

REQUEST FOR PROVISIONAL 3B LICENSE

Instructions: This request must be completed by the superintendent of a school district, or principal of a charter school, private school or state agency school or designee. Please complete all parts of this form as incomplete requests will be returned. It is the responsibility of the chief administrator of the school district, charter school, private school or state agency school to update the candidate progress evaluations section of this form by June 30th of each year. Please read all requirements carefully.

A) ELIGIBILITY REQUIREMENTS

Candidates for a provisional 3B license must meet ALL of the following requirements:

- 1) Successful completion of three years of level 2 teaching **OR** hold a level 2 teaching license and for four years have held a level 3 school counselors license while serving as a teacher or school counselor **OR** hold a level 3A teaching license .*
- 2) Hold a post-baccalaureate degree **OR** national board certification.*
- 3) Hold a level 3A teaching license **OR** successful completion of Professional Development Dossier for advancement to level 3A **OR** national board certification.*
- 4) Enrolled in a PED approved induction and mentoring program for school administration.*
- 5) Accepted into a PED approved preparation program for school administration.*

B) REQUIREMENTS TO REMOVE PROVISIONAL STATUS

The Provisional 3B license is a four year non-renewable license. During that four year period the candidate must meet all of the following requirements. Verification of completion of requirements listed below should accompany this request if the candidate has completed any of these requirements prior to this request:

- 1) Minimum of 18 semester graduate hours in a PED approved preparation program for school administration.*
- 2) Participation and successful completion in a PED approved induction and mentoring program for school administrators.*
- 3) Pass the content knowledge assessment in school administration.*

No fees are required to process the provisional 3B license. Upon satisfactory completion of the requirements to remove provisional status the candidate in collaboration with the requesting school district will submit the appropriate application, official transcript verifying completion of program for school administration, and fees along with the completed satisfactory candidate progress evaluation section of this form to the Professional Licensure Bureau.

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C) CANDIDATE INFORMATION

Candidate's Name:	
License Number:	SSN:
Candidate's Mailing Address: <i>(street)</i>	
<i>(city)(state)</i>	<i>(zip code)</i>
Date the Candidate will begin duties if provisional 3B license is granted:	School Year:

D) SUPERINTENDENT'S OR DESIGNEE'S CERTIFICATION

I, HEREBY CERTIFY THAT

1.	That a shortage of qualified school principal candidates exists:	<i>(identify school where shortage exists)</i>
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2.	That the shortage exists by reason of: <i>(place "x" in as many categories as apply)</i>	
	(a)	Administrative position has been vacant for at least one school year and has been intermittently filled by a licensed administrator assigned other duties;
	(b)	The repeated inability by a school to keep a position filled for longer than one school year by the same person;
	(c)	The sudden vacancy of a position due to illness, resignation, administrative action, or unexcused departure;
	(d)	The lack of qualified applicants;
	(e)	other:
	(f)	
	(g)	

3.	That the candidate named in this request was selected because he/she possesses the potential to be an effective school principal. These potential qualifications consist of:
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4.	That the candidate named in this request; (place "x" in the category that applies)
	Successfully completed three years of level 2 teaching
	Holds a level 2 teaching license and for four years have held a level 3 school counselors license while serving as a teacher or school counselor

5.	That the candidate named in this request holds: (place "x" in the category that applies)
	A post-baccalaureate degree
	National board certification

6.	That the candidate named in this request: (place "x" in the category that applies)
	Has successfully completed a Professional Development Dossier for advancement to level 3A
	Holds national board certification

7.	That the candidate named in this request is enrolled in a PED approved induction and mentoring program for school administration: (place "x" in the category that applies)
	Yes , First year to be completed at a college or university in a 180 clock hour PED approved apprenticeship/internship program. Remaining years to be completed in a PED approved mentorship program.
	Yes , Candidate will participate in a PED approved locally sponsored induction and mentoring program. This locally sponsored program will be PED approved by the beginning of the 09/10 school year.
	No

8.	That the candidate named in this request has been accepted into a PED approved preparation program for school administration: (place "x" in the category that applies)
	Yes
	No

CERTIFIED BY:	<i>(printed name of superintendent or designee)</i>
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I agree to the terms of this request. I agree to provide the director of licensure with documentation of all certified items upon request and to provide annual update of the candidates progress as specified in section E of this form.

<i>(signature of certifying official)</i>	<i>(title)</i>
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(school district)

(district code)

(date)

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E) CANDIDATE PROGRESS EVALUATIONS License Number:

This portion of the request must be completed and submitted to the Professional Licensure Bureau by June 30th of each year following a full year of participation. Completion of this evaluation is required for each of the first three years of the provisional license or until the candidate is issued a standard 3B license. Failure to comply with annual submittal of candidate progress evaluations may result in revocation of the provisional 3B license.

PED Approved Induction and Mentor Program *(place "x" in the category that applies)*

	June 30 of Year 1	June 30 of Year 2	June 30 of Year 3
Satisfactory			
Unsatisfactory			

Superintendent Signature X _____

PED Approved Administrator Preparation Program *(place "x" in the category that applies)*

	June 30 of Year 1	June 30 of Year 2	June 30 of Year 3
Satisfactory			
Unsatisfactory			

Superintendent Signature X _____

F) CANDIDATE CONSENT

CONSENT BY THE CANDIDATE

By signing this form I acknowledge that:(a) I have been shown this duly completed 4-page "Request for Provisional 3B License" form and freely consent to its filing with the Public Education Department, (b) my employer will direct me to perform principal or assistant principal responsibilities authorized by the 3B license, (c) I am obligated to obtain satisfactory annual evaluations while participating in PED approved induction and mentoring program for school administration and PED approved preparation program for school administration and successfully complete all requirements to remove provisional status during the life of this provisional 3B license, (d) I understand and agree that my provisional 3B license may be revoked should I not receive satisfactory progress evaluations on a yearly basis while holding the provisional license and to acknowledge my understanding to comply with any conditions imposed by the Public Education Department or any educational plan submitted by my school district, charter school, private school or state agency school, and (e) I understand and agree that my provisional 3B license is a four-year, non-renewable license which is valid only in the requesting school district, charter school, private school or state agency school that submitted the request on my behalf and should I transfer to another New Mexico school district, charter school, private school or state agency school, the new employer may request that a new provisional license be issued on my behalf and that the expiration date of the newly issued license shall not be extended beyond the expiration of the original provisional license.

X _____
(Candidate's signature)

(Date)