

# **INFORMAL LICENSURE INFORMATION**

**QUICK REFERENCE GUIDE  
FOR COMPLETING  
APPLICATIONS**

## Message from the Director of the Professional Licensure Bureau

The Professional Licensure Bureau is enthusiastic to be part of the Public Education Department, an agency working hard to provide leadership, technical assistance, and quality assurance for New Mexico schools. We do this to improve student performance and close the achievement gap. The fact that you are reviewing this guide speaks to your desire to join in that effort. Whether you are new to education or a seasoned educator, the Professional Licensure Bureau would like to assist you as you navigate the licensure process.

This Quick Reference Guide will assist applicants that are preparing to submit an initial or a renewal application, as well as current licensees that wish to add an additional license or endorsement. We appreciate you taking the time to review the information contained in this guide, and we look forward to receiving and reviewing your application. Feel free to contact a licensure consultant should you need additional assistance. A consultant can be reached by telephone at 505-827-5821 or by email at [LicensureUnit@state.nm.us](mailto:LicensureUnit@state.nm.us)

Respectfully,  
Phil Baca  
Director, Professional Licensure Bureau

## TABLE OF CONTENTS

### Licensure Options

- |  |         |
|--|---------|
| 1. Approved Teacher Education Program                    | Page 4  |
| 2. Approved Educational Administration Program           | Page 8  |
| 3. Reciprocity for Teaching and Administrative Licensure | Page 9  |
| 4. Alternative Teaching and Administrative Licensure     | Page 10 |
| 5. National Board Certification                          | Page 14 |
| 6. Waivers   | Page 15 |
| 7. Continuing Licensure-Renewal                          | Page 17 |
| 8. Instructional Support Providers                       | Page 19 |
| 9. Ancillary Personnel                                   | Page 26 |

### General Information

- |  |         |
|--|---------|
| 1. Licensure Fees                                    | Page 30 |
| 2. Licensure Types and Levels                        | Page 31 |
| 3. Licensure Endorsements                            | Page 33 |
| 4. New Mexico Teacher Assessment (NMTA) Requirements | Page 36 |
| 5. Foreign Transcript Evaluation/Equivalency         | Page 38 |
| 6. Regional Accrediting Institutions                 | Page 39 |
| 7. Fingerprint/Background Check                      | Page 41 |
| 8. Complete Application                              | Page 43 |

## **1. Approved Teacher Education Program**

Possess a Bachelor's and/or Master's degree from a regionally accredited college or university AND have completed an approved educator preparation program that includes student teaching, and pass the New Mexico Teacher Assessments (NMTA) for Basic Skills, Teacher Competency and the Content Knowledge Assessment in the subject matter area. (For elementary, it is the Elementary Content.)

### **A. Early Childhood Education, Birth – Grade 3**

This type of license requires completion of an approved early childhood program. Staff in the Licensure Bureau will not evaluate on a course-by-course basis as the rule requires student teachings at different age levels and at specific times during the course work completion.

In-state universities that offer the program are: Eastern New Mexico University, New Mexico Highlands University, New Mexico State University, and University of New Mexico. Santa Fe Community College offers an alternative program.

A license is issued based on the following:

- Bachelor's degree OR Master's degree in early childhood from a regionally accredited college or university
- Passage of NMTA Basic Skills and Teacher Competency in Early Childhood

### **B. Elementary Education, Grades K-8**

An elementary teaching license authorizes an individual to teach in a self-contained classroom or they may teach the core area of language arts, social studies, mathematics, and science up to grade 8 in a departmentalized setting. If teaching in a departmentalized setting, the individual must meet the "highly qualified teacher" (HQT) definition of the "No Child Left Behind" Act (NCLB) in the core areas they are teaching. To be HQT, you must have a minimum of 24 semester hours in the core area or pass a content knowledge assessment in the core area.

A level 1 elementary license is issued based on the following:

- Bachelor's degree from a regionally accredited college or university
- Degree in elementary education or, if degree is not in elementary education 30 semester hours of professional elementary education course work to include student teaching
- 24 semester hours in a teaching field, e.g., language arts, social studies [1]
- Passage of the New Mexico Teacher Assessments – Basic Skills and Teacher Competency, Elementary
- Passage of the Content Knowledge Assessment in Elementary Education

[1] Teaching fields are endorsement areas

## **Endorsements Available on an Elementary License:**

Agriculture, bilingual, business, family & consumer science, health, library media, modern classical languages (Spanish, French, German, Native American, etc), performing arts, physical education, psychology, reading, information technology, technology education, TESOL, and visual arts. Core area endorsements in language arts, science, mathematics, and history are not added to an elementary license.

### **C. Middle Level Education, Grades 5-9**

A middle level teaching license authorizes an individual to teach in a departmentalized setting. The individual must be endorsed in the subject they are teaching.

A level 1 middle level license is issued based on the following:

- Bachelor's degree from a regionally accredited college or university
- 30-36 semester hours of professional middle level education course work to include student teaching
- 3 semester hours in teaching reading in the content area
- 24 semester hours in a teaching field [1], e.g., language arts or social studies with 12 of those hours earned at the upper division level (300 and above)
- Passage of the New Mexico Teacher Assessments – Basic Skills and Teacher Competency, Elementary or Secondary
- Passage of the Content Knowledge Assessment in the first teaching field

**If a person has an elementary, secondary, or special education license and can provide verification of 5 years of teaching experience in the middle level grades – he/she is eligible for the middle level license provided they meet the endorsement requirement (Page 33).**

### **D. Secondary Education, Grades 7-12**

A secondary level teaching license authorizes an individual to teach in a departmentalized setting. He/she must be endorsed in the subject they are teaching.

