

BMEP Endorsement Waiver SharePoint Application Instructions



Before applying for BMEP endorsement waivers, please note:

- Only **BMEP Directors** have access to the waiver application in SharePoint.
- The **Endorsement Consent Form for Administration** and **Endorsement Waiver Teacher Information** form must be filled out completely, signed, and dated.
- BMEP waiver requests must be made *before* the **60th calendar day** of the school year *or* the 60th calendar day after the teacher's hire date.
- BMEP Directors may submit **multiple applications** for waivers at once.
- Teachers may apply for a BMEP endorsement waiver for a maximum of **three years**.



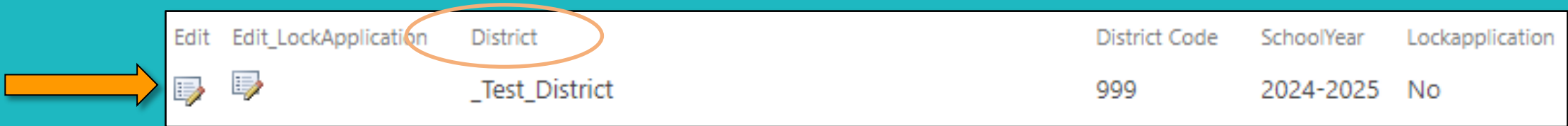
Step One



Go to the PED SharePoint BMEP Endorsement Waivers page.



Step Two

Find your district or charter school. Click the icon on the left under “Edit.”



Edit	Edit_LockApplication	District	District Code	SchoolYear	Lockapplication
		_Test_District	999	2024-2025	No

Step Three

Answer questions 1 through 3: Program Design, Recruitment of Teachers, and Staffing Patterns.



1. Program Design

Edit How will this BMEP endorsement waiver help students in the district/charter to become bilingual and biliterate and to meet the state academic content standards and benchmarks in all subject areas?

There are no items to show in this view of the "ProgramDesign" list.

Add Program Design



2. Recruitment of Teachers with Bilingual, TESOL or MCNL Endorsements

Edit 1) What is the district/charter's recruitment process for finding teachers to serve in state-funded BMEPs?

2) What incentives and supports are offered to BMEP teachers to promote recruitment and retention?

There are no items to show in this view of the "Recruitment" list.

Add Recruitment of Teachers



3. Staffing Patterns: Current Teachers that Hold Bilingual, TESOL or MCNL Endorsements

Edit 1) How many teachers in the district/charter hold a Bilingual, MCNL and/or TESOL endorsement?

2. How many teachers are not utilizing their endorsements because they are teaching other courses outside the BMEP?

There are no items to show in this view of the "StaffingPatterns" list.

Add Staffing Patterns

Step Four

On section 4, click the text button that says, “Add BMEP Endorsement Waiver Applicant Information,” then answer all parts of section 4.

4. BMEP Endorsement Waiver: Applicant Information

Edit Employee Name License # BMEP Waiver Request Type Hire Date BMEP Endorsement

There are no items to show in this view of the "SummaryofInitial" list.

Add BMEP Endorsement Waiver: Applicant Information

- Employee Name
- License #
- BMEP Waiver Request Type
 - BMEP
 - MCNL
 - TESOL
- Hire Date
- BMEP Endorsement Waiver Requested
- Grade Levels Taught
 - K
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
- # of Students Served

Step Five

If you have not yet done so, download and complete these two forms: BMEP Endorsement Consent Form for Administration and BMEP Endorsement Waiver Teacher Information.

Resources

- ◆ BMEP Endorsement Requirements
- ◆ BMEP Endorsement Consent Form for Administration

Step Six

Teachers applying for a waiver must plan to take BMEP coursework and/or an assessment, such as La Prueba or Praxis, within the school year.

Bilingual Multicultural Education Program Endorsement Waiver Teacher Information		
Plan to Meet Endorsement Requirements		
Coursework to be completed in the coming school year		
Course Name and Provider	Content Alignment with Bilingual/TESOL/MCNL Endorsement	Timeline to Course Completion or Date Completed

Bilingual Multicultural Education Program Endorsement Waiver Teacher Information	
Assessment(s) to be taken in the coming school year	
Assessment Name and Location	Timeline to Assessment Completion or Date Completed

Step Six

Upload BMEP Endorsement Waiver Teacher Information to SharePoint.

