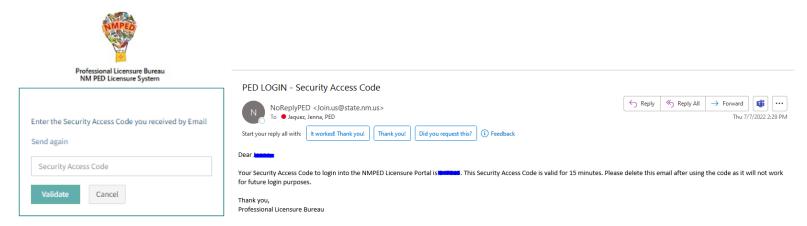
## **Licensure Extension Request: Directions for Educators**

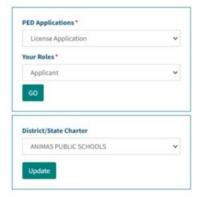
Step One: Log into the licensure portal at this link: Professional Licensure Bureau – NMPED Licensure System (state.nm.us)

- 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.\*\*



#### **Step Two:**

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



#### **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.

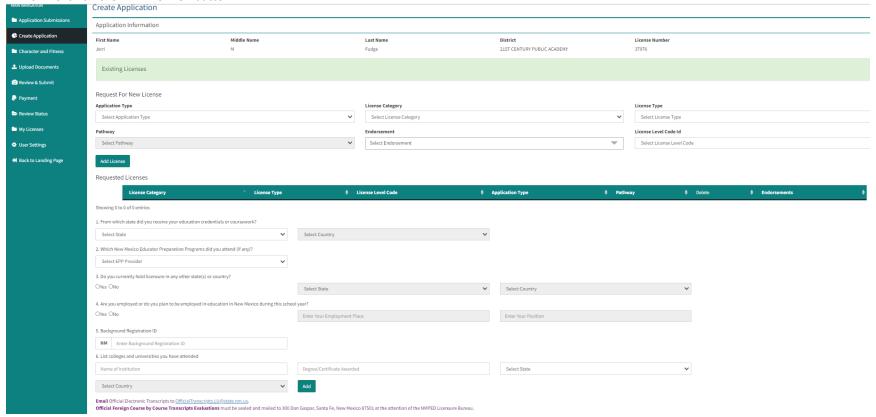
Alternative Post-Secondary—If you initially applied via teaching at the college level.

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).

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



#### 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: \_\_\_\_\_\_

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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)
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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.	
	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.	
٥.	Tou are required to be runy notified by 6,55, 2020. Theuse offers the box to downownedge this responsibility. (There should be a box to place a directional try)