A level 1 secondary license is issued based on the following:

- Bachelor's degree from a regionally accredited college or university
- 24 semester hours of professional secondary education course work to include student teaching
- 24 semester hours in a teaching field [1], e.g., language arts or social studies with 12 of those hours earned at the upper division level (300 and above)
- Passage of the New Mexico Teacher Assessments – Basic Skills and Teacher Competency, Secondary
- Passage of the Content Knowledge Assessment in the first teaching field

[1] Teaching fields are endorsement areas

### **Endorsements Available on Middle Level and Secondary Licenses:**

Agriculture, bilingual, business, family & consumer science, health, language arts, library media, mathematics, modern, classical & native languages (Spanish, French, German, Native American, etc.), performing arts, physical education, psychology, reading, science, social studies (history, geography, economics, civics, and government), information technology, technology education, TESOL, and visual arts.

### **E. Secondary Vocational-Technical Education**

- Bachelor's degree which includes 32 credit hours of vocational-technical training related to the occupational area OR
- Associate's degree plus 2 years work experience related to the occupational area OR
- High school diploma/(GED) plus 5 years work experience related to the occupational area, AND

Demonstrate competencies for vocational technical teachers within 5 years of the date of employment. Applicants meeting one of the above criteria will be issued a type 800 license, level 1P for 5 years and receive a letter stating that they must within the 5 years meet the following:

- Complete 15 semester hours of credit in professional vocational education; AND
- Complete a supervised classroom internship/student teaching experience which may be completed from a college or university or under the supervision of a local school district/private school OR
- A school district/private school may develop and implement a Professional Development Plan (PDP) that addresses the vocational-technical competencies in lieu of the 15 semester hours and supervised classroom internship/student teaching.

Upon completion, submit either a transcript or verification from the superintendent that the candidate has met all components of the PDP. The candidate will advance through completion of the Professional Development Plan (PDP) and the three-tiered system.

This license is not for business education, family & consumer science, or agriculture. These teaching fields require a secondary license with the appropriate endorsement.

**Endorsements are not added to a secondary vocational-technical license.**

<http://www.careerclusters.org/16clusters.htm>

## **F. Special Education, Grades Pre-K-12**

A special education teaching license authorizes an individual to teach students with special needs. It is the employing school district's responsibility to ensure that the "highly qualified" definition of NCLB is met.

A level 1 special education license is issued based on the following:

- Bachelor's degree from a regionally accredited college or university
- Degree in special education, or, if degree is not in special education, 30 semester hours in special education course work to include student teaching and 24 semester hours in a teaching field [1], e.g., language arts or social studies
- Passage of the New Mexico Teacher Assessments – Basic Skills and Teacher Competency, Elementary, Secondary, or Early Childhood
- Passage of the Content Knowledge Assessment in Special Education

### **Endorsements Available on a Special Education License:**

Agriculture, bilingual, business, family & consumer science, health, library media, modern classical languages, performing arts, physical education, psychology, reading, information technology, technology education, TESOL, and visual arts. Core area endorsements in language arts, science, mathematics, and history are not added to a special education license.

[1] Teaching fields are endorsement areas

## **G. Teachers of Students with Blindness/Visual Impairment, Grades B-12**

A level 1 blind and visually impaired teaching license is issued based on the following:

- Hold a valid NM special education license **OR**
- Bachelor's degree from a regionally accredited college or university **AND**
- 24 semester hours in a program that prepares in the teaching the blind and visually impaired **AND**
- A mandatory student teaching experience **AND**
- 24 semester hours in a teaching field **AND**
- 6 semester hours of reading methods **AND**
- Passage of the New Mexico Teacher Assessments – Basic Skills and Teacher Competency, Elementary, Secondary or Early Childhood **OR** Possess a valid certificate issued by the Association of Education Rehabilitation of Students with Visual Impairments for the appropriate grade level and type

**Endorsements are not added to a Blind/Visual Impairment License.**

## **2. Approved Educational Administration Pre K-12 Program**

A Master's degree from a regionally accredited college or university in educational administration or, if the degree is in another discipline, 18 graduate hours in educational leadership to include an apprenticeship/internship, a New Mexico (NM) level 2 or 3A teaching license, or a level 2 teaching license, and for at least 4 years held a level 3 school counselor license and passage of the NM Content Knowledge Assessment in Educational Administration.

### **Requirements:**

- Bachelor's and Master's degree from a regionally accredited college or university
- 18 graduate hours in educational administration to include an apprenticeship/internship that consists of a minimum of 180 clock hours to include time at the beginning and end of the school year. The apprenticeship/internship can be completed either under the supervision of the college/university or under the supervision of a local school superintendent
- A candidate who entered an educational administrative program on or after April 4, 2003 must teach while holding a level 3A teaching license for at least one full school year. A candidate who entered an educational administrative program before April 4, 2003 must hold a level 2 teaching license
- Passage of the Content Knowledge Assessment in Educational Administration

Note: A license in administration can also be obtained through reciprocity and alternative methods.

