b>Assessments:</b> <a href="#">Agriculture</a> 5701
<b>Bilingual</b>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• Culture (history of the Southwest, literature of the Southwest, education across cultures, etc.)</li> <li>• Instructional methodology of bilingual education</li> <li>• Instructional methodology of English language development (ELD)</li> <li>• Language other than English—up to 12 hours in, for example, Spanish, Native American, Chinese</li> <li>• Parent/community involvement</li> </ul> <p><b><u>Language Assessments</u></b></p> <ul style="list-style-type: none"> <li>• Successfully pass a language proficiency exam</li> <li>• 12 hours of methodology and culture coursework <b>OR</b></li> <li>• The required competencies</li> </ul> <p><b><u>Must Pass <a href="#">La Prueba de Espanol</a></u></b></p>

<p><b>Business Education</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• accounting</li> <li>• business law</li> <li>• management</li> <li>• marketing</li> <li>• office machines</li> <li>• office procedure             <ul style="list-style-type: none"> <li>○ secretarial skills</li> <li>○ computer</li> </ul> </li> </ul> <p><b><u>Assessments</u></b></p> <p><a href="#">Business Education</a> 5101</p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• advertising</li> <li>• business analysis</li> <li>• business math</li> <li>• business policy</li> <li>• finance</li> <li>• interviewing</li> <li>• public relations</li> <li>• retailing</li> <li>• shorthand</li> </ul>
<p><b>Computer Science</b></p>	<p>Must hold a teaching license in <b>secondary education</b> as provided by <b><u>6.61.4 NMAC</u></b> and must also complete the following</p> <ul style="list-style-type: none"> <li>• earn 15 postsecondary course credit hours in computer science coursework;</li> <li>• pass the department-approved teacher licensure exam for computer science or an approved comparable licensure test from another state;</li> <li>• possess a minimum of two years of work experience in an industry related to computer science, which the applicant must validate using a verifiable list of references;</li> <li>• possess an industry certification in a field related to computer science, which the applicant must validate using official documentation of the industry certification</li> <li>• prior to January 1, 2025, have completed 60 hours of professional development within the three years immediately prior to applying for a computer science endorsement, which the applicant must validate using documentation from the organization that provided the professional development, including the number of hours of each training; or</li> <li>• prior to January 1, 2025, possess three or more years of computer science teaching experience including computer coding program structure in one or more languages, debugging computer programs, computer modeling and skills relevant to applications such as data management, graphics, and text processing, which the applicant must validate with a letter signed by a school district administrator, charter school administrator, or secondary school principal.</li> </ul>	

ENDORSEMENT	COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED	
<p><b>Elementary Math Specialist</b></p>	<p><b>Must hold a level two or three-A teaching license for a minimum of 3 years and must also hold a teaching license in elementary education as provided in 6.64.4 MAC and 6.61.2 NMAC</b></p> <p>Must provide evidence of five years of relevant work and professional learning experience in K-8 mathematics that is approved by the department. Candidates are required to provide a demonstration of experience by submitting a resume and at least three verification letters stating the candidate has at least five years of relevant work and professional learning experience in the area of mathematics, mentoring educators in K-8, and participating in ongoing learning, which can be submitted from the following individuals:</p> <ul style="list-style-type: none"> <li>(a) a school district superintendent, director of a charter school, or curriculum and instruction director;</li> <li>(b) a school site administrators; or</li> <li>(c) professional learning provider director or team leader.</li> </ul>	
<p><b>Family and Consumer Science</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• clothing &amp; textiles</li> <li>• contemporary family lifestyles</li> <li>• family management theories</li> <li>• family studies</li> <li>• food science</li> <li>• interior design</li> <li>• marriage &amp; family relations</li> <li>• nutrition</li> <li>• parent-community interaction</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Family &amp; Consumer Science</a> 5122</li> </ul>	
<p><b>Health</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• drugs &amp; behavior</li> <li>• first aid</li> <li>• human sexuality</li> <li>• nutrition</li> <li>• personal health</li> <li>• program planning &amp; evaluation</li> <li>• safety</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Health Education</a> 5551</li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• communication and wellness</li> <li>• community resources</li> <li>• conflict resolution</li> <li>• family relationships</li> <li>• human anatomy and physiology</li> <li>• human growth &amp; development</li> <li>• life skills</li> <li>• mental health</li> <li>• stress management</li> <li>• some nursing coursework</li> </ul>

ENDORSEMENT	COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED	
<p><b>History, Geography, Economics, Civics, and Government</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• American history</li> <li>• economics</li> <li>• geography</li> <li>• government</li> <li>• sociology</li> <li>• world history</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Middle School Social Studies 5089</a></li> <li>• <a href="#">Praxis Secondary Social Studies 5081</a></li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• anthropology</li> <li>• art history</li> <li>• criminal justice coursework</li> <li>• law courses</li> <li>• military coursework <i>(related to historical events within the military)</i></li> <li>• political science</li> <li>• some American studies or philosophy coursework specific to this area may be accepted</li> </ul> <p><b>Note:</b> Psychology coursework is not accepted for this endorsement.</p>
<p><b>Information Technology Coordinator</b></p>	<p>All computer courses (also, see alternative portfolio route)</p>	
<p><b>Language Arts</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• communication</li> <li>• composition</li> <li>• drama</li> <li>• literature</li> <li>• poetry</li> <li>• rhetoric</li> <li>• theatre</li> <li>• writing</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Middle School ELA 5047</a></li> <li>• <a href="#">Praxis Secondary ELA 5038</a></li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• English</li> <li>• English as a second language</li> <li>• English grammar</li> <li>• handwriting</li> <li>• journalism</li> <li>• linguistics</li> <li>• public speaking</li> <li>• reading</li> <li>• speech</li> <li>• Some American studies or philosophy coursework specific to this area may be counted</li> </ul>
<p><b>Library Media Specialist</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• design and utilization of media</li> <li>• instrumental design and development</li> <li>• selection and acquisition of materials</li> </ul> <p><b><u>Assessment</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis School Librarian 5312</a> <i>(required beginning 9/1/23)</i></li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• cataloging and classification of materials</li> <li>• children's literature</li> <li>• educational uses of computers and research</li> <li>• reference and bibliography</li> <li>• Some literacy coursework accepted</li> </ul>

<p><b>Mathematics</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• algebra</li> <li>• algorithms</li> <li>• calculus</li> <li>• computations differential equations</li> <li>• finance</li> <li>• geometry</li> <li>• modern analysis</li> <li>• number theory</li> <li>• statistics</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Middle School Math</a> 5164</li> <li>• <a href="#">Praxis Secondary Math</a> 5165</li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• biochemistry</li> <li>• bioengineering</li> <li>• biomedical engineering</li> <li>• biophysics</li> <li>• chemical engineering</li> <li>• chemistry</li> <li>• civil engineering</li> <li>• electrical engineering</li> <li>• industrial engineering</li> <li>• macroeconomics</li> <li>• mechanical engineering</li> <li>• microeconomics</li> <li>• physics</li> </ul>
<p><b>Modern, Classical, and Native Languages</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• Culture {e.g., history of the Southwest, literature of the Southwest, education across cultures, language other than English (e.g., Spanish, Chinese, Sign Language)}</li> <li>• Diverse language communities</li> <li>• Instructional methodology of language acquisition and development</li> <li>• Language assessments</li> <li>• Structure of language (e.g., linguistics, grammar)</li> </ul> <p><b>Note:</b> coursework must all be in the same language to receive the endorsement</p> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spanish World Language</a> 5195</li> <li>• <a href="#">German: World Language</a> 5183</li> <li>• <a href="#">French: World Language</a> 5174</li> </ul>	
<p><b>Performing Arts</b></p>	<p><b><u>Coursework</u></b></p> <p>Music, theatre, drama, dance or film</p> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Music</a> 5113</li> <li>• <a href="#">Praxis Theatre</a> 5641</li> </ul>	

ENDORSEMENT	COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED	
<b>Physical Education</b>	<p><b><u>Coursework</u></b> Includes all areas of sports,</p> <ul style="list-style-type: none"> <li>• kinesiology</li> <li>• movement</li> <li>• weight training</li> </ul> <p><b><u>Assessments</u></b> <a href="#">Praxis Physical Education</a> 5091</p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• coaching</li> <li>• dance</li> <li>• evaluation of physical education programs</li> <li>• methods</li> <li>• recreation courses</li> </ul>
<b>Psychology</b>	<p>Includes psychology courses, child or human development, etc.</p> <p><b><u>Assessments</u></b> <a href="#">Psychology</a> 5391</p>	
<b>Reading</b>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• All reading courses with RDG prefix or any literacy courses that are reading methods coursework</li> <li>• The teaching of writing</li> <li>• LETRs training – must provide statement of impact issued by the PED Literacy &amp; Humanities Bureau</li> </ul> <p><b><u>Assessments</u></b> <a href="#">Praxis Reading</a> 5206</p>	
<b>Science</b>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• agricultural science courses</li> <li>• anatomy and physiology</li> <li>• astronomy</li> <li>• biology</li> <li>• botany, zoology</li> <li>• chemistry</li> <li>• ecology</li> <li>• electricity</li> <li>• geology</li> <li>• mineralogy</li> <li>• meteorology</li> <li>• physical science</li> <li>• physics</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis Middle School Science</a> 5442</li> <li>• <a href="#">Praxis Secondary Science</a> 5436 <i>(required beginning 9/1/23)</i></li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• bioengineering</li> <li>• biological anthropology</li> <li>• biomedical engineering</li> <li>• chemical engineering</li> <li>• civil engineering, biochemistry</li> <li>• electrical engineering</li> <li>• environmental science/studies</li> <li>• evolutionary biology</li> <li>• health sciences</li> <li>• human growth and development</li> <li>• industrial engineering</li> <li>• kinesiology</li> <li>• microbiology</li> <li>• mechanical engineering</li> <li>• nursing coursework</li> <li>• nutrition</li> <li>• physics</li> </ul>
<b>Technology Education</b>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• drafting</li> <li>• industrial arts</li> <li>• welding</li> </ul> <p><b><u>Assessments</u></b> <a href="#">Technology Education</a> 5051</p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• computer technology</li> <li>• woodworking</li> </ul>

