


Licensure Extension Request: Directions for Educators

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 the password you created for your licensure account.
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.****



Professional Licensure Bureau
NM PED Licensure System

Enter the Security Access Code you received by Email

Send again

Validate Cancel

PED LOGIN - Security Access Code

NoReplyPED <Join.us@state.nm.us>
To: Jaquez, Jenna, PED

Start your reply all with: [It worked! Thank you!](#) [Thank you!](#) [Did you request this?](#) [Feedback](#)

Dear [REDACTED]

Your Security Access Code to login into the NMPED Licensure Portal is [REDACTED]. This Security Access Code is valid for 15 minutes. Please delete this email after using the code as it will not work for future login purposes.

Thank you,
Professional Licensure Bureau

Reply Reply All Forward [i] [...]

Thu 7/7/2022 2:29 PM

Step Two:

1. Select Licensure Application
2. Select Applicant as your role
3. Click the GO button

PED Applications *

License Application

Your Roles *

Applicant

GO

District/State Charter

ANIMAS PUBLIC SCHOOLS

Update

Step Three:

1. Under application type select extension
2. Under license category select teacher
3. Under license type select the license you hold
4. Under pathway, select the pathway you're on.

EPP—Educator Prep Program (i.e., LEAP, CNM, SFCC, etc.).

OPAL—Online Portfolio.

Alternative Post-Secondary—If you initially applied via teaching at the college level.

Micro-Credentials—You hold a five- (5) year license and have completed two more micro-credential modules, but you need more time to complete them for advancement.

One-Year Certificate (1CS)—If you have completed a teaching program but lack the exams.

Teacher Resident—If you have not completed your teacher resident program and need more time before applying for initial licensure (not to be confused with alternative licensure).

5. Leave endorsement and License Level Code blank (it may not allow you to select anything anyways)
6. Click on the ADD LICENSE button

Create Application

Application Information

First Name	Middle Name	Last Name	District	License Number
Jerr	M	Fudge	21ST CENTURY PUBLIC ACADEMY	37976

Existing Licenses

Request For New License

Application Type: Select Application Type

License Category: Select License Category

License Type: Select License Type

Pathway: Select Pathway

Endorsement: Select Endorsement

License Level Code Id: Select License Level Code

Add License

Requested Licenses

License Category	License Type	License Level Code	Application Type	Pathway	Delete	Endorsements
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Showing 0 to 0 of 0 entries

1. From which state did you receive your education credentials or coursework?
Select State: [Dropdown] Select Country: [Dropdown]

2. Which New Mexico Educator Preparation Programs did you attend (if any)?
Select EPP Provider: [Dropdown]

3. Do you currently hold licensure in any other state(s) or country?
Yes No Select State: [Dropdown] Select Country: [Dropdown]

4. Are you employed or do you plan to be employed in education in New Mexico during this school year?
Yes No Enter Your Employment Place: [Text] Enter Your Position: [Text]

5. Background Registration ID
NM Enter Background Registration ID: [Text]

6. List colleges and universities you have attended

Name of Institution	Degree/Certificate Awarded	Select State
[Text]	[Text]	[Dropdown]

Select Country: [Dropdown] Add

Email Official Electronic Transcripts to OfficialTranscripts.LU@state.nm.us.
Official Foreign Course by Course Transcripts Evaluations must be sealed and mailed to 300 Don Gaspar, Santa Fe, New Mexico 87501 at the attention of the NMPED Licensure Bureau.

Step 4:

1. Complete the Applicant narrative section of the application. Depending on the pathway you selected the questions will be different from others. So, choose correctly (i.e. if you're completing your program through a university, select alternative educator prep program, not alternative post-secondary). Please scroll further below (after Step 6), where you will find the questions for each pathway.

Step 5:

1. Upload supporting documentation including test scores and unofficial transcripts

Step 6:

1. Review submission, make any final edits, and submit for payment.
2. There is a fee of \$120.00, so you will be directed to the payment stage/section.

After the educator submits the application moves to the LEA for review and approval. Please notify your LEA's HR office to complete the Superintendent Narrative section of the application. Once the LEA completes its section, the application moves to the PLB for review and approval.

Pathway Questions – to help you determine you selected the correct pathway.**Application 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)

Application 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)

Application 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)

Application 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)

Application 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)

Application 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)