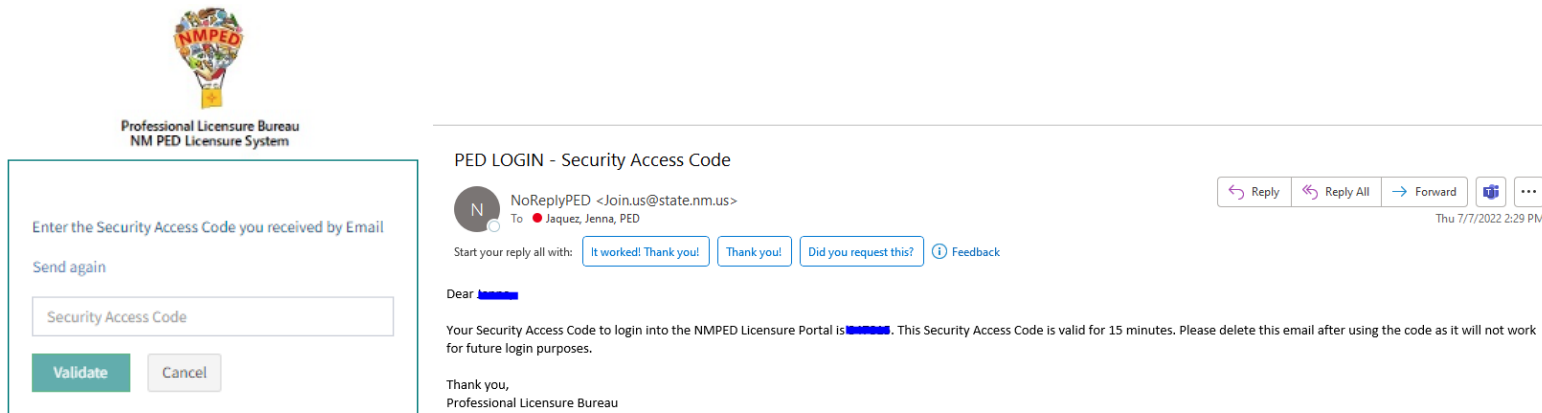


## Licensure Extension Request: Directions for LEA Administrators

This section must be completed by the Superintendent, Charter School Leader, or their designee.

**Step One:** Log into the licensure portal at this link: [Professional Licensure Bureau – NMPED Licensure System \(state.nm.us\)](https://state.nm.us)

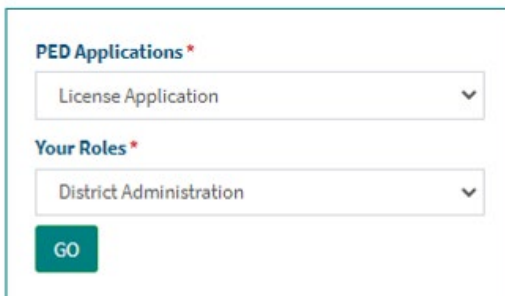
1. Enter your email.
2. Enter your password.
3. Then click on the “I’m not a robot” and follow the captcha requirements (if applicable).
4. You will enter the Security Access Code in the dialog box as seen below (6-digit number) that will arrive in your inbox or spam folder. **\*\*Please do not click yes if a dialog pops up asking if you want to save the password.\*\***



The image shows two parts of the login process. On the left is a dialog box from the Professional Licensure Bureau, NM PED Licensure System, asking the user to enter a Security Access Code received by email. It includes a 'Send again' link, a text input field for the code, and 'Validate' and 'Cancel' buttons. On the right is an email titled 'PED LOGIN - Security Access Code' from NoReplyPED <Join.us@state.nm.us> to Jenna Jaquez. The email contains a security code (blurred) and instructions to use it for 15 minutes. It also includes a 'Thank you' message from the Professional Licensure Bureau and a feedback link.

### Step Two:

- Under PED applications select License application
- Under your role select District Administrator
- Click on Go



The image shows a web form with two dropdown menus. The first is labeled 'PED Applications \*' and has 'License Application' selected. The second is labeled 'Your Roles \*' and has 'District Administration' selected. Below the dropdowns is a green 'GO' button.

**Step Three:**

- Select Application Submission from the left-hand menu
- Enter the license number of the educator
- Click on the SEARCH button

MAIN NAVIGATION

- Application Submissions
- Existing Licensee
- User Settings
- Back to Landing Page

## Application Submissions

Application Submissions

Search Application

**First Name**  
Enter First Name

**License Number**  
[Redacted]

**Date of Birth**  
[Calendar icon]

**Date of Birth**

[Calendar icon]

Search

**Step 5:**

Click on the Application ID number (This will allow access to the application).

Show 10 entries

ApplicationId

043239

## Step 6

- Scroll down and review the applicant's narrative\*\*
- Complete the section title Superintendent Narrative\*\*
- Then hit submit

\*\*Depending on the pathway they selected, the questions will be different from others. Please see below where you will find the questions for each pathway.