ENDORSEMENT	COURSEWORK ACCEPTED AND ASSESSMENTS REQUIRED	
<p><b>TESOL</b></p> <p>Teaching English to Speakers of Other Languages</p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• A language other than English— up to 6 hours of a language other than English, e.g., <ul style="list-style-type: none"> <li>○ Spanish</li> <li>○ Native American</li> <li>○ Sign Language</li> </ul> </li> <li>• Culture, e.g., <ul style="list-style-type: none"> <li>○ history of the Southwest</li> <li>○ literature of the Southwest</li> <li>○ education across cultures</li> </ul> </li> <li>• Instructional methodology of ELD</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Praxis TESOL 5362</a></li> </ul>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• Instructional methodology of ELPs</li> <li>• Language assessments</li> <li>• Parent/community involvement</li> <li>• Structure of the English language development of ELD <ul style="list-style-type: none"> <li>○ linguistics</li> <li>○ grammar</li> <li>○ etc.</li> </ul> </li> </ul> <p><b>Note:</b> Basic English composition courses are not acceptable for the grammar competency</p>
<p><b>Visual Arts</b></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• art appreciation</li> <li>• art history</li> <li>• drawing</li> <li>• painting</li> <li>• photography</li> <li>• sculpture</li> </ul> <p><b><u>Assessments</u></b></p> <p><a href="#">Praxis Art 5134</a></p>	<p><b><u>Coursework</u></b></p> <ul style="list-style-type: none"> <li>• art and culture art of the Southwest</li> <li>• art lab</li> <li>• basics of line</li> <li>• color</li> <li>• computer graphic design</li> <li>• form</li> <li>• shape</li> <li>• texture</li> <li>• visual art design</li> <li>• film-making</li> </ul>



## National Board Certification

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**Definition.** National Board Certification (NBCT) is a voluntary assessment program designed to identify, recognize, and reward accomplished teachers who meet high and rigorous standards, based on what teachers should know and be able to do.

National Board Certification is an advanced teaching credential. The credential complements, but does not replace, a New Mexico teacher license. The certification is valid for ten years, at which time an NBCT teacher can seek renewal. A level 1 licensed New Mexico teacher applying for advancement to level 2 can substitute National Board Certification for the professional development dossier requirements. A level 2 licensed New Mexico teacher applying for advancement to level 3 can substitute National Board Certification for the professional development dossier and the post-baccalaureate requirements. In either case, the applicant must fulfill the required years of experience and obtain the superintendent's recommendation.

**Process.** As part of the certification process, candidates complete 10 components that are assessed by trained teachers in their certificate area. Each component consists of four portfolio entries featuring teacher practice and six constructed response exercises that assess context knowledge.

More information about National Board Certification can be obtained at [www.nbpts.org](http://www.nbpts.org)

**Note:** When submitting National Board documents, the letter and certificate must be provided along with the online application, fee, and a completed Superintendent Recommendation form.

## Educational Testing Services (ETS) Praxis Requirements

Applicants seeking initial NM teacher licensure must pass three parts of the Educational Testing Services (ETS) Praxis—the Principles of Learning and Teaching, and the Content Knowledge Assessment (where applicable).

### Content Knowledge Assessments

**The following Content Knowledge Assessments are available to New Mexico educators:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>➤ Art</li><li>➤ Business Education</li><li>➤ Computer Science (6-12 only)</li><li>➤ English Language Arts <b>OR</b> Middle Grades English Language Arts</li><li>➤ English to Speakers of other languages (ESOL)</li><li>➤ Family &amp; Consumer Science</li><li>➤ French</li><li>➤ German</li><li>➤ Gifted Education</li><li>➤ Health</li></ul> | <ul style="list-style-type: none"><li>➤ History (Social Science) <b>OR</b> Middle Grades Social Science</li><li>➤ Mathematics <b>OR</b> Middle Grades Mathematics</li><li>➤ Performing Arts</li><li>➤ Physical Education</li><li>➤ Reading</li><li>➤ School Counseling</li><li>➤ School Library Media Specialist</li><li>➤ Science <b>OR</b> Middle Level Science</li><li>➤ Spanish</li><li>➤ Technology Education</li><li>➤ Theatre</li></ul> |
|---|--|

## Content Knowledge Assessment for Specific License Types

**The following Content Knowledge Assessments can be used to add endorsements to elementary education or special education licenses:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>➤ Art</li><li>➤ Bilingual Education</li><li>➤ Business</li><li>➤ Elementary Math Specialist (K-8 only)</li><li>➤ English Language Arts</li><li>➤ English to Speakers of other languages (ESOL)</li><li>➤ Family &amp; Consumer Science</li><li>➤ Gifted Education</li><li>➤ Health Education</li></ul> | <ul style="list-style-type: none"><li>➤ History (Social Studies)</li><li>➤ Library Media</li><li>➤ Mathematics</li><li>➤ Modern and Classical Languages</li><li>➤ Performing Arts</li><li>➤ Physical Education</li><li>➤ Reading</li><li>➤ Spanish</li></ul> |
|--|--|

Additional information about educator licenses and endorsements is available at the PED website at <https://webnew.ped.state.nm.us/bureaus/licensure/endorsements-how-to-add-a-license/>

## Competency Testing, Links, and Cut Scores

### Early Childhood Education

All candidates for an initial teaching license in Early Childhood Education are required to take the appropriate content assessment.

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Early Childhood Education (Birth–PreK)	<a href="#">Pre-Kindergarten Education</a>	5531	155
Early Childhood Education (PreK–Grade 3)	<a href="#">Education of Young Children</a>	5024	160

### Elementary Education (K–8)

All candidates for an initial teaching license in Elementary Education are required to take a Principles of Learning and Teaching assessment and the appropriate content assessments.

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Elementary Education (K–8)	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades K–6</a>	5622	160
	<b>Content Assessment</b>		
	<a href="#">Elementary Education: Curriculum, Instruction and Assessment</a> and	5017	153
	<a href="#">Teaching Reading: Elementary</a>	5205	159

**Middle School Education (5–9)**

All candidates for an initial teaching license in Middle Level Education (5–9) are required to take a Principles of Learning and Teaching assessment and a content assessment for the first endorsement on the license.

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Middle School Education (5–9)	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades K–6</a> or	5622	160
	<a href="#">Principles of Learning and Teaching: Grades 7–12</a>	5624	157
	<b>One of the Content Assessments Listed Below for the First Endorsement on the License</b>		
	<a href="#">Agriculture</a>	5701	147
	<a href="#">Art: Content Knowledge</a>	5134	158
	<a href="#">Business Education</a>	5101	154
	<a href="#">English to Speakers of Other Languages</a>	5362	155
	<a href="#">Family and Consumer Sciences</a>	5122	153
	<a href="#">French: World Language</a>	5174	162
	<a href="#">German: World Language</a>	5183	163
	<a href="#">Health Education</a>	5551	155
	<a href="#">Middle School English Language Arts</a>	5047	164
	<b>Required beginning September 1, 2023</b> <a href="#">School Librarian</a>	5312	151
	<a href="#">Middle School Science</a>	5442	152
	<a href="#">Middle School Mathematics</a> (On-screen graphing calculator provided)	5164	157
	<a href="#">Middle School Social Studies</a>	5089	152
	<a href="#">Music: Content Knowledge</a>	5113	161
	<a href="#">Physical Education: Content Knowledge</a>	5091	148
	<a href="#">Psychology</a>	5391	154
	<a href="#">Spanish World Language</a>	5195	168
	<a href="#">Teaching Reading: K–12</a>	5206	156
	<a href="#">Technology Education</a>	5051	159
	<a href="#">Theatre</a>	5641	148

## Secondary Education

All candidates for an initial teaching license in Secondary Education are required to take a Principles of Learning and Teaching assessment and a content assessment for the first endorsement on the license.

