



ONLY COMPLETE APPLICATION PACKETS ARE BEING ACCEPTED.

PLEASE READ THE NEXT PAGE OF THIS APPLICATION.

THE APPLICANT IS RESPONSIBLE FOR KNOWING WHETHER THEY ARE ELIGIBLE FOR ENDORSEMENT(S) BASED ON NEW MEXICO ENDORSEMENT COMPETENCIES.

<http://www.ped.state.nm.us/div/ais/lic/competencies/index.html>

PROFESSIONAL LICENSURE STAFF DETERMINES ELIGIBILITY FOR ENDORSEMENT(S) BASED ON THE CREDENTIALS PROVIDED.

Points to Remember

- An endorsement is attached to a teaching license and designates the subject matter area in which a teacher has specialized and is eligible to teach.
- Core area endorsements of language arts, social studies, mathematics, & science are not added to an elementary, special education and/or early childhood license.

Course Work Requirements

- A minimum of 24-36 semester hours of credit in the subject matter area for an elementary teaching license OR passage of a Content Knowledge Assessment in the subject matter area.
- A minimum of 24-36 semester hours of credit in the subject matter area with 12 of those hours earned at the upper division level (300 & above) for middle level, k-12 and secondary teaching licenses AND passage of a Content Knowledge Assessment in the subject matter area for the 1st endorsement. Adding additional endorsements requires either the exam or the semester hours.

THE FOLLOWING INFORMATION WILL HELP YOU SUBMIT A COMPLETE APPLICATION

A Complete Application Packet must be submitted, OTHERWISE your application will be RETURNED.

The Application Packet must include the following:

Please check each item to ensure a complete packet

- A processing fee in the form of a **Money Order or Cashier's Check** made out to the Public Education Department (PED).
 - **\$95**
 - **Updated Official Transcripts with degree posted** from all institutions where courses for the endorsement were taken.
COPIES of transcripts are **NOT ACCEPTABLE**.
 - If you took a **NM EXAM, (NMTA)** indicate it on the application.
Do **NOT SEND** copies of score reports. Scores are electronically sent directly to us from the testing company. If you took a **comparable exam from another state, submit a copy of the score report with your application.**
 - Applicants may apply for multiple endorsements at the same time.
Do not send this form if you are applying for initial/additional licensure and have already checked endorsements on that form!
 - Application and fee are valid for 1 year.
 - The Fee is non-refundable.
 - If applying for a bilingual endorsement and course work has been completed, a score report for **Prueba de Español para Certificación Bilingüe** must be submitted.

Did you remember?

- **To include a cashier's check or money order, NO PERSONAL CHECKS**
- **To sign and completely fill out your Money Order (Payable to PED)**
- **To attach original and official transcripts**
- **To completely fill out your application and sign it**

***ANSWERING ALL QUESTIONS ENSURES A COMPLETE APPLICATION ***



APPLICATION FOR ADDING AN ENDORSEMENT

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," where? _____ in what position? _____

Endorsements

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

*Pass Prueba, Four Skills Exam or comparable exam and complete 12 semester hours in the teaching of bilingual education that address competencies in English language development, instructional methodology, community/family involvement and assessment.

**Pass the CKA in TESOL or comparable exam and complete 12 semester hours of credit in TESOL; 6 hours which must be in a language other than English; 6 hours which must be upper division or post-BA credits in the competencies, knowledge of culture & diversity or knowledge of teaching English to speakers of other languages.

EDUCATION OR CONTENT KNOWLEDGE ASSESSMENT (CKA)

Name of college/university

CKA Taken

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 about your answer(s) 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 in 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

CHARACTER AND FITNESS CONTINUED

If you answered "yes" to any of the questions 7-10 above, please provide a complete narrative description of the details about your answer(s) 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 such 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