

APPLICATION INFORMATION FOR INTERNSHIP LICENSURE

The following information will assist applicants seeking an Internship license. New Mexico features four distinct paths for obtaining an Internship license. Section 1 lists items that must be included in applications for an Internship license. Section 2 lists additional items specific to each of the four distinct paths for obtaining an Internship License.

Section 1. All applications for Internship licenses must include the following to be considered complete:

- \$125.00 Processing fee made out to the New Mexico Public Education Department (NMPED).
- Application completed in full and signed
- Official transcripts from all colleges/universities attended. Be sure that degrees earned are posted on transcript. **(Do not send separately)**
- \$75.00 Background Check processing fee made out to NMPED (Cashier's Check or Money Order).
- 2 Completed Fingerprint Cards

Section 2. The following items, specific to a particular path must be included in a complete application:

For Post Baccalaureate Approved Program or Alternative by Program

- Letter of Acceptance into Post Baccalaureate Program or Alternative Program

For Online Portfolio Alternative Licensure (OPAL)

- Letter from applicant addressed to Director of Licensure, requesting approval to participate in the OPAL path.
- Proof of enrollment in a required reading course
- Registration verification for the New Mexico Teacher Assessment www.nmta.nesinc.com

For Post Secondary Teacher Experience seeking an Internship Teaching license

- Verification of 5 or more years of post secondary teaching experience

For Post Secondary Administrative Experience seeking an Internship Administrator license

- Verification of 5 or more years of post secondary experience in administration

- **Personal Checks will NOT be accepted**
- **Processing fees are non-refundable**
- **Money order/cashiers check payable to NMPED**

- **Fingerprint packets may be obtained by**
Calling 505-827-6649 or 505-827-6439
Or email: Ethics@state.nm.us

Mail Application Packet To:
Professional Licensure Bureau
300 Don Gaspar, Room 101
Santa Fe, NM 87501-2786

INCOMPLETE APPLICATIONS WILL BE RETURNED



APPLICATION FOR NEW MEXICO INTERNSHIP LICENSURE

Use **Black Ink** to complete this form. Please print legibly.

Last Name		First Name		Middle Name	Former Name(s)
Street Number or PO Box			City		State Zip Code
Phone Number			E-mail Address		
Date of Birth (MM/DD/YY)			Sex (M-F)	Social Security No.	

1. Do you currently have a file and/or educator licensure in the State of New Mexico? Yes No
 If "yes," what is your license file number? _____
2. Do you currently hold licensure in any other state(s)? Yes No
 If "yes," in which other state(s)? _____ (Provide copies)
3. Are you employed or do you plan to be employed in education in New Mexico during this school year? Yes No
 If "yes," what district/school? _____ In what position? _____

Check the licensure option and the type of license and endorsement(s) for which you are applying:

Options

- Standard Alternative by Program Online Portfolio for Alternative Licensure (OPAL)
www.teachnm.org

Licenses Administrative++

- Early Childhood, B-3 Elementary, K-8 Special Education, Pre K-12
 Middle Level, 5-9 ** Secondary, 7-12 ** Grades Pre K-12**

** Needs at least one content area endorsement (see below).
 ++Needs graduate degree and 6 years of administrative experience at the post-secondary level.

Endorsements

- | | | |
|--|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Information Technology Coordinator | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Bilingual * | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Business | <input type="checkbox"/> Library/Media | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Family & Consumer Science | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Science |
| <input type="checkbox"/> Gifted Students | <input type="checkbox"/> Modern, Classical & Native Language
(Spanish, German, French, etc.) | <input type="checkbox"/> Technology Education |
| <input type="checkbox"/> Health | <input type="checkbox"/> Performing Arts
(Music, Theater, Dance) | <input type="checkbox"/> TESOL** |
| <input type="checkbox"/> History, Geography,
Economics,
& Government | | <input type="checkbox"/> Visual Arts |

*Pass Prueba, Four Skills Exam or comparable exam and complete 24 semester hours in bilingual education competencies.
 **Pass the CKA in TESOL or comparable exam and complete 24 semester hours in TESOL education competencies.

EDUCATION

List colleges and universities you have attended

Name of Institution(s)	Dates Attended	Degree Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CHARACTER AND FITNESS

Please **complete the following questions carefully and completely** before providing information and signing the oath. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the educational license.

1. Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse action includes letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation.) Documentation previously provided on this item. YES NO
2. Have you ever had an application for a license, permit, credential, or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state? Documentation previously provided on this item. YES NO
3. Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct? Documentation previously provided on this item. YES NO
4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct? Documentation previously provided on this item. YES NO
5. Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any educator-licensing agency? Documentation previously provided on this item. YES NO
6. Have you ever failed to fulfill the terms of a teaching or administrative contract? (Resigning from employment, if proper notice was given, does not constitute failure to fulfill a contract.) Documentation previously provided on this item. YES NO

If you answered "yes" to any of the questions 1-6 above, please provide a complete narrative description of the details on a separate sheet, including dates, places, school systems, and circumstances.

7. Do you currently have any outstanding criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or any other state? Documentation previously provided on this item. YES NO

CAUTION: Consider your answer to the following question (#8) carefully. Answer “yes” if you have ever been fingerprinted as the result of any arrest or detainment, even if the charges were later dismissed. The question is about ever having been fingerprinted, not about the disposition of a case.

8. Have you ever been fingerprinted as a result of any arrest or detainment for any crime or violation of the law?
 Documentation previously provided on this item. YES NO
9. Have you ever pled guilty to, or been convicted of, any crime or violation of law, including entering a plea of *nolo contendere* or receiving a deferred or suspended sentence? (For purposes of this application, minor traffic citations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI), however, must be reported.)
 Documentation previously provided on this item. YES NO
10. Are you currently delinquent in payment of court-ordered child support?
 Documentation previously provided on this item. YES NO

If you answered “yes” to any of the questions 7-10 above, please provide a complete narrative description of the details on a separate paper, including the nature of the offense, charge, warrant or condition, the name and location of the arresting agency (if any) and the date of any arrest. Also provide relevant court disposition papers including a complete copy of the judgment and sentence and the status of the case, restitution, payment of fines and/r court costs, and satisfactory completion of the sentence. If court documents are not available, submit a letter from an official of the court certifying that documents are not available.

11. Have you ever had a court-ordered screening for alcohol or drug dependence?
 Documentation previously provided on this item. YES NO

If you answered “yes” to question 11 above, contact the appropriate agency and request that a copy of the alcohol or drug dependence screening is forwarded to our office. Also, provide evidence of completion of any treatment, counseling, or alcohol and drug instructional program.

OATH

FALSE STATEMENTS OR OMISSIONS ARE CAUSE FOR DENIAL, SUSPENSION, OR REVOCATION OF LICENSURE

I, _____, swear or affirm under the penalty of perjury that
PRINT NAME
all information I submitted in this application is true, correct, and complete to the best of my knowledge, information, and belief. I understand that any material misrepresentation or material omission of fact in this application is grounds for denial, suspension, or revocation of the educator license(s) that I am seeking.

Signature of the Applicant

Date