### **3. Reciprocity for Teaching and Administrative Licenses**

Possess a Bachelor's and/or a Master's degree from a regionally accredited college or university; possess a current valid and standard certificate/license from another state/country; completion of an approved teacher education and/or administrative program for that state/country; passage of a teacher/administrative competency exam for that out-of-state/country certificate/license, and evidence of having satisfactorily taught/administered under that out-of-state certificate/license.

#### **RECIPROCATING A LICENSE FROM ANOTHER STATE OR COUNTRY**

To reciprocate a teaching and/or administrative license, an individual must submit:

- the application for initial licensure, with fee
- fingerprint cards, with fee
- official transcripts from all universities/colleges attended (if from out of the United States, must be sent to an agency for translation, evaluation and equivalency to the U.S semester hour system (see General Information Section 5)
- copy of a current standard license
- verification of teaching/administrative experience earned
- test scores from any exam taken for the license(s)

**NOTE:** Verification of experience is what determines the level of license issued in New Mexico. Level 1 license will be issued to applicants meeting all requirements with less than 3 years of verifiable teaching experience. Level 2 license will be issued to applicants meeting all requirements with 3 to 5 years of verifiable experience. Level 3 license will be issued to applicants meeting all requirements with six or more years of verifiable experience and a Master's degree.

If an individual has a license that is not comparable to one issued by New Mexico, the individual will need to meet requirements for licensure based on New Mexico rule and not reciprocity.

**New Mexico does not have statutory authority to reciprocate any other type of license!**

#### 4. Alternative Teacher and Administrative Licensure

Alternative licensure is a path for persons who have earned at least a Bachelor's degree and for persons who hold a post-baccalaureate degree and have teaching experience at the post-secondary level but in neither case have completed an educator preparation program. It also is a path for alternative licensure in administration for persons who hold a post-baccalaureate degree and have administrative experience at the post-secondary level but have never completed an administrator preparation program.

##### **Alternative Teacher requirements:**

- Possess a Bachelor's degree including 30 semester hours in a particular field that appertains and corresponds to the subject area of instruction, OR
- Possess a Master's degree including 12 graduate semester hours in a particular field that appertains and corresponds to the subject are of instruction, OR
- Possess a Doctorate degree that corresponds to the subject area of instruction, AND
- Complete an approved alternative program through an accredited New Mexico college or university OR complete Online Portfolio Alternative Licensure (OPAL), OR have 5 years of post-secondary teaching experience and complete required reading methodology course work and satisfactorily demonstrate PED approved teacher competencies, AND
- Pass the New Mexico Teacher Assessments (NMTA) for Basic Skills and Teacher Competency, AND
- Pass the appropriate Content Knowledge Assessments (CKA)

##### **Professional Education Requirements**

- Public Education Department rules require that all candidates complete 3-6 credit hours in coursework specific to the teaching of reading. A candidate in an approved program will automatically have the reading requirement satisfied as part of the program. Candidates who pursue OPAL must take these credit hours prior to OPAL submission
- The semester hour credit for reading requirements for licenses are: Early Childhood, Elementary, Special Education: **6 semester hours** and Middle, Secondary, and K-12: **3 semester hours**

## Approved Program

Complete a PED approved alternative licensure teacher preparation program of 12-21 semester hours

Complete testing requirements

## OPAL Portfolio Review

Submit a letter to the Director of Licensure indicating desire to pursue the portfolio pathway

Complete testing and reading requirements

Submit OPAL

## Professional Teacher with post-BA and at least 5 years of post-secondary teaching experience

Complete required reading methodology course work appropriate to type of license

Complete testing requirements

Complete an internship of at least 1 year while holding an internship license and working as a teacher

## Post-Baccalaureate and Masters Programs

Completing any post-baccalaureate teacher preparation program or advanced degree program with a teacher preparation program component within 3 years is considered to be an alternative licensure pathway.

## INTERNSHIP LICENSES

An internship license is issued for 3 years based on proof of acceptance into an approved teacher preparation program. All course work and testing requirements must be met by the expiration of the license. The internship license is a non-renewable license and meets the “highly qualified” definition of NCLB. The alternative licensure candidate may be permitted to assume the functions of a teacher while pursuing an alternative route to licensure.

**An Internship License is issued if one of the following three conditions are met:**

- Approved Program Option - A **Letter of Acceptance** into an approved program is received with the application packet
- OPAL Option - **Proof of Registration** to take at least one part of the New Mexico Teacher Assessments (NMTA), **Proof Of Registration** to take a reading methods course and **Letter of Intent to pursue OPAL** is received with the application packet
- Professional Teacher – Verification of 5 years of post-secondary teaching experience is received with the application packet

**NOTE:** The Transition to Teaching Program at the Public Education Department assists those individuals pursuing portfolio assessment in selected districts with resources to help prepare them for the process. There are other Transition to Teaching programs elsewhere in the state.

**Online portfolio alternative licensure (OPAL). For further information please visit:**

**[www.teachnm.org](http://www.teachnm.org)**

## **Mentorship Requirements**

- Once all requirements are met, a five-year Level 1 Alternative Licensure will be issued. This license is a standard license, though it indicates the individual completed an alternative route to licensure.
- A mentoring program of at least one year and not more than three years, designed by a local district and approved by the PED, must be completed in the employing school district.