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Secondary Education (7–12)	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades 7–12</a>	5624	157
	<b>One of the Content Assessments Listed Below for the First Endorsement on the License</b>		
	<a href="#">Agriculture</a>	5701	147
	<a href="#">Art: Content Knowledge</a>	5134	158
	<a href="#">Business Education</a>	5101	154
	<a href="#">Computer Science</a>	5652	149
	<a href="#">English Language Arts: Content Knowledge</a>	5038	167
	<a href="#">English to Speakers of Other Languages</a>	5362	155
	<a href="#">Family and Consumer Sciences</a>	5122	153
	<a href="#">French: World Language</a>	5174	162
	<b>Required beginning September 1, 2023</b> <a href="#">General Science</a>	5436	152
	<a href="#">German: World Language</a>	5183	163
	<a href="#">Health Education</a>	5551	155
	<b>Required beginning September 1, 2023</b> <a href="#">School Librarian</a>	5311	151
	<a href="#">Mathematics</a> (On-screen graphing calculator provided)	5165	159
	<a href="#">Music: Content Knowledge</a>	5113	161
	<a href="#">Physical Education: Content Knowledge</a>	5091	148
	<a href="#">Psychology</a>	5391	154
	<a href="#">Social Studies: Content Knowledge</a>	5081	154
	<a href="#">Spanish World Language</a>	5195	168
	<a href="#">Teaching Reading: K–12</a>	5206	156
	<a href="#">Technology Education</a>	5051	159
	<a href="#">Theatre</a>	5641	148

### Specialty Pre K–12

All candidates for an initial teaching license in Grades Specialty Pre K–12 are required to take a Principles of Learning and Teaching assessment and a content assessment for the first endorsement on the license.

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Specialty Pre K–12	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades K–6</a> or	5622	160
	<a href="#">Principles of Learning and Teaching: Grades 7–12</a>	5624	157
	<b>One of the Content Assessments Listed Below for the First Endorsement on the License</b>		
	<a href="#">Agriculture</a>	5701	147
	<a href="#">Art: Content Knowledge</a>	5134	158
	<a href="#">Business Education</a>	5101	154
	<a href="#">English to Speakers of Other Languages</a>	5362	155
	<a href="#">Family and Consumer Sciences</a>	5122	153
	<a href="#">French: World Language</a>	5174	162
	<b>Required beginning September 1, 2023</b> <a href="#">General Science</a>	5436	152
	<a href="#">German: World Language</a>	5183	163
	<a href="#">Gifted Education</a>	5358	157
	<a href="#">Health Education</a>	5551	155
	<b>Required beginning September 1, 2023</b> <a href="#">School Librarian</a>	5312	151
	<a href="#">Mathematics</a> (On-screen graphing calculator provided)	5165	159
	<a href="#">Music: Content Knowledge</a>	5113	161
	<a href="#">Physical Education: Content Knowledge</a>	5091	148
	<a href="#">Psychology</a>	5391	154
	<a href="#">Social Studies: Content Knowledge</a>	5081	154
	<a href="#">Spanish World Language</a>	5195	168
	<a href="#">Teaching Reading: K–12</a>	5206	156
	<a href="#">Technology Education</a>	5051	159
	<a href="#">Theatre</a>	5641	148

**Special Education (Pre K–12)**

All candidates for an initial teaching license in Special Education are required to take a Principles of Learning and Teaching assessment and the appropriate content assessment.

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Special Education (Pre K–12)	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades K–6</a> or	5622	160
	<a href="#">Principles of Learning and Teaching: Grades 7–12</a>	5624	157
	<b>Content Assessment</b>		
	<b>Required beginning September 1, 2023</b> <a href="#">Special Education: Foundational Knowledge</a>	5355	151
Blind and Visually Impaired (PreK–12)	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades K–6</a> or	5622	160
	<a href="#">Principles of Learning and Teaching: Grades 7–12</a>	5624	157
	<b>Content Assessment</b>		
	<a href="#">Special Education: Teaching Students with Visual Impairments</a>	5282	163
Deaf and Hard of Hearing (PreK–12)	<b>Principles of Learning and Teaching Assessment</b>		
	<a href="#">Principles of Learning and Teaching: Grades K–6</a> or	5622	160
	<a href="#">Principles of Learning and Teaching: Grades 7–12</a>	5624	157
	<b>Content Assessment</b>		
	<a href="#">Special Education: Education of Deaf and Hard of Hearing Students</a>	5272	160



### Educational Administration (Pre K–12)

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Educational Administrator (Pre K–12)	<a href="#">Educational Leadership: Administration and Supervision</a>	5412	146

### Instructional Support Provider

To Be Certified in	You Need to Take	Test Code	Qualifying Score
School Psychologist (Pre K–12)	<b>Required beginning September 1, 2023</b> <a href="#">School Psychologist</a>	5403	147
School Counselor	<b>Required beginning September 1, 2023</b> <a href="#">School Counselor</a>	5422	156

### Endorsements

To Be Certified in	You Need to Take	Test Code	Qualifying Score
Agriculture	<a href="#">Agriculture</a>	5701	147
Art	<a href="#">Art: Content Knowledge</a>	5134	158
	<a href="#">Business Education</a>	5101	154
Computer Science	<a href="#">Computer Science</a> <i>*can only be added to the 6-12 Secondary license.</i>	5652	149
English Language Arts	<a href="#">English Language Arts: Content Knowledge</a>	5038	167
English to Speakers of Other Languages	<a href="#">English to Speakers of Other Languages</a>	5362	155
Family and Consumer Sciences	<a href="#">Family and Consumer Sciences</a>	5122	153
French	<a href="#">French: World Language</a>	5174	162
General Science	<b>Required beginning September 1, 2023</b> <a href="#">General Science</a>	5436	152
German	<a href="#">German: World Language</a>	5183	163
Gifted Education	<a href="#">Gifted Education</a>	5358	157

Health	<a href="#">Health Education</a>	5551	155
Mathematics	<a href="#">Mathematics</a> (On-screen graphing calculator provided)	5165	159
Middle Grades English Language Arts	<a href="#">Middle School English Language Arts</a>	5047	164
Middle Grades General Science	<a href="#">Middle School Science</a>	5442	152
Middle Grades Mathematics	<a href="#">Middle School Mathematics</a> (On-screen graphing calculator provided)	5164	157
Middle Grades Social Science	<a href="#">Middle School Social Studies</a>	5089	152
Music	<a href="#">Music: Content Knowledge</a>	5113	161
Physical Education	<a href="#">Physical Education: Content Knowledge</a>	5091	148
Psychology	<a href="#">Psychology</a>	5391	154
Reading	<a href="#">Teaching Reading: K-12</a>	5206	156
School Library Media Specialist	<b>Required beginning September 1, 2023</b> <a href="#">School Librarian</a>	5312	151
Social Science	<a href="#">Social Studies: Content Knowledge</a>	5081	154
Spanish	<a href="#">Spanish World Language</a>	5195	168
Technology Education	<a href="#">Technology Education</a>	5051	159
Theatre	<a href="#">Theatre</a>	5641	148

## Foreign Transcript Evaluation/Equivalency

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Applicants for licensure, who have studied outside the US, must first submit foreign transcripts and other education documents for evaluation/equivalency by an evaluation service showing a course-by-course evaluation. Below is a link to agencies who are members of the National Association of Credential Evaluation Services, Inc. <http://www.naces.org/members.htm>

The Public Education Department does not require, but does recommend, that NACES' listed service members be used. While there is no official organization or regulatory body for foreign credential interpretation or evaluation methodology in the United States, credential interpretation/evaluation is based on commonly developed and agreed upon standards of good practice. The PED does require that the agency reviews **official, sealed transcripts** and evaluates for **US equivalency**.

## Regional Accrediting Institutions

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The Public Education Department accepts bachelor's or higher degrees from 1) regionally accredited colleges or universities or that are 2) nationally accredited and recognized by the Council for Higher Education Association.

### Regional accrediting bodies as accepted by the USDE

#### Accrediting Commission for Community and Junior Colleges (ACCJC)

Western Association of Schools and Colleges 10  
Commercial Boulevard, Suite 204 Novato, CA  
94949

Phone: 415-506-0234

Fax: 415-506-0238

E-mail: [accjc@accjc.org](mailto:accjc@accjc.org)

Web: [www.accjc.org](http://www.accjc.org)

#### Higher Learning Commission (HLC)

230 South LaSalle, Suite 7-500

Chicago, IL 60604-1413

Phone: 312-263-0456

Fax: 312-263-7462

E-mail: [bgdanley@hlcommission.org](mailto:bgdanley@hlcommission.org)

Web: <https://www.hlcommission.org/>

#### Middle States Commission on Higher Education (MSCHE)

3624 Market Street, 2nd Floor West

Philadelphia, PA 19104

Phone: 267-284-5000

Fax: 215-662-5501

E-mail: [info@msche.org](mailto:info@msche.org)

Web: [www.msche.org](http://www.msche.org)

#### New England Commission of Higher Education (NECHE)

3 Burlington Woods Drive, Suite #100

Burlington, MA 01803

Phone: 781-425-7714

Fax: 781-425-1001

E-mail: [info@neche.org](mailto:info@neche.org)

