These are the steps to submit an endorsement waiver. I also provided a small tutorial regarding line item 2.

1. Upload the endorsement waiver application or renewal endorsement waiver application in the licensing system. If it's renewal, I must see proof of exams or coursework completed as evidence of adequate progress is being made. **if it's renewal, you must also upload the coursework or exam attempts they have completed.
2. Log into the licensing system with the district admin role and request the endorsement waiver in the licensing system (below is a guide); and
3. Enter the request in the shared Google spreadsheet (in the 2024-25 worksheet).
4. Email me once this has been completed because the system does not notify me. Thank you.

Please log in using your district admin role.

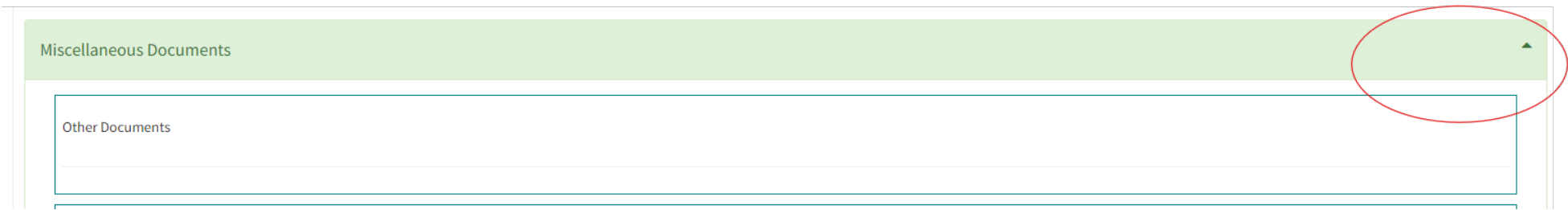Once you're in, you will click on the EXISTING LICENSEE link in the left navigation bar.

Conduct your search by name OR license number. You cannot use both to conduct your search.

Once you locate the licensee's file, double-click on the Application ID, scroll down to the MISCELLANEOUS section (see example), and either click on the light green bar or the drop-down arrow towards the right-hand side.

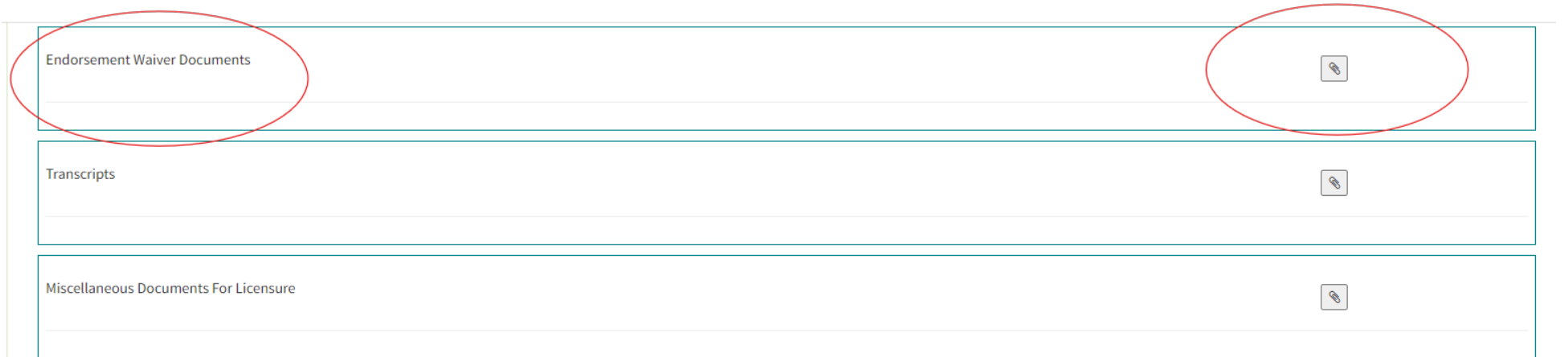Miscellaneous Documents   ▲

Other Documents

Once you've expanded this section, scroll down to the Endorsement Waiver section, where you upload the application.

Endorsement Waiver Documents   📎

Transcripts   📎

Miscellaneous Documents For Licensure   📎

After uploading the application, you will also scroll down to the Endorsement Waiver Request section to request the appropriate endorsement. If you have already done this, disregard it.

Once all steps are completed, email Jenna.Jaquez@ped.nm.gov to notify her. Thank you
Please Note: BMEP/MCNL/TESOL waiver are submitted through the Language & Culture's application platform, but you are still required to follow the above steps without uploading an endorsement waiver application.

Endorsement Waivers

Endorsement Waivers

Endorsement

Select Endorsement ▼   Add Endorsement Waiver

Show 10 ∨ entries

Endorsement ▲	Status ⇕	Reason Code 1 ⇕	Reason Code 2 ⇕	Approved Date ⇕	Effective Date

Showing 0 to 0 of 0 entries