### Sample view

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Applicant Narrative

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1. Explain why you have not met the advancement requirement?  
**I will register to start my fifth micro-credential on April 8th, 2024. The micro-credential ends on April 29th, a day before my license expires. My current school will not offer me a position unless I have a valid license through the next school year.**

2. Have you completed a standard or alternative licensure program?  
**Yes**

a. If Yes, which?  
**ALTERNATIVE**

3. Have you completed and passed all the required exams?  
**Yes**

a. If no, please explain why:  
**N/A**

4. You are required to be fully licensed by 6/30/2025. Please check the box to acknowledge this responsibility.  
**Yes**

---

Superintendent Narrative

---

1. What is the name of the assigned mentor teacher?  
**Lauren Gutierrez**

2. What license level is the mentor teacher?  
**Level III**

3. What is the mentor teacher's license number?  
**343863**

4. Explain in detail why the educator has not completed their program/licensure requirements?  
**She is seeking a micro credential advancement to level 2, but that has not been issued yet. So she wants an extension on her level 1 license on the chance that her advancement is not approved.**

5. What support will be available for SY 24-25 that are different from the past two years?  
**None. She is not employed at our school next year.**

---

Once these steps are completed, the application will be assigned to a Licensure Consultant for review and approval.

## Pathway Questions – to help you determine the licensee selected the correct pathway.

### Applicant Narrative (alternative ed prep) \$120.00

1. Explain why you have not met the alternative licensure requirement.
2. List and explain the areas where you need new or additional support.
3. Who is your assigned mentor teacher?
4. What exams and/or coursework remain to be completed?
5. You are required to be fully licensed by 6/30/2026. Please check the box to acknowledge this responsibility. (there should be a box to place a checkmark)

### Superintendent Narrative

1. What is the name of the assigned mentor teacher (if applicable)?
2. What license level is the mentor teacher?
3. What is the mentor teacher's license number?
4. Explain why the educator has not completed the alternative/licensing requirements.
5. What support will be available by the LEA for SY 25-26 that is different from the past year?

=====

### Applicant Narrative (alternative OPAL) \$120.00

1. Explain why you have not met the alternative licensure requirement.
2. List and explain the areas where you need new or additional support.
3. Have you completed the required hours in the teaching of reading coursework? (radio button with YES or NO)
  - a. If no, please explain why: \_\_\_\_\_
4. Who is your assigned mentor teacher?
5. What exams and/or coursework remain to be completed?
6. You are required to be fully licensed by 6/30/2026. Please check the box to acknowledge this responsibility. (there should be a box to place a checkmark)

### Superintendent Narrative

1. What is the name of the assigned mentor teacher (if applicable)?
2. What license level is the mentor teacher?
3. What is the mentor teacher's license number?
4. Explain why the educator has not completed the alternative/licensing requirements.
5. What support will be available by the LEA for SY 25-26 that is different from the past year?

=====

### Applicant Narrative (alternative post-secondary) \$120.00

1. Explain why you have not met the alternative post-secondary licensure requirement.
2. Have you completed the required 160 days taught on the license? (radio button with YES or NO option)
  - a. If no, please explain why: \_\_\_\_\_
3. Have you completed the required hours in the teaching of reading coursework? (radio button with YES or NO)
  - a. If no, please explain why: \_\_\_\_\_

4. You are required to be fully licensed by 6/30/2026. Please check the box to acknowledge this responsibility. (there should be a box to place a checkmark)

**Superintendent Narrative**

- 1. Explain why the educator has not completed the alternative requirements.
- 2. What support will be available by the LEA for SY 25-26 that is different from the past year?

=====

**Applicant Narrative (one-year certificate [1CS]) \$120.00**

- 1. Explain why you have not met the licensure requirement.
- 2. List and explain the areas where you need new or additional support.
- 3. Who is your assigned mentor teacher?
- 4. What exams remain to be completed?
- 5. You are required to be fully licensed by 6/30/2026. Please check the box to acknowledge this responsibility. (there should be a box to place a checkmark)

**Superintendent Narrative**

- 1. What is the name of the assigned mentor teacher (if applicable)?
- 2. What license level is the mentor teacher?
- 3. What is the mentor teacher's license number?
- 4. Explain why the educator has not completed the alternative/licensing requirements.
- 5. What support will be available by the LEA for SY 25-26 that is different from the past year?

=====

**Applicant Narrative (Teacher Resident) \$40.00**

- 1. Explain why you have not met the teacher residency requirement.
- 2. List and explain the areas where you need new or additional support.
- 3. Do you have an assigned mentor teacher? (radio button with YES or NO option)
  - a. If yes, enter their name and license number: \_\_\_\_\_
  - b. What exams and/or coursework remain to be completed?
  - c. You are required to be fully licensed by 6/30/2026. Please check the box to acknowledge this responsibility. (there should be a box to place a checkmark)

**Superintendent Narrative**

- 1. What is the name of the assigned mentor teacher (if applicable)?
- 2. What license level is the mentor teacher? \_\_\_\_\_
- 3. What is the mentor teacher's license number? \_\_\_\_\_
- 4. Explain why the educator has not completed the alternative/licensing requirements. \_\_\_\_\_
- 5. What support will be available by the LEA for SY 25-26 that is different from the past year? \_\_\_\_\_

=====

**Applicant Narrative (micro-credentials for advancement) \$120.00**

- 1. Explain why you have not met the advancement requirement.
- 2. Have you completed a standard or alternative licensure program? (radio button with YES or NO option).

a. If yes, (radio button to select STANDARD or ALTERNATIVE)

3. Have you completed and passed all the required exams? (radio button with YES or NO option)

a. If no, please explain why: \_\_\_\_\_

4. Which micro-credential modules have you completed thus far?

5. You are required to be fully licensed by 6/30/2026. Please check the box to acknowledge this responsibility. (there should be a box to place a checkmark)

#### Superintendent Narrative

1. Which micro-credential modules have the educator completed thus far?

2. Explain why the educator has not completed the program/licensure/advancement requirements.

3. What support will be available by the LEA for SY 25-26 that is different from the past year?