Web: <https://www.neche.org>

#### Northwest Commission on Colleges and Universities (NWCCU)

8060 165th Avenue, Suite #100

Redmond, WA 98052

Phone: 452-558-4224

Fax: 425-376-0596

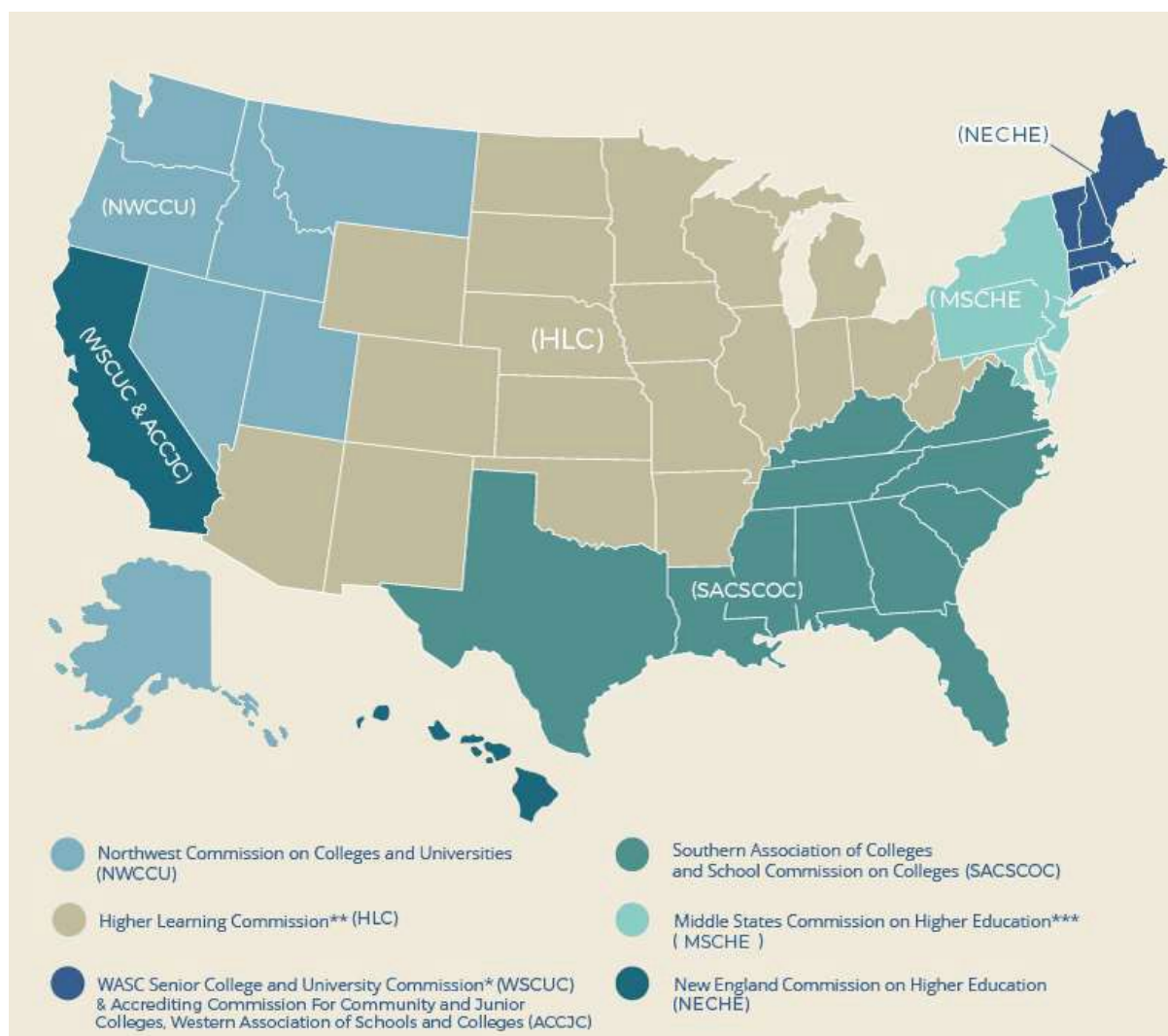
E-mail: [president@nwccu.org](mailto:president@nwccu.org)

Web: <http://www.nwccu.org>

**Southern Association of Colleges and Schools (SACSCOC)**  
1866 Southern Lane Decatur, GA 30033 Phone: 404-679-4500  
Fax: 404-679-4528  
E-mail: [bwheelan@sacscoc.org](mailto:bwheelan@sacscoc.org)  
Web: [www.sacscoc.org](http://www.sacscoc.org)

**WASC Senior College and University Commission (WSCUC)**  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
Phone: 510-748-9001  
Fax: 510-748-9797  
E-mail: [wasc@wscuc.org](mailto:wasc@wscuc.org)  
Web: [www.wscuc.org](http://www.wscuc.org)

<https://www.chea.org/regional-accrediting-organizations-accreditor-type>



## Requirements

### Code of Ethical Responsibility of the Education Profession

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**TITLE 6** PRIMARY AND SECONDARY EDUCATION  
**CHAPTER 60** SCHOOL PERSONNEL-GENERAL PROVISIONS  
**PART 9** LICENSURE REQUIREMENTS, CODE OF ETHICAL RESPONSIBILITY OF THE  
EDUCATION PROFESSION

**6.60.9.1** **ISSUING AGENCY:** Public Education Department  
[6.60.9.1 NMAC - N, 04-30-01; A, 10-17-05]

**6.60.9.2** **SCOPE:** All licensed personnel. The New Mexico public education department (PED) hereby sets minimal standards of accepted ethical behavior and professional conduct in education that are applicable to all licensed school personnel, instructional personnel under contract, including any other person who provides instructional or education-related services in a school and who holds any license, certificate or written authority issued by the PED.  
[6.60.9.2 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

**6.60.9.3** **STATUTORY AUTHORITY:** Sections 22-2-1B, 22-2-2J and 22-10A-31 NMSA 1978.  
[6.60.9.3 NMAC - N, 04-30-01; A, 10-17-05]

**6.60.9.4** **DURATION:** Permanent  
[6.60.9.4 NMAC - N, 04-30-01]

**6.60.9.5** **EFFECTIVE DATE:** April 30, 2001, unless a later date is specified at the end of a section.  
[6.60.9.5 NMAC - N, 04-30-01]

**6.60.9.6** **OBJECTIVE:** The PED seeks to make ethical values and ethical leadership an integral part of the day to day activities of schools, and holds all persons within the scope of this rule accountable for adhering to minimal standards of accepted professional conduct and ethical behavior. The PED accepts the recommendations of its professional practices and standards council and the ethics subcommittee that a code of ethics and standards of professional conduct applicable to the education profession will infuse the learning environment with choices and values designed to assist in shaping young minds into educated, responsible citizens.  
[6.60.9.6 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

**6.60.9.7** **DEFINITIONS:** "Ethical misconduct" means behavior or conduct engaged in by a licensed or certified school employee that violates the minimal standards of accepted ethical behavior and professional conduct listed in the standards of professional conduct section of this rule, or that constitutes the grounds for revoking licensure listed in 6.63.8 NMAC except for failure to meet level 3-A competencies.  
[6.60.9.7 NMAC - N, 10-31-06]

**6.60.9.8** **CODE OF ETHICS:** We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

A. Principle I: Commitment to the student. We measure success by the progress of each student toward achievement of his/her maximum potential. We therefore work to stimulate the spirit of

inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we:

- (1) deal justly and considerately with each student;
- (2) encourage the student to study and express varying points of view and respect his/her right to form his/her own judgment;
- (3) conduct conferences with or concerning students in an appropriate place and manner;
- (4) seek constantly to improve learning facilities and opportunities.

B. Principle II: Commitment to the community. We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- (1) share the responsibility for improving the educational opportunities for all;
- (2) recognize that each educational institution has a person authorized to interpret its official policies;
- (3) acknowledge the right and responsibility of the public to participate in the formulation of educational policy;
- (4) evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take action deemed necessary and proper;
- (5) assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities;
- (6) protect the educational program against undesirable infringement, and promote academic freedom.

C. Principle III: Commitment to the profession. We believe that the quality of the services of the education profession directly influence the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations. In fulfilling our obligations to the profession, we:

- (1) recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession;
- (2) participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education;
- (3) cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions;
- (4) accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- (5) refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student;
- (6) refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues;
- (7) keep the trust under which confidential information is exchanged;
- (8) make appropriate use of the time granted for professional purposes;
- (9) interpret and use the writings of others and the findings of educational research with intellectual honesty;
- (10) maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts;
- (11) respond accurately to requests for evaluation of colleagues seeking professional positions;
- (12) provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

D. Principle IV: Commitment to professional employment practices. We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity, and mutual respect between employees, administrators, and local school boards. In fulfilling our obligations to professional employment practices, we:

- (1) apply for or offer a position on the basis of professional and legal qualifications;
- (2) apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates;
- (3) fill no vacancy except where the terms, conditions, and policies are known;
- (4) adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent;
- (5) give prompt notice of any change in availability of service, in status of applications, or in change in position;
- (6) conduct professional business through recognized educational and professional channels.

[6.60.9.8 NMAC - N, 04-30-01]

### **6.60.9.9 STANDARDS OF PROFESSIONAL CONDUCT:**

#### **A. Preamble**

(1) We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

(2) Moral values are to ethical leadership what years of experience are to a successful educator. The former sets the stage for success of the latter. Abstract principles that espouse excellence do not easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

(3) In the final analysis it is our consistent ethical leadership that wins the most allies and produces the best results. Not only does this code highlight our professional responsibilities, but also it stimulates us to discuss the professional implications of our ethical choices and ethical recommendations, causes us to assess and reassess our application of moral values, and sets forth concrete behaviors appropriate for education professionals. We are committed to this code and understand that it provides minimally accepted standards of professional conduct in education.

B. Standard I: Duty to the student. We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation, we:

- (1) shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 *et seq.*, 34 C.F.R. Part 300), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 *et seq.*, NMSA 1978), the Public School Code (Section 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;



(2) shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;

(3) shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;

(4) shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;

(5) shall not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason;

(6) shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;

(7) shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:

(a) all forms of sexual touching, sexual relations or romantic relations;

(b) inappropriate touching which is any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;

(c) any open displays of affection toward mostly-boys or mostly-girls; and

(d) offering or giving a ride to a student unless absolutely unavoidable, such as where a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements;

(8) shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:

(a) making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and

(b) creating an intimidating, hostile or offensive work/school environment by at a minimum engaging in any of the prohibited behaviors set forth at Paragraph (7) or Subparagraph (a) of Paragraph (8), Subsection B of 6.60.9.9 NMAC, above.