## **Alternative Administrator Licensure**

An applicant who has earned a post-baccalaureate degree and has at least 6 years of administrator experience at the post-secondary level is issued a 3-year non-renewable internship license. To receive a standard license, the applicant must complete an internship of at least one full school year while holding the internship license and working as an administrator.

## **Alternative Route to an Endorsement in Information Technology**

### **Purpose of the Alternative Route**

Many experienced and capable technology coordinators and prospective technology coordinators in New Mexico have not completed formal academic training in technology but have talent, expertise, knowledge, and skills in this area. Many have acquired specialized skills and expertise informally through school district professional development activities and through self-directed training. Through the alternative route, the Public Education Department wishes to recognize those individuals with specialized skills and expertise in technology.

### **The Application Process**

An individual seeking an endorsement as an Information Technology Coordinator through the alternative route must submit the following to the Professional Licensure Bureau of the New Mexico Public Education Department (NMPED):

1. An Application for Endorsement Only with the requisite fee (\$35.00 cashier's check or money order)
2. A portfolio that describes the applicant's qualifications and experiences
3. A letter from an employing authority that certifies the applicant's job experiences
4. A resume
5. The completed matrix, Competencies for entry-level Information Technology Coordinators (Attachment A)
6. The Alternative Route to Endorsement in Information Technology Coordinator Checklist (Attachment B)

Once received, the Professional Licensure Bureau will review the application packet for completeness.

### **The Review Process**

The Professional Licensure Bureau will review the applications using the NMPED competencies in Information Technology Coordinator as the criteria. The Licensure Bureau will review the portfolio presented and either issue the endorsement or provide the applicant with a written list of deficiencies along with suggestions for removing the deficiencies.

## **5. National Board Certification**

National Board Certification (NBC) is a voluntary assessment program designed to identify, recognize, and reward accomplished teachers who meet high and rigorous standards based on what teachers should know and be able to do.

As part of the certification process, candidates complete 10 components that are assessed by trained teachers in their certificate area. The components consist of four portfolio entries featuring teacher practice and six constructed response exercises that assess content knowledge.











National Board Certification is an advanced teaching credential. The credential complements but does not replace a New Mexico Teacher License. The certification is valid for ten years at which time a NBC teacher can seek renewal. A level 1 licensed New Mexico teacher applying for advancement to level 2 can substitute National Board Certification for the Professional Development Dossier requirement. A level 2 licensed New Mexico teacher applying for advancement to level 3 can substitute National Board Certification for the Professional Development Dossier and the post-baccalaureate requirements. In either case the applicant must fulfill the required years of experience and obtain the superintendent's recommendation.

More information about National Board Certification can be obtained at [www.nbpts.org](http://www.nbpts.org)

## 6. Certificate of Waiver

### Initial Waiver

When a staffing emergency exists in a school district or non-public school, individuals who do not possess all the qualifications for standard teaching licensure or endorsements may, at the request of an employing authority, be issued initial certificate of waiver if they meet the following:

- Teaching non-core academic subjects such as health, physical education, library media, psychology, technology, business, family & consumer sciences, and agriculture
- Licensed in special education, elementary education OR middle level, secondary, and k-12 education with an endorsement in language arts, may be eligible for waivers in TESOL
- Licensed in middle level, secondary or k-12, “highly qualified” under NCLB in at least one core academic subject, is a new hire in a rural school district, may be eligible for waivers for up to 3 years in other core subjects while removing deficiencies
- Licensed in early childhood or elementary education who are new hires in rural school districts may be eligible for a waiver for up to 3 years in the following core academic subjects:
  -  *Reading*
  -  *Visual Arts*
  -  *Performing Arts*
  -  *Bilingual Education*
  -  *Modern, Classical & Native Languages*
- Licensed in special education, new to the profession in any school district, ‘highly qualified’ in language arts, mathematics, science, or social studies (history, geography, economics, civics, and government) for up to 2 years may be eligible for a waiver in the following core academic subjects:
  -  *Reading*
  -  *Visual Arts*
  -  *Performing Arts*
  -  *Bilingual Education*
  -  *Modern, Classical & Native Languages*

NOTE: These new-to-the-profession special education teachers may teach language arts, mathematics, science, or social studies (history, geography, economics, civics, and government) for up to 2 years while removing deficiencies, but will not be granted waivers in those subjects.

## **Renewal Waiver**

A waiver of assignment is valid for one year and may be renewed if the teacher provides to the employer satisfactory evidence of continued progress toward meeting the required course work for the endorsement.

All requests for renewal of endorsement waiver shall be submitted by the local district's superintendent or his designee, charter school, non-public school, or state institution along with proof of having complied with the conditions established for the previous waiver.

## **7. Continuing Licensure – Renewal**

### **Teachers**

A teacher holding a valid level 2 or level 3A license and seeking licensure renewal at the same level shall submit: Online at [www.teachnm.org](http://www.teachnm.org) under Same Level Licensure

#### **A teacher holding a valid level 1 license seeking a level 2 license shall:**

Complete 3 full school years of teaching experience (minimum of 160 days per year) with successful annual evaluations EXCEPT that a teacher who reciprocated a license and has completed 2 full school years of teaching experience, may be required by a NM school district to complete up to 2 full years of teaching experience in NM to be eligible for licensure advancement by submitting on-line a professional development dossier (PDD). Current PDD submission windows are October 15 to November 15, February 1 to March 1, and June 1 to July 1. The fee for submission is \$185 and information regarding the process is found at: [www.teachnm.org](http://www.teachnm.org)

