

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.

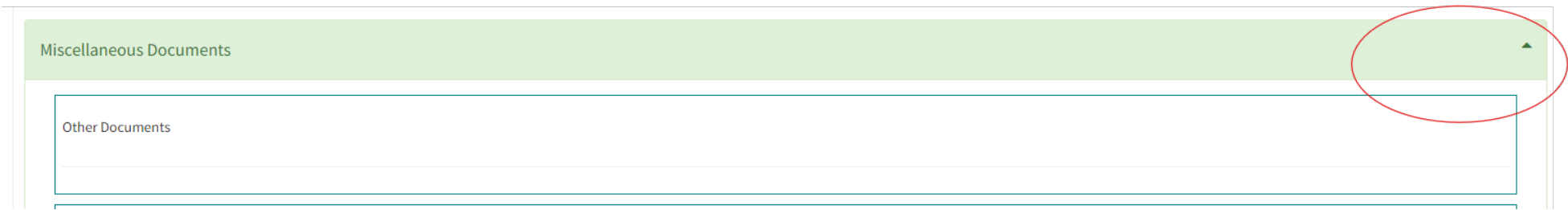
The screenshot displays the 'NEW MEXICO Public Education Department' licensing system interface. On the left, the 'MAIN NAVIGATION' menu includes 'Application Submissions', 'Existing Licensee' (circled in red), 'Payments', 'Reports', 'User Management', 'User Settings', and 'Back to Landing Page'. The main content area is titled 'Application Submissions' and features a search section with fields for 'Application ID' and 'License Number' (circled in red). Below these fields are 'Date of Birth' and 'Days' sections. On the right, the 'Applicants' section shows a table with columns for 'Applicant Id', 'First Name', 'Last Name', and 'Email Id'. A single entry is listed: '086368', 'Melanie', 'Sanchez', and 'mmstorres99@gmail.com' (circled in red). The table indicates 'Showing 1 to 1 of 1 entries'.

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

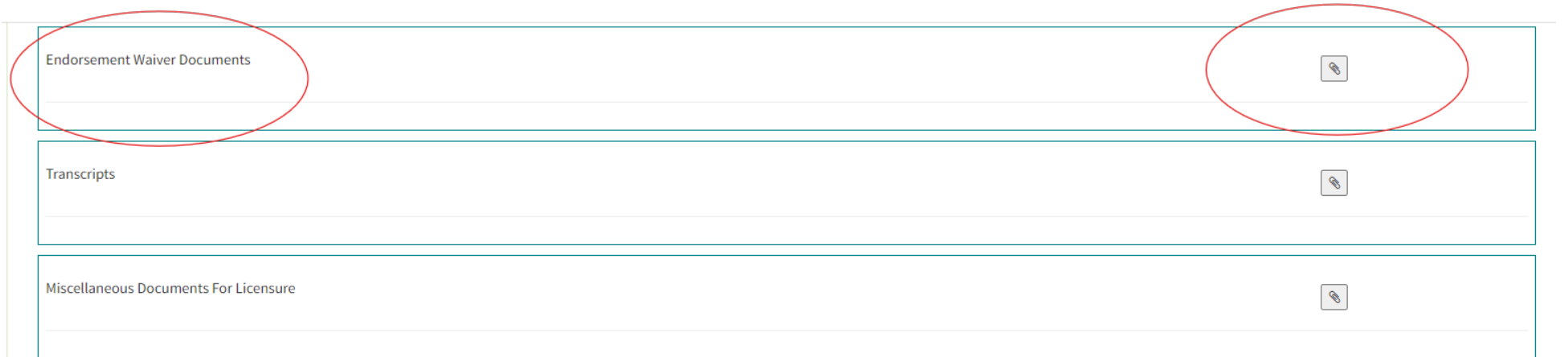


Once you've expanded this section, scroll down to the Endorsement Waiver section, where you upload the application.

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
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Showing 0 to 0 of 0 entries