5. Upload BMEP Endorsement Waiver Teacher Information

Edit  Name

There are no items to show in this view of the "UploadTeacherConsent" list.

[Upload BMEP Endorsement Waiver Teacher Information](#)



Attach File

Actions



Spelling


Spelling

5. Upload BMEP Endorsement Waiver Teacher Information

Step Seven



Upload BMEP Endorsement Consent Form for Administration to SharePoint.

6. Upload BMEP Endorsement Consent Form for Administration

Edit  Name

There are no items to show in this view of the "Upload BMEP Endorsement Waivers" list.

Upload BMEP Endorsement Consent Form for Administration

Attach File Spelling

Actions Spelling

6. Upload BMEP Endorsement Consent Form for Administration

Step Eight

Submit endorsement waiver application, then click Save.

7. Submit Application

Edit Status

There are no items to show in this view of the "SubmitapplicationWaivers" list.

Submit Your Application

7. Submit Application

Status **Submit** ▾

Save

LCD BMEP Endorsement Waiver Review

The LCD reviews the waiver application and checks licenses.

Language and Culture Division - Bilingual Multicultural Education Program LCD Review Sheet			
District/ Charter School Information			
District/ Charter School			
Bilingual Director			
Reviewer	Date of Review		
LCD Staff			
BMEP Endorsement Waiver Requirements			
Requirement	Yes	No	Comments
Program Design: Rationale/ Justification Questions	X		
Recruitment of Teachers with Bilingual, TESOL or MCNL Endorsements	X		
Staffing Patterns: Current Teachers that Hold Bilingual, TESOL or MCNL Endorsements	X		
Review of Initial & Renewal BMEP Endorsement Waiver Requests	X		
Uploaded BMEP Endorsement Waiver Teacher Information to SharePoint	X		
Uploaded BMEP Endorsement Consent Form for Administration to SharePoint	X		
Recommendation for Approval			
	Yes	No	Rationale
LCD recommends approval: will be sent to Secretary of Education for final approval/denial	X		Requirements met.

LCD BMEP Endorsement Waiver Review

The LCD makes a recommendation to the Secretary of Education, who decides whether to approve or deny the application.

Language and Culture Division - Bilingual Multicultural Education Program Endorsement Waiver Approval	
FOR PED INTERNAL USE ONLY	
Reviewed by: LCD Staff	Date Reviewed:
APPROVED BMEP ENDORSEMENT WAIVER REQUESTS	
Name of Teacher	PED Rationale for Approval
Sample Teacher (MCNL)	<p>This is a second renewal request for Sample Teacher. They will take the Praxis exam in Summer, 2025.</p> <p>Sample Teacher has the following license:</p> <ul style="list-style-type: none"> • K-8 Elementary with Bilingual Education, TESOL, Language Arts, and Mathematics endorsements.
Concur with Staff Recommendations for Approval:	
Sample Secretary, Ph.D. Secretary of Education	Date:
UNAPPROVED BMEP ENDORSEMENT WAIVER REQUESTS	
Name of Teacher	PED Rationale for Non-Approval
N/A	
Concur with Staff Recommendations for Non-Approval:	
Sample Secretary, Ph.D. Secretary of Education	Date:

Next Steps

- ❑ Once the LCD has reviewed the waiver application and made a recommendation to the Secretary of Education, a decision will be made within one to two weeks.
- ❑ The district or charter's BMEP Director will receive email notification of the PED's decision regarding the endorsement waiver.
- ❑ Teachers who are hired mid-year must submit a waiver application before the 60th calendar day after the teacher's hire date.
- ❑ If you wish to submit a second endorsement waiver application, contact Daisy Barnard at daisy.barnard@ped.nm.gov to request a new template.



Please direct any questions
about BMEP endorsement
waivers to Daisy Barnard in the
Language and Culture Division:
505-699-2085
daisy.barnard@ped.nm.gov