#### **A teacher holding a valid level 2 license and seeking a level 3A license shall:**

Complete 3 full school years of teaching experience (minimum of 160 days per year) while holding a level 2 license with successful annual evaluations EXCEPT that a teacher who reciprocated a license and has completed 4 or more full school years of teaching experience, may be required by a NM school district to complete up to 2 full years of teaching experience in NM to be eligible for licensure advancement by:

Holding a Master's degree from a regionally accredited college or university and submitting a professional development dossier (PDD). Current PDD submission windows are October 15 to November 15, February 1 to March 1, and June 1 to July 1. The fee for submission is \$185 and information regarding the process is found at: [www.teachnm.org](http://www.teachnm.org)

**OR**

Holding National Board Certification, submitting an application for continuing licensure with a fee of \$35, and a Superintendent's Recommendation Form

Address questions regarding the PDD to: [pddhelp@visionlink.org](mailto:pddhelp@visionlink.org) or [ipd@unm.edu](mailto:ipd@unm.edu)

#### **Exception to the Rule:**

Either non-availability of the superintendent or the licensed individual has not been employed in K-12 education during the term of the license(s) must submit the application for continuing license with a notarized statement asserting this.

A person who cannot show exigent circumstances for the lack of verification of the satisfactory demonstration of competencies may, upon the expiration of a period of 3 years from the date of the expiration of the NM license, may apply for a level 1 license.

A person seeking renewal of any level of license who has worked in education but not in a K-12 setting or who has retired from or has not worked in K-12 education under a NM license during the effective period of the license, may submit with the application for continuing licensure a sworn statement asserting that he or she has not worked in a K-12 setting during the effective period of the license, and may renew the license at the current level of license held.

**NOTE:** A level 2 or 3A license that has lapsed (for more than 1 year) can be renewed at the same level with an initial application, processing fee of \$65 processing fee, fingerprint cards with \$34 or a copy of an FBI report that is no more than 2 years old, verification of 5 full school years of experience (at least 160 days per year), and verification from the employer (where most recently employed) that the applicant has satisfactorily demonstrated the competencies pertaining to the type of license they held by also submitting the Superintendent's Recommendation Form. If the applicant cannot provide **both** the verification of experience and verification of competency, the applicant shall be issued a level 1 license.

### **Instructional Support Providers**

A person holding a valid level 1 license and seeking a level 2 shall submit:

- Completed application for continuing licensure
- \$35 fee, cashier's check or money order
- Superintendent's Recommendation Form (where most recently employed)
- a copy of a current Board license, if applicable

A person holding a valid level 2 license and seeking a level 3 shall submit:

- Completed application for continuing licensure
- \$35 fee, cashier's check or money order
- Superintendent's Recommendation Form (where most recently employed)
- Official transcript reflecting completion of a Master's degree
- a copy of a current Board license, if applicable

Persons seeking to remain at level 2 or level 3 shall submit:

- Completed application for continuing licensure
- \$35 fee, cashiers check or money order
- Superintendents Recommendation Form (most recent employer)
- Copy of Board license, if applicable

**OR**

As of July 1, 2007, can submit online at: [www.teachnm.org](http://www.teachnm.org) under Same Level Licensure

## **8. Instructional Support Providers**

**Educational Diagnosticians**

**Licensed Practical Nurses**

**Rehabilitation Counseling**

**School Business Officials**

**School Counselors**

**School Nurses**

**School Psychologists**

**School Social Workers**

**Other Ancillary Personnel**

### **A. Educational Diagnostician, Pre K-12**

#### **Level 1**

- Bachelor's and Master's Degree from a regionally accredited college or university and
- 30 graduate hours (which may be completed as part of the Master's degree) in educational diagnosis or school psychology program and include:
  - A 240 hour internship if the applicant began a program in educational diagnosis prior to July 1, 2006
  - A 300 hour internship if the applicant began a program in educational diagnosis after July 1, 2006
- Hold a valid NM teaching license, counseling license, or a licensure in an ancillary area OR
- Verification of 3 years of experience in one or a combination of the following areas:
  - Work in community-based programs serving developmentally disabled children/adults
  - mental health related to educational diagnosis
  - clinical practice related to educational diagnosis
  - vocational evaluation; teaching.
- Pass any licensure examination specified for the license or hold a license from the National Association of School Psychologist (NASP) or from the Council for Educational Diagnostician Services (CEDS).

#### **Level 2**

- Hold a Level 1 license for 3 full school years
- Demonstrate the educational diagnostician competencies
- Completion of 1200 hours of supervised experience as an educational diagnostician (i.e., minimum of 400 internship hours and 800 post internship supervised hours in a school-related setting)

### **Level 3**

- Hold a Level 2 license for 3 full school years
- Demonstrate the educational diagnostician competencies
- Complete 600 hours of mentorship in educational diagnosis in a school-related setting

In-state universities that have an approved program are College of the Southwest (CSW), New Mexico State University (NMSU), UNM, Eastern, and Western. CSW's program is usually posted on the transcript as educational diagnosis and NMSU's is usually posted as special education.

Course-by-course evaluations are not done because of the required university-supervised internship that is required.