C. Standard II: Duty to the profession. The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession, and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

(1) shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;

(2) shall not orally or in writing misrepresent our professional qualifications;

(3) shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;

(4) shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;

(5) shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;

(6) shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;

(7) shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;

- (8) shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational awards, honoraria, plaques, trophies, and prizes;
- (9) shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;
- (10) shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:
- (a) making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;
  - (b) making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;
  - (c) displaying or distributing any sexually oriented materials where the above-named individuals can see them; and
  - (d) creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;
- (11) shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines found at Title 29 Code of Federal Regulations Part 1604 (29 C.F.R. Section 1604.1 *et seq.*), or contacting appropriate school human resources personnel;
- (12) shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;
- (13) shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;
- (14) shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;
- (15) shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- (16) shall not engage in any outside employment:
- (a) the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;
  - (b) where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and
  - (c) that impairs our physical ability to perform our school duties;
- (17) shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
- (a) in connection with our official school duties;
  - (b) in connection with another licensed person's official school duties;
  - (c) in connection with any standardized or non-standardized testing;
  - (d) in connection with any school application or disclosure process; and
  - (e) in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;
- (18) shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;
- (19) shall not engage in any conduct or make any statement:
- (a) that would breach the security of any standardized or non-standardized tests;
  - (b) that would ignore administering portions or the entirety of any standardized or non-standardized testing instructions;
  - (c) that would give students an unfair advantage in taking a standardized or non-standardized test;

(d) that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test; and

(e) that would assist students in obtaining services or benefits for which they do not qualify or are not entitled;

(20) shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace;

(21) shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the PED, that the individual does not hold the required credentials; and

(22) shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language;

(23) shall not engage in unprofessional conduct, which conduct shall include but not be limited to the following:

(a) striking, assaulting or restraining a student for no valid reason;

(b) using any written or spoken words in public schools or at school events that are inflammatory, derogatory or otherwise demonstrate a bias against a person or group, on the basis of their race, religion, culture, ethnicity, sexual preference, sexuality or physical disability;

(c) bringing firearms onto school property or possessing them on school property, except with proper authorization;

(d) possessing or consuming alcohol beverages at school;

(e) possessing or using illegal drugs;

(f) being under the influence of alcohol or illegal drugs at school;

(g) actively obstructing an investigation into the possible unethical or illegal conduct of a school employee; and

(h) engaging in favoritism or preferential treatment toward any school employee or applicant in regards to that individual's hiring, discipline, terms of employment, working conditions or work performance due to that individual's familial relationship with the licensee;

(24) shall report any knowledge of inappropriate contact, as provided by Paragraph (7) of Subsection B of 6.60.9 NMAC with a student or other school employee to the local school authority within 30 days of obtaining such knowledge.

[6.60.9.9 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

**6.60.9.10 FAILURE TO COMPLY WITH THIS CODE:** The PED finds that adherence to this code of ethical responsibility has a significant bearing on licensed personnel's competence, turpitude or the proper performance of their duties. It makes the same finding for any other person providing instructional or education-related services in a school who holds any license, certificate or written authority issued by the instructional or education-related services in a school who hold any license, certificate or written authority issued by the PED. Both the code of ethics and standards of professional conduct are intended to provide a valuable framework of personal ethics to assist educators and administrators in their interaction with colleagues, students and parents. However, the standards of professional conduct establish minimal standards of acceptable professional conduct with which all educators and administrators are required to comply. Therefore, the PED through the educator ethics bureau may revoke, suspend or take other appropriate action against any educator license of any person, or may deny applications for initial licensure or continuing licensure to any person, who is within the scope of this rule, and who after hearing, is found to have engaged in ethical misconduct, by failing to comply with one or more of the enumerated provisions of the standards of professional conduct set forth in 6.60.9.9 NMAC, above, exclusive of the preamble. All hearings and attendant notices shall be conducted and served pursuant to the Uniform Licensing Act 61-1-1 through 61-1-31, NMSA 1978 and either 6.68.2 NMAC or 6.68.3 NMAC.

[6.60.9.10 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

**6.60.9.11 DISSEMINATION OF THIS CODE:** The PED shall adopt measures to ensure that this code of ethical responsibility receives the widest possible dissemination to all persons falling within its scope. Such measures include but are not limited to:

- A. providing information about the code of ethical responsibility directly through the PED and the PED's application process;
- B. providing information about the code of ethical responsibility to all school districts, charter schools, and non-public schools accredited by the PED;
- C. notifying any school district, charter school or private school accredited by the PED of the decision and order of the PED after the PED has taken final licensure action against one of that school's PED licensed employees based in whole or in part on a failure to comply with the standards of professional conduct;
- D. any other reasonable measure that is calculated to result in the widest dissemination of the PED's code of ethical responsibility and notification of the consequences of failure to comply with the standards of professional conduct.

[6.60.9.11 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

**6.60.9.12 REPORTING REQUIREMENT:** It is the duty of each school superintendent or charter school administrator to provide prompt written notification to the director of the educator ethics bureau after taking final action to discharge or terminate the employment, based in whole or in part on a violation of the standards of professional conduct in this rule, of any certified or licensed school employee, or any other person providing instructional or education-related services in a school under written authority of the PED.

**[6.60.9.12 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]**

***Disclaimer: "The information contained above is not intended, and should not be construed as legal advice on any subject matter. Before you act or refrain from acting on the basis of any content included in the above you may want to seek legal or other professional advice."***

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Technical Alternative Technology IT Form

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**Alternative Route to an Endorsement in Information Technology**

**Purpose of the Alternative Route**

Many experienced and capable technology coordinators and prospective technology coordinators in New Mexico have not completed formal academic training in technology but have talent, expertise, knowledge, and skills in this area. Many have acquired specialized skills and expertise informally through school district professional development activities and through self-directed training.

Through the alternative route, the Public Education Department recognizes those individuals with specialized skills and expertise in technology.

**The Application Process**

An individual seeking an endorsement as an Information Technology Coordinator through the alternative route must submit the following to the Professional Licensure Bureau (PLB) of the New Mexico PED:

An application for Endorsement via [NMPED Online Licensure Portal](#) and below the following will be uploaded during the application submission:

- A portfolio that describes the applicant’s qualifications and experiences
- A letter from an employing authority that certifies the applicant’s job experiences
- A resume
- The completed matrix of the competencies for entry-level Information Technology Coordinators (Attachment A)
- The Alternative Route to Endorsement in Information Technology Coordinator Checklist (Attachment B).

Once received, the PLB will review the online application for completeness.

**The Review Process**

1. The Education Administrator reviews the applications using the NMPED information technology coordinator competencies as the criteria.
  
2. The Education Administrator reviews the portfolio presented and either issues the endorsement or provides the applicant with a written list of deficiencies, along with suggestions for removing those deficits.

## Alternative Route for Endorsement Information Technology Coordinator

<b>Name</b>			
<b>Address</b>			
<b>Phone # (Home)</b>	<b>Phone # (Work )</b>	<b>Phone # (Cell )</b>	
<b>Email Address</b>			
<b>License #</b>		<b>Licensure Type</b>	
<b>Employing District/Charter</b>			

**The following must be included as part of the application submission:**

- An application for Endorsement via [NMPED Online Licensure Portal](#)
- A portfolio that describes the applicant’s qualifications and experience
- A letter from an employing authority that certifies the applicant’s job experiences
- A resume
- The completed matrix, Competencies for Entry-Level Information Technology Coordinators (see attachment A)

**THIS CHECKLIST** with signatures

<b>Signature Of Applicant</b>		<b>Date</b>	
<b>Signature Of Superintendent</b>		<b>Date</b>	

<b>Information Technology Competencies</b>	<b>Relevant Work Experience</b> (to be completed by applicant)	<b>Relevant Academic Training</b> (to be completed by applicant)	<b>Evaluator's Comments</b>
<p><b><u>A. Foundations</u></b></p> <ul style="list-style-type: none"> <li>• <b>Basic Computer and Technology Operations and Concepts</b></li> </ul> <p>Candidate will use computer systems to: run software; access, generate, manipulate data; and publish results. They will also evaluate performance of hardware and software components of computer systems and apply basic troubleshooting strategies as needed. They will also:</p> <ol style="list-style-type: none"> <li>a. Operate a multimedia computer system with related peripheral devices to successfully install and use a variety of software packages.</li> <li>b. Use terminology related to technology appropriate to the teaching field in written and oral communication.</li> <li>c. Describe and implement basic troubleshooting techniques for multimedia computer systems with related peripheral devices.</li> <li>d. Use imaging devices.</li> <li>e. Demonstrate knowledge of uses of computers and technology in business, industry, and society.</li> <li>f. Operate a variety of audio-visual devices.</li> </ol>			
<p><b><u>B. Personal and Professional Use of Technology</u></b></p> <p>Candidate will apply tools for enhancing their own professional growth and productivity. They will use technology in communicating, collaborating, conducting research, and solving problems. In addition, they will plan and participate in</p>			