#### **B. Licensed Practical Nurses, Grades Pre K-12**

- High school diploma or equivalency
- Be at least 18 years old
- Hold a current American Red Cross, American Heart Association or National Safety Council certification in CPR
- Completion of a state approved and/or nationally accredited program of study for practical nursing
- Current LPN license issued by the NM Board of Nursing
- Minimum of 1 year of supervised clinical nursing experience outside of a school setting
- Verification by the school superintendent that a local orientation related to assigned duties, and facilitated by the PED licensed registered nurse, was satisfactorily completed

#### **C. Rehabilitation Counseling, Pre K-12**

- Valid Certified Rehabilitation Counselor certificate issued by the Commission on Rehabilitation Counselor Certification OR
- Master's degree in rehabilitation counseling OR
- Master's degree in school counseling, vocational counseling or other related field and 1 year of experience in rehabilitation counseling OR 15 semester hours in rehabilitation counseling course work OR
- Bachelor's degree in rehabilitation counseling OR
- Bachelor's degree in a related field (e.g., special education, psychology) and 2 years of experience in which direct vocational rehabilitation counseling is the primary job responsibility OR 15 semester hours in rehabilitation counseling course work

## **D. School Business Officials**

A school business official is someone working in the capacity of a supervisor or director or manager of accounting or bookkeeping.

**NOTE:** A business manager of a school district with a membership in excess of three thousand students must hold or be eligible to hold a level 2 school business official license.

### **REQUIREMENTS**

- a current certified public accountant certificate; or
- a Bachelor's, Master's, or Doctorate degree in accounting, business, or a related field with at least 24 semester hours in accounting or business coursework from a regionally accredited or department approved college or university; or
- an Associate's degree in accounting or a related field from a regionally accredited or department approved college or university including at least 24 semester hours in accounting or business courses from a regionally accredited or approved college or university plus at least 3 years of verifiable, employment experience as a school business official.

A person meeting one of the above requirements will be issued a one-year conditional license that shall convert automatically to a three-year level 1 license provided that during this first year the person attends the New Mexico Association of School Business Officials (NMASBO) Winter and Fall conferences. The one-year conditional license shall be considered as part of the three-year level 1 license. Contact info for NMASBO: [www.nmasbo.org](http://www.nmasbo.org) Phone: 505-923-3283

### **SAVINGS CLAUSE**

Individuals, who have been employed in any local district for at least 3 school years as a school business official, may receive a level 2 license provided they obtain verification from a superintendent of a school district in which the individual has been employed that they have satisfied the SBO competencies.

### **REQUIREMENTS FOR CONTINUING LICENSURE**

#### **1 Year Conditional to Level 1**

- proof of attendance at the NMASBO Winter/Fall conferences

#### **Level 1 to Level 2**

- satisfactorily demonstrate the SBO competencies
- have 3 full school years of experience under a level 1 license.

## **Level 2**

- satisfactorily demonstrate the SBO competencies

Employers are responsible for ensuring that holders of level 1 and level 2 licenses complete 16 contact hours per year of training or coursework in any combination of subjects listed in the SBO competencies.

### **E. School Counselors, Pre K-12**

- Must have a Master's degree from a regionally accredited college or university in counseling
- If master's degree from a regionally accredited college or university is in another area, must have 36-42 graduate hours in school counseling to include a practicum in a school setting

#### **OR**

- License in LPC or LPCC issued by the New Mexico Counseling & Therapy Practice Board and
- 6 semester hours of graduate credit in school counseling course work

#### **OR**

- National Board Certification for Certified Counselors

#### **AND**

- Passage of the Content Knowledge Assessment in School Counseling

### **F. Associate School Nurse (Type 701)**

- Associate's degree from a regionally accredited college or university or from an institution accredited by the National League of Nursing or a diploma program in nursing accredited by the National League of Nursing
- A copy of a current RN license issued by the New Mexico Nursing Board
- Eligible for professional school nurse license upon completion of Bachelor's degree

### **Professional School Nurse (702)**

- Bachelor's degree from a regionally accredited college or university or from an institution accredited by the National League of Nursing
- A copy of a current RN license issued by the New Mexico Nursing Board

- Eligible for supervisory school nurse license upon completion of Master's degree

### **Supervisory School Nurse (Type 703)**

- Master's degree from a regionally accredited college or university or from an institution accredited by the National League of Nursing
- A copy of a current RN license issued by the New Mexico Nursing Board

### **G. School Psychologist, Pre K-12**

#### **Level 1**

- Bachelor's degree and Master's degree or education specialist degree from a regionally accredited college or university
- 60 graduate hours in school psychology (which may be completed as part of a Master's or education specialist degree or in addition to the Master's degree)

Passing with at least a score of 600 the special area exam of the National Teachers Examination in School Psychology (If no test or certification is present, 1\* may be issued for one year).

#### **OR**

Current school psychologist certification by the National Association of School Psychologists.

If the 60 graduate hours were awarded in New Mexico, they must include a 1200-hour internship supervised by a level 3 licensed psychologist, 600 hours of which must be in a school-related setting, 300 hours must be in psychological assessment, counseling, and other psychological interventions with students with emotional disturbances,

#### **OR**

If the 60 graduate hours were awarded outside of New Mexico, they must be for a school psychology or equivalent program and include an internship in a school setting as described above, **A 1-yr. 906, level 1\* license will be issued if the university verifies that the candidate needs only to complete the internship hours.**

#### **OR**

If the 60 graduate hours are being counted on a course-by-course basis, they must address the competencies and the candidate must provide documentation of 1200 hours within a 2 year period of successful supervised experience in one of the following areas: school psychology, psychological assessment and counseling, or other psychological interventions with at least 600 hours in a school-related setting.