<p>activities that encourage lifelong learning and will promote equitable, ethical, and legal use of computer and technology resources.</p> <ul style="list-style-type: none"> <li>a. Use productivity tools for word processing, database management, and spreadsheet applications.</li> <li>b. Apply productivity tools for creating a multimedia presentation.</li> <li>c. Use computer-based technologies, including telecommunications, to access information and enhance personal and professional productivity.</li> <li>d. Use computers to support problem solving, data collection, information management, communications, presentations, and decision-making.</li> <li>e. Demonstrate awareness of resources for adaptive assistive devices and software for students with special needs.</li> <li>f. Demonstrate awareness of resources for culturally and linguistically diverse students.</li> <li>g. Demonstrate knowledge of equity, ethics, and legal and human issues concerning use of computers and technology.</li> <li>h. Demonstrate awareness of computer and related technology resources for facilitating lifelong learning and emerging roles of the learner and the educator.</li> <li>i. Demonstrate awareness of broadcast instruction, audio/video conferencing, and other distant learning applications.</li> </ul>			
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<p><b>C. <u>Application of Technology to Support Teaching &amp; Learning</u></b></p> <p>Candidate will apply computer and related technologies to support teaching and learning in their grade level and subject areas. They will integrate a variety of software applications and learning tools in the teaching and learning process. Lessons developed must reflect effective grouping and assessment strategies for diverse populations.</p> <ul style="list-style-type: none"> <li>a. Explore, evaluate, and use technology resources, including applications, tools, educational software, and assorted documentation.</li> <li>b. Describe best practice and appropriate assessment as related to the use of technology resources in the curriculum.</li> <li>c. Design, implement, and assess learning activities that integrate technology for a variety of grouping strategies for diverse populations.</li> <li>d. Design learning activities that foster equitable, ethical, and legal use of technology by students.</li> <li>e. Practice responsible, ethical, and legal use of technology, information, and software resources.</li> </ul>			
<p><b>D. <u>Research and Theories</u></b></p> <p>Candidate will identify and apply educational and technology-related research, the psychology of learning, and instructional design principles in guiding the use of computers and technology in education.</p> <ul style="list-style-type: none"> <li>a. Summarize knowledge of best practice and trends related to the use of technology to support teaching &amp; learning.</li> </ul>			

<ul style="list-style-type: none"> <li>b. Apply theories of learning, teaching, &amp; instructional design and their relationship to the use of technology to support teaching and learning.</li> <li>c. Identify human and equity issues concerning the use of computers and related technologies in education.</li> </ul>			
<p><b>E. <u>Facilities and Resource Management</u></b></p> <p>Candidate will be able to demonstrate knowledge of issues related to facilities and resources planning and management.</p> <ul style="list-style-type: none"> <li>a. Facilitate and use budget planning and management procedures related to educational computing technology, facilities, and resources.</li> <li>b. Plan, develop, implement, and evaluate strategies and procedures for resource acquisition and management of technology-based systems, including hardware and software.</li> <li>c. Identify, describe, and analyze procedures related to basic trouble shooting, preventive maintenance, and procurement of system- wide maintenance services.</li> <li>d. Describe and maintain current information involving facilities planning issues related to computers and related technologies.</li> <li>e. Demonstrate knowledge of issues related to design and development policies and procedures concerning staffing, scheduling, and security for managing technology in a variety of instructional and administrative settings.</li> <li>f. Evaluate school and technology plans and recommend improvements.</li> </ul>			

<ul style="list-style-type: none"> <li>g. Collaborate and build alliances and partnerships involving educational technology initiatives.</li> <li>h. Use evaluation findings to recommend modifications in technology implementations.</li> </ul>			
<p><b><u>F. Operating Systems</u></b></p> <p>Candidate will be able to plan, install, customize, and configure the operating systems of computers and computer networks in school settings.</p> <ul style="list-style-type: none"> <li>a. Identify and describe operating systems associated with computing platforms.</li> <li>b. Use and manipulate software to effectively manage communication networks.</li> <li>c. Evaluate, troubleshoot, and maintain operating systems in a variety of learning environments and administrative offices.</li> </ul>			
<p><b><u>G. Software/Hardware Design, Selection, Installation, and Maintenance</u></b></p> <p>Candidate will be able to identify and implement software/ hardware solutions for a variety of learning environments and administrative environments.</p> <ul style="list-style-type: none"> <li>a. Research and recommend purchasing strategies and procedures for administrative and instructional software and hardware.</li> <li>b. Research &amp; recommend technology maintenance agreements.</li> <li>c. Provide technical evaluation criteria for software and hardware and identify reliable sources.</li> <li>d. Install, maintain, inventory, and manage software.</li> </ul>			

<ul style="list-style-type: none"> <li>e. Research and recommend ethical and legal procedures for maintaining software.</li> <li>f. Provide technical evaluation criteria for adaptive assistive hardware and software for special needs population.</li> <li>g. Facilitate instructional design principles to develop, implement, and test interactive multimedia instructional products using authoring environments.</li> </ul>			
<p><b><u>H. Information Access and Delivery</u></b></p> <p>Candidate will be able to implement information access and delivery resources in a variety of learning environments.</p> <ul style="list-style-type: none"> <li>a. Demonstrate knowledge of information access and telecommunications tools to support learning.</li> <li>b. Implement distance-learning delivery systems.</li> <li>c. Assist in professional development.</li> <li>d. Install, configure, and maintain devices to store and retrieve information.</li> <li>e. Describe issues related to selecting, installing, and maintaining communication networks.</li> <li>f. Evaluate school and district technology plans and recommend improvements.</li> </ul>			
<p><b><u>I. Professional Development and Technology Leadership</u></b></p> <ul style="list-style-type: none"> <li>1. Candidate will demonstrate knowledge of issues and models related to staff development. <ul style="list-style-type: none"> <li>a. Plan and design staff development that integrates</li> </ul> </li> </ul>			

<p>national, state, and local standards and benchmarks.</p> <ul style="list-style-type: none"> <li>b. Evaluate school and district technology plans/policies, and recommend improvements.</li> <li>c. Describe and identify resources for staff development.</li> </ul> <p>2. Candidate will be knowledgeable of:</p> <ul style="list-style-type: none"> <li>a. supervisory concepts and demonstrate skills as they relate to the use of technology-based systems in K–12 education.</li> <li>b. strategies for, and issues related to, managing the change process in schools using appropriate assessment principals and techniques</li> <li>c. funding sources available at local, state, and/or national levels and collaborate on development of grant proposals.</li> <li>d. how to use technology to guide the decision-making process that best benefits constituents.</li> </ul>			
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## LICENSURE FREQUENTLY ASKED QUESTIONS

General Questions					
<b>Administrative License. How do I become an administrator in New Mexico?</b>	Visit the pathways page and click on <a href="#">Education Administration Pre K–12</a> for the most up to date information				
<b>Application. What is a complete application?</b>	A complete application is the 1) Online application and fee paid via credit card, 2) <u>Official or Unofficial</u> transcripts from all colleges or universities attended, and 3) any supporting documentation, as listed in the instructions within the application.				
<b>Contact. How can I contact the Licensure Bureau?</b>	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <b>Email:</b> Licensure Help Desk  <a href="mailto:LicensureUnit@ped.nm.gov">LicensureUnit@ped.nm.gov</a>                       Licensure Background Specialist  <a href="mailto:Ethics.Ethics@ped.nm.gov">Ethics.Ethics@ped.nm.gov</a> </td> <td style="vertical-align: top; width: 50%;"> <b>Mailing Address</b>                      New Mexico Public Education                       Attn: Licensure Bureau                      300 Don Gaspar                      Santa Fe NM 87501                 </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 20px;"> <b>Licensure Front Desk:</b> 505-827-5800, Option 1                 </td> </tr> </table>	<b>Email:</b> Licensure Help Desk <a href="mailto:LicensureUnit@ped.nm.gov">LicensureUnit@ped.nm.gov</a>  Licensure Background Specialist <a href="mailto:Ethics.Ethics@ped.nm.gov">Ethics.Ethics@ped.nm.gov</a>	<b>Mailing Address</b> New Mexico Public Education  Attn: Licensure Bureau 300 Don Gaspar Santa Fe NM 87501	<b>Licensure Front Desk:</b> 505-827-5800, Option 1	
<b>Email:</b> Licensure Help Desk <a href="mailto:LicensureUnit@ped.nm.gov">LicensureUnit@ped.nm.gov</a>  Licensure Background Specialist <a href="mailto:Ethics.Ethics@ped.nm.gov">Ethics.Ethics@ped.nm.gov</a>	<b>Mailing Address</b> New Mexico Public Education  Attn: Licensure Bureau 300 Don Gaspar Santa Fe NM 87501				
<b>Licensure Front Desk:</b> 505-827-5800, Option 1					
<b>Error. What should I do if I receive the wrong license or there is something wrong with the license?</b>	Report it to our office immediately by emailing: <a href="mailto:LicensureUnit@ped.nm.gov">LicensureUnit@ped.nm.gov</a>  Please do not call us to report changes, as we need proper documentation for our file.				
<b>Fees. What are the fees?</b>	See the appendix of this document or click the following for the <a href="#">most up-to-date fee information</a>				
<b>Hurry things Up. How can I expedite the process?</b>	There isn't an option for expediting licensure applications. However, if an online application is complete, it will not delay the process further. If you are a veteran please provide upload a copy of your Military Identification card during your online application submission.				

<b>Incomplete Application. What if my online application is not complete?</b>	One of our licensing specialists will reach out to you via email with detailed guidance. Incomplete applications will be returned online to the educator in order to upload the missing required documents and resubmit their online applications to the licensure consultant assigned to it. Please add <b>@Ped.NM.org</b> to your email safe senders list; otherwise, you may find our outreach in your SPAM or Junk folder.
<b>Mailing Address. What address do I send my application packet to?</b>	The Professional Licensure Bureau has gone virtual. We no longer accept paper applications. All applications are now submitted online via the <a href="#">Licensure Portal</a> .
<b>Payment. What forms of payment are accepted?</b>	The Professional Licensure Bureau has gone virtual. We no longer accept paper applications. All applications are now submitted and paid via credit card online via the <a href="#">Licensure Portal</a> .
<b>Process. What is the process once my application has been received?</b>	Online applications are assigned to individual licensure specialists for review. Turn-around time will depend on the number of applications in queue for review and the time of the year.
<b>Reciprocating a License. Does NM reciprocate administrative licensure from other states and/or countries?</b>	Yes. You are required to 1) have a master's degree, 2) provide a current administrative license, 3) have completed an approved administrative program, and 4) provide verification of six years of teaching and/or administrative experience, 4b) with at least three years of teaching experience. Visit the pathways page and select <a href="#">Reciprocating</a> for the most up-to-date information.
<b>Timeframe. How long will it take for my application to be reviewed?</b>	This can vary based on the time of year. The Bureau is receiving a high volume of applications and advancement documents from March through the end of August each year.
<b>Administrators</b>	
<b>Experience. Must an administrator have a teaching background?</b>	In most cases, yes; however for individuals coming from higher education, not necessarily.
<b>Teachers</b>	
<b>Alternate Routes. What are different ways to become licensed as a teacher in NM?</b>	There are traditional and alternative options to teacher licensure in New Mexico. Click on the following link for <a href="#">access to the pathways page</a> to see what will work best for you.
<b>Assessment. Is testing required?</b>	Yes. Follow this link for additional information on what <a href="#">tests are required for your license:</a>

<p><b>Assessments Not Passed.</b> I took the New Mexico exams but did not pass. How can I get a license?</p>	<p>We will not issue a license until you have passed all required exams.</p>
<p><b>College Teachers' Licensing.</b> Does the PED's PLB license higher education (college) teachers?</p>	<p>No. Higher education is governed by the <a href="#">Higher Education Agency</a>.</p>
<p><b>Course Guidance.</b> Will PLB provide a list of the courses I need for the endorsement?</p>	<p>No. Each college/university has their <a href="#">approved endorsement program of courses</a>. This link will provide you with some guidance on the courses needed, but you should partner with your local college or university to ensure you are taking the correct courses.</p>
<p><b>Endorsement.</b> What is an endorsement?</p>	<p>An endorsement is a <a href="#">teaching field on a teaching license</a>. Follow the link for additional information.</p>
<p><b>Endorsements, on What Licenses?</b> Can I add endorsements in language arts, history, science, or mathematics to an elementary or special education license?</p>	<p>Yes, core subject endorsements may now be added to early childhood, elementary, special education and deaf &amp; hard of hearing licenses.</p>
<p><b>Endorsement Process.</b> I'd like to get an endorsement on my license, what do I need to do?</p>	<p>Follow this link for the endorsement <a href="#">application and process</a></p>
<p><b>Licensed Teacher Wants New License.</b> I already have a NM license. But I want a different license, what do I need to do?</p>	<p>Visit the pathways page for information on alternative routes to licensure; this is the best way for a teacher who already holds a license to obtain a second license.</p> <p><a href="#">Alternative Educator Prep Program</a></p> <p><a href="#">Online Portfolio for Alternative Licensure Pathway (OPAL)</a></p> <p><b>**The Pre K-12 Special Education license is not eligible under the OPAL pathway.</b></p> <p><a href="#">Alternative Post-Secondary Experience (Pre K-12)</a></p>
<p><b>Out-of-state Degree Holder Wants NM licensure.</b> I received my degree from another state but did not get licensed there. How do I get an NM license?</p>	<p>You will have to meet NM licensure rules for the particular license. You are required to have completed an approved teacher education program and provide proof of passing the required NM exams.</p> <p>Follow this link for additional <a href="#">information for each specific license</a></p>
<p><b>Reciprocity.</b> Does New Mexico have reciprocity with other states and/or countries?</p>	<p>Yes. Click the following link for access to the <a href="#">pathways page for additional information</a>: Click on the license for which you are applying, and read licensure information under <i>reciprocity</i>.</p>



<p><b>Reciprocity, Level Comparisons. I am reciprocating a license. What level of teaching license will I receive in New Mexico?</b></p>	<p>1–3 years of teaching experience, you will receive a level 1 license (base salary \$45, 000). 3–5 years of teaching experience, you will receive a level 2 license (base salary \$55,000). 6 or more years of experience and a master's degree, you will receive a level 3A license (base salary \$65, 000).</p>
<p><b>Transcript Analysis. Will the Licensure Bureau review my transcripts prior to me applying?</b></p>	<p>The PLB is not able to evaluate transcripts between March and August to see if you meet the criteria to apply for licenses or endorsements. Your best resource for these questions is either your local college or university, where you completed the coursework or your district’s HR department. A list of approved licensure programs is found <a href="#">here</a>.</p>
<p><b>Transcripts. Do I have to submit OFFICIAL, sealed transcripts if I am reciprocating a license from another state/country?</b></p>	<p>Yes. In addition, all foreign transcripts must be evaluated by a service for equating to the US semester hour system. See the <a href="#">list of accepted agencies</a> at our web site.</p>
<p><b>Instructional Support Providers</b></p>	
<p><b>Coaching &amp; 1-Year License. Does the PLB issue 1-year licenses for coaches to allow them time to complete the NMAA Fundamentals of Coaching training?</b></p>	<p>Yes. However, <a href="#">the 1-year license is non-renewable</a>. The New Mexico Athletics Association (NMAA) training program must be completed by the expiration date of the 1-year license. The license is issued for the school year (July 1 to June 30).</p>
<p><b>Experience &amp; an EA or Sub License. Must I be employed first before I am eligible for an educational assistant or substitute teaching license?</b></p>	<p>Not necessarily, but you <i>are</i> required to complete an orientation session with a local school district before a license can be issued. An application and background check can be submitted prior to an orientation being completed.</p>
<p><b>Leveling and Board Certification. If I am nationally board certified, do I receive a level 3 license?</b></p>	<p>No. All new applicants begin at level 1 regardless of the experience.</p>
<p><b>Leveling and Experience. I have many years of experience in my field; do I receive a level 3 license?</b></p>	<p>No. All new applicants begin at level 1 regardless of the experience.</p>
<p><b>Leveling Up Timeframe. How long do I have to stay at a level 1 before I can apply for level 2? How long at level 2 before I can apply for a level 3?</b></p>	<p>Click on the <a href="#">How to Apply link</a>, and from there select your license type. This will take you to the pathway page for your specific license and provide information on how to progress from one level to the next, based on regulations. Most tiered licenses require level 1 and level 2 to be a</p>

	teacher of record or provide services for 160 days for 3 full school years at a level 1 and level 2 along with meeting competencies.
<b>Levels Available to Support Providers. Is there a three-tiered system for speech language pathologists, school psychologists, etc.?</b>	Yes, there are three levels of license for instructional support providers.
<b>Three-Tiered Licensure Systems</b>	
<b><u>3-Tiered Licensure &amp; PDD Defined.</u> What is the three-tiered licensure system and the Professional Development Dossier (PDD)?</b>	The three-tiered system is a system designed to attach base salaries to each level of teaching licenses. The 3-Tiered Licensure System includes annual evaluation and licensure advancement. The professional development dossier (PDD) is the cornerstone of advancement for teachers in the 3-Tiered Licensure System. Teachers can complete the PDD in order to advance from Level 1 to Level 2 and to advance from Level 2 to Level 3A.
<b><u>Advancing Through the Tiers.</u> Where can I get specific information about advancing through the three tiers?</b>	At this website <a href="#">for completing the PDD</a> or speak to your district's HR department. <b>*The Dossier will be phased out by the end of FY24; therefore, educators must advance via <a href="#">Micro-Credentialing</a>.</b>
<b><u>Level 1 Extensions w/ Teaching.</u> Can an extension be given to a level 1 teacher who has not taught in NM for five years?</b>	Yes. You will need to upload a notarized statement during your online renewal application submission, stating that you have not taught in NM for five years. For example: If you taught for three of the five years, you could extend the level 1 license for two years. Upon the fifth year of teaching, you will be required to complete and pass a dossier prior to the expiration of your license.
<b><u>Level 1 Extensions w/out Teaching</u> If I taught all five years on my level 1 license and did not complete my dossier, can I receive an extension?</b>	No, you will have to sit out for three years.
<b><u>Level 1 Timeframe.</u> Must a level-1 teacher advance after five years?</b>	Yes, a teacher of record can work on advancement after three years of being a teacher of record through the Dossier. Advancement must be obtained by the end of the fifth year.
<b><u>PDD Timeframe.</u> When can I complete my PDD?</b>	Visit the <a href="#">REC 9 website</a> for the most up-to-date dossier information. <b>*The Dossier will be phased out by the end of FY24; therefore, educators must advance via <a href="#">Micro-Credentialing</a>.</b>