- Doctoral degree in psychology, that includes 12 semester hours of child-focused course work in development, assessment, and intervention, and
- 600 hours of supervised experience in a school-related setting

**OR**

- A valid psychologist or psychologist associate license issued by the New Mexico Board of Psychologist Examiners.

## **Level 2**

- A valid level 1 license, and
- Demonstration of level 1 competencies, and
- Completion of 2400 hours of supervised experience (i.e., minimum of 600 internship hours and 1200 post internship supervised hours in a school setting) AND one of the following:
  - A license as a psychologist issued by the NM Board of Psychologist Examiners
  - OR**
  - A license as a psychologist associate issued by the NM Board of Psychologist Examiners
  - OR**
  - A license as a licensed professional clinical mental health counselor issued by the NM Counseling and Therapy Board OR
  - A current school psychologist certification by the National Association of School Psychologists

## **Level 3A School Psychologist**

- A valid level 2 license, and
- Doctoral program in psychology that includes a least one academic year of pre-doctoral or post-doctoral supervised internship experience consisting of a minimum of 1500 hours (at least 750 hours of which must be in a school-related setting), and
- Successful demonstration of competencies for an entry level 1 and independent level 2 school psychologist, and
- A valid psychologist license/certificate issued by the NM Board of Psychologist Examiners or current school psychologist certification issued by the National Association of School Psychologists, and
- 2 academic years of full-time satisfactory post-graduate work experience in a school-related setting including 750 hours of satisfactory experience in diagnosing and treating children with emotional disturbances and/or behavior disorders in a school setting as reported by a supervising school psychologist

## **H. School Social Workers, Pre K-12**

### **Level 1**

- Bachelor's or Master's degree in social work from a regionally accredited college or university, or
- Social work board license issued by the New Mexico Board of Social Work Examiners

If the candidate has a six month license from the NM Board of Social Work Examiners, 1\* will be issued by PED. To receive the standard level 1, three-year license, the candidate must provide PED with the standard license from the NM Board of Social Worker Examiners

### **Level 2**

- Level 1 social work license
- Verification of having satisfactorily demonstrated the entry level social work competencies.
- Social work board license issued by the New Mexico Board of Social Work Examiners

### **Level 3**

- Level 2 social work license
- Independent social work board license issued by the New Mexico Board of Social Work Examiners.
- Evidence of a minimum of 875 hours of supervised experience in providing therapeutic services to children, including children with severe emotional disturbances and behavioral disorders in a school setting

## **9. Ancillary Personnel Not Covered in Other Ancillary Regulations**

### **Speech/Language Pathologist**

Requires a copy of a Speech Language Pathologist license (not Fellow or Apprentice) issued by the New Mexico Speech Language Pathology & Audiology Board **(Phone: 505-476-4640)**

### **Occupational Therapist**

Requires a copy of an Occupational Therapist license issued by the New Mexico Occupational Therapy Licensing Board OR a copy of a license issued by the American Occupation Therapy Certification Board **(Phone: 505-476-4880)**

### **Certified Occupational Therapy Assistant**

Requires a copy of a Certified Occupational Therapist Assistant license issued by the New Mexico Occupational Therapy Licensing Board **(Phone: 505-476-4880)**

### **Physical Therapist**

Requires a copy of a Physical Therapist license issued by the New Mexico Physical Therapy Licensing Board **(Phone: 505-476-4880)**

### **Physical Therapy Assistant**

Requires a copy of a Physical Therapy Assistant license issued by the New Mexico Physical Therapy Licensing Board **(Phone: 505-476-4880)**

### **Recreational Therapist**

Requires a copy of a Recreational Therapist license issued by the National Council for Therapeutic Recreation Certification **(Phone: 845-639-1439)**

### **Mobility Trainer for the Blind**

Requires a copy of a certification issued by the Association for Education and Rehabilitation of the Blind and Visually impaired OR a copy of certification from the Academy for Certification of Vision Rehabilitation and Education Professionals **(Phone: 877-492-2708)**

### **Professional Interpreter for the Deaf**

Requires a copy of a certification issued by the National Registry for Interpreters for the Deaf OR a copy of a certification issued from the National Association for the Deaf at level III, IV, or V **(Phone: 703-838-0030 TTY 703-838-0459)**

### **Education Interpreter for the Deaf**

Provide evidence of attainment in the Educational Interpreter Performance Assessment at level of 3.5 or above (exam) **(Phone: 866-885-6087 Ext. 6)**

## **Athletic Coaching – Grades 7-12**

(Required for all athletic coaches including cheer, dance and drill (head/assistant, paid/volunteer)

### **Temporary NM PED Athletic Coaching License (Term – 1 academic year)**

- High school graduate or equivalent
- Complete and submit application form and fees
- Complete and submit fingerprint documents for background check, unless already completed for another PED license

### **Level 1 NM PED Athletic Coaching License (Term – 3 academic years)**

- High school graduate or equivalent
- Complete and submit application form and fees
- Complete and submit fingerprint documents for background check, unless already completed for a temporary coaching license or another PED license
- Verification of completion of New Mexico Activities Association (NMAA) Coaches Training Program (Certificate of Completion)