Ethics	
<b>Bad Behavior.</b> How do I report improper or illegal behavior on the part of a licensed school district employee?	Complete a <a href="#">complaint form</a> and submit it to our Investigations Bureau at <a href="mailto:Licensure.Complaints@ped.nm.gov">Licensure.Complaints@ped.nm.gov</a>
<b>Pending.</b> My license shows that it is pending in your portal. What does this mean?	It could mean one of the following two reasons: 1) Your background check has not been received by our office or 2) your background information was received, and your file is under review in our background department.
Renewals	
<b>Expiration Deadline Past.</b> I hold a Level 2 or 3 license, and I forgot to renew it. What do I need to do?	If lapsed for more than one-year, you need to submit 1) an online initial application and fee, 2) official transcripts if not on file, 3) verification of five years of experience during the life of the expired license, 4) a completed Superintendent’s Recommendation Form from the last employer, and— if completed more than 24 months prior—a new background check for teacher licensure.
<b>Expiration Deadline Pending.</b> I hold a Level 1 license and it is going to expire, what do I need to do?	If you taught, but not for five years (at level 1), you need to 1) submit an online renewal application, 2) pay a fee of \$120 fee via credit card, and 3) provide a notarized statement indicating the years you have taught or have not taught. An extension of the license for the years that you did not teach will be issued to allow you time to submit your Professional Development Dossier (PDD).  If you taught for the full five years, you will need to complete a dossier to move to Level 2. If you do not complete the dossier, you will be locked out from teaching for three years. However, you can apply for an educational assistant license or substitute teaching license.
<b>Renewal Process.</b> I need to renew my level 2 or 3 license, what do I need to do?	You will submit an online renewal application and pay the fee via credit card online
<b>Renewal Time Frame.</b> When can I renew my license?	All licenses may be renewed January 1st - June 30th of the expiring year).
Changes and/or Requests for Duplicate License	
<b>Address Change Form.</b> Where do I find the request for address change form?	The Professional Licensure Bureau has gone virtual; therefore, all educators must register to create an eLicensing account, which will allow 24/7 access to update their contact information.

<p><b>Copy Needed. I need a copy of my license. What is the process?</b></p>	<p>The Professional Licensure Bureau has gone virtual; therefore, all educators must register to create an eLicensing account, which will allow 24/7 access to download their own licensure on file.</p>
<p><b>File Number. What is my file number?</b></p>	<p>Your file number is the 6-digit number; it is the same as your license number.</p>
<p><b>Name or Address Change. How do I change the name and address on my license?</b></p>	<p>The Professional Licensure Bureau has gone virtual; therefore, all educators must register to create an eLicensing account, which will allow 24/7 access to update their contact information</p>
<p><b>BACKGROUND CHECK/ FINGERPRINT*</b></p>	
<p><b>Copy. Can I get a copy of my background?</b></p>	<p>Yes, PLB will provide a copy to you if you have provided the completed and signed release form, and a copy of a current photo ID. Please contact <a href="mailto:StephanieJ.Lujan@ped.nm.gov">StephanieJ.Lujan@ped.nm.gov</a> to request the form.</p>
<p><b>Cost. What is the cost for the background check and how do I pay?</b></p>	<p>The fee is \$44.00, and you will pay online with cogent when you register. No payment should be sent in to the Licensure Bureau for your background check.</p>
<p><b>Process. What is the process for completing a background check?</b></p>	<p>Follow the link to the <a href="#">instructions for completing your background check</a> for licensure.</p>
<p><b>Red Flagged. If I check “yes” to any of the legal questions on the applications, what happens?</b></p>	<p>You will be required to provide a detailed and signed narrative, explaining in your own words what occurred that resulted in the arrest and certified copies of <i>Dismissal of Charges</i> or a <i>Completion of Sentence</i> from the court.</p>
<p><b>Time Frame. How long does the background check take?</b></p>	<p>Live Scan (In-state) printing takes about 48–72 hours, if the fingerprints are clear and classifiable. Mailed in fingerprint cards to Identogo, Cardscan Dept – NM Program, 340 Seven Spring Way, Suite 250, Brentwood, TN 37027, if the cards are clear and classifiable. <i>Delays are out of NMPED control.</i></p> <p><b>Errors or unclassifiable fingerprints can more than triple the time required to complete the criminal history background check.</b></p> <p><b>Note:</b> Rule provides that the PED will not issue an educator license prior to the completion of the background check process.</p>

<p><b>Background. I've had a background check in the US before. Can it be used in lieu of fingerprinting?</b></p>	<p>NM state statute requires a background be processed for <b>teacher licensure</b>. The only exception to the rule is the acceptance of a foreign background check from an agency equal to the FBI in their country of origin. For incoming foreign nationals seeking licensure in</p>
	<p>NM, these are approved only through the Language and Culture Bureau (Bilingual Multicultural Education).</p>
<p><b>Fingerprint Use. How are my fingerprints used?</b></p>	<p>Your fingerprints will be used to access FBI criminal history records. A license may be denied if the background check reveals a criminal history of convictions of felonies or misdemeanors of moral turpitude or other documented evidence of improper behavior that could establish unfitness for working in proximity of children and youth.</p>
<p><b>Finger-printing. Who can perform the fingerprinting?</b></p>	<p>Fingerprints must be taken by the authorized contractor for the State of New Mexico. 3M Cogent is the current NM contractor. Only NM residents can utilize the Gemalto Live Scan process.  Out-of-state applicants must submit fingerprint cards to the 3MCogent California Office. Instructions for both types of submittals can be requested from the Licensure Background Unit at <a href="mailto:ethic.ethics@ped.nm.gov">ethic.ethics@ped.nm.gov</a></p>
<p><b>From out-of-state. How do I obtain a fingerprint card if I am an out of state applicant?</b></p>	<p>Cards can be obtained by emailing <a href="mailto:ethics.ethics@ped.nm.gov">ethics.ethics@ped.nm.gov</a> or you can <a href="#">download a copy</a> and also follow our <a href="#">out-state/out-of-country instructions</a>.</p>
<p><b>*Fingerprinting is required for initial licensure.</b> All applicants for initial educator licensure are required to be fingerprinted for licensure, in order to establish positive identification for a State and Federal (FBI) criminal history background check.</p>	

## DEFINITIONS

Academic major/teaching field/subject area	24 to 36 semester hours in a core academic subject area, 12 hours of which must be in upper division coursework for secondary (6–12), and pre K–12 specialty area licenses. 6 hours of which must be in upper division coursework for middle level (5–9).
Core academic subjects	The four are language arts, mathematics, science, and social studies
Full school year for determining educator’s experience level	A minimum of 160 service days in a school year or 480 service days or an equivalent number of days in schools or school districts on alternative schedules over multiple school years of full-time or part-time service, while holding a standard instructional support provider license in the provider's service area. An equivalent number of service hours may be accepted for those providers who do not work every day. Service days may include working in summer school or similar educational settings.
Instructional support providers	Formerly referred to as <i>related service</i> or <i>ancillary providers</i> , it means anyone who provides services for a public school or state institution as a 1) school counselor, 2) school social worker, 3) school nurse, 4) speech-language pathologist, 5) psychologist, 6) physical therapist, 7) physical therapy assistant, 8) occupational therapist, 9) marriage and family therapist, 10) occupational therapy assistant, 11) recreational therapist, 12) signed language interpreter, 13) alcohol and drug abuse counselor, 14) substance abuse associate, and 15) other service providers who are employed to support the instructional program of a school district or charter school.
Level 1 teaching license	A provisional teaching license issued for the first five years of teaching that gives a beginning teacher the opportunity, through a formal mentorship program, for additional preparation to be a quality teacher
Level 2 teaching license	A professional teaching license given to a teacher who is a fully qualified professional, who is primarily responsible for ensuring that students meet and exceed PED academic content and performance standards. A teacher may choose to remain at level 2 for the remainder of that teacher's career.
Level 3-A teaching license	A master teaching license is the highest level of teaching competence for those teachers who choose to advance as instructional leaders in the teaching profession and undertake greater responsibilities, such as curriculum development, peer intervention, and mentoring.
NMCKA	The New Mexico content knowledge assessments, which are the teacher tests approved by the PED that individuals must take and pass in order to receive endorsements on an initial license or as an option to add endorsements to an existing license in 1) language arts; 2) reading; 3) mathematics; 4) science; 5) social studies; 6) the arts—music or visual arts; 7) modern, classical, and native languages—Spanish, French, German; 8) health; 9) physical education; 10) library/media; 11) teaching English to speakers of other languages (TESOL); and 12) family and consumer sciences These are also required to receive initial licensure in 1) elementary education from grades K–8 or 2) special education pre K–12.

ETS Praxis	The New Mexico Educational Testing Services (ETS) Praxis are the tests approved by the PED that all individuals must take and pass in order to receive initial educator licensure. The ETS Praxis consists of the 1) New Mexico assessment of teacher core academic skills, 2) New Mexico Principles of Learning (at the early childhood, elementary and secondary levels), and 3) New Mexico content knowledge assessments (NMCKA).
Specialty area examination	The New Mexico specialty area assessments are the tests approved by the PED for instructional support providers and administrators, which these educators must take and pass in order to receive licensure as instructional support providers or administrators
Test administrator	The Educational Testing Services (ETS) Praxis developed, administers the NM ETS at testing centers throughout New Mexico, scores, and reports NM ETS testing results to the PED.