### **Level 2 NM PED Athletic Coaching License (Term – 9 academic years)**

- Complete and submit application form and fees
- Possess a valid level 1 license with 3 years of athletic coaching experience
- Submit verification of competencies form

### **Level 3 NM PED Athletic Coaching License (Term – 9 academic years)**

- Complete and submit application form and fees
- Possess a valid level 2 license with at least 3 years of athletic coaching experience at level 2
- Submit verification of competencies form
- Complete and submit verification of one of the following
  - Possess a NM teaching license with an endorsement in physical education
  - Hold an undergrad/grad minor in coaching (minimum 24 semester hours) from a regionally accredited college/university
  - Complete an advanced coaching principles course approved by PED (ASEP Coaching Principles)
- Complete and submit verification of a course in first aid/sport first aid/athletic training
- Complete and submit verification of CPR training

### **Continuing Licensure at level 2 or 3 (Term – 9 academic years)**

- Complete and submit application form and fees
- Submit verification of competencies form

For information on Coaches Education, contact the NMAA at 505-923-3110 or [www.nmact.org](http://www.nmact.org)

## **Educational Assistants, Pre K-12**

### **A Level 1 (3 yr) License will be issued upon submission of:**

- Application and fee
- Superintendent's Verification Form

### **A Level 2 (9 year) license will be issued upon submission of:**

- Application for Continuing Licensure and fee
- Superintendent's Recommendation Form

### **A Level 3 (9 yr) License will be issued upon submission of:**

- Application for Continuing License and fee
- Superintendent's Verification Form
- Passing Score on ParaPro (457)

**OR**

- Passing Score on ParaEducator (70% in each of the sections)

**OR**

- Minimum of 48 semester hours of college credit from a regionally accredited college or university with 15 of those credits being in language arts, mathematics, writing, reading, education

**OR**

- Associates' degree from a regionally accredited college or university with the credits as listed above
- Bachelor's degree or higher degree from regionally accredited college or university with credits as listed above

**OR**

- Presentation of evidence of submission of a portfolio to the district

## **School Health Assistants, Grades Pre K-12**

- High school diploma or equivalency
- Be at least 18 years old
- Hold a current American Red Cross, American Heart Association or National Safety Council certification in CPR
- Hold a current American Red Cross or National Safety Council Certification in first aid
- Complete a NM Department of Health and Public Education Department training for school health assistants, related to state/federal laws, regulations, and guidelines
- Verification by the school superintendent that a local orientation related to assigned duties and facilitated by the PED licensed registered nurse was satisfactorily completed

**Note: Training may be done in the district following New Mexico Department of Health guidelines. Please contact Janie Lee Hall @ 505-863-4561 or e-mail her at [janie.hall@state.nm.us](mailto:janie.hall@state.nm.us)**

## **Substitute Teachers, Pre K-12**

**Level 1** (3 yr) license will be issued with:

- Application and fee, **and**
- Superintendent's Verification Form

**OR**

- A valid substitute license from another state

**Level 2** (9 year) license will be issued with:

- Application for Continuing Licensure with fee, **and**
- Superintendent's Recommendation Form

**PARENTAL NOTIFICATION:** A local superintendent or governing body of a charter school shall give written notice to parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the Grade or subject.

## **Native American Language and Culture, K-12**

This type of certificate authorizes an individual to teach the language and culture of a tribe or pueblo in the classroom. Must provide:

- Verification from the tribe or pueblo authority that candidate meets the standards and criteria for competence and language proficiency in order to teach the language and culture of the particular tribe or pueblo. (There is no academic requirement. This is a certificate and is not eligible for the three-tiered system.)

## **Pueblos/tribes that have approved Memorandums of Agreement are:**

<b>TRIBE/PUEBLO</b>	<b>DATE SIGNED</b>
1. Jicarilla Apache Nation	09-08-03
2. Pueblo of Santa Clara	12-03-03
3. Pueblo of Zuni	08-13-04
4. Navajo Nation	10-27-04
5. Pueblo of Santa Ana	12-14-04
6. Pueblo of Acoma	09-12-05
7. Pueblo of Santo Domingo	12-21-05
8. Pueblo of Cochiti	10-30-06
9. Pueblo of Laguna	04-07-06
10. Mescalero Apache Tribe	02-02-06
11. Ohkay Owingeh	01-17-06
12. Pueblo of Zia	11-13-06
13. Pueblo of Isleta	03-15-07

## 1. Licensure Fees

Type of License	Fees
<b>Initial Licenses</b>	
Teacher, Administrator, and Instructional Support Provider	\$65
Educational Assistant, Substitute Teachers, Health Assistants & Athletic Coaches	\$25
Processing of Fingerprint Cards for Background Check	\$29.25
<b>Application Processing Fees for Continuing Licensure</b>	
Teacher, Administrator, and Instructional Support Provider	\$35
Educational Assistant, Substitute Teachers, Health Assistants & Athletic Coaches	\$25
Teacher Advancement (monies paid to VisionLink)	\$185
Application for Adding Endorsements	\$35
Online Portfolio for Alternative Licensure (OPAL) (Fee directly to VisionLink)	\$300

## **2. Types and Levels of Licensure**

### **License Types (endorsement codes used in database)**

- 100 Administrative, Pre K-12
- 104 Lifetime Administrative, Pre K-12
- 200 Elementary, K-8
- 208 Lifetime Elementary, K-8
- 250 Early Childhood, B-Grade 3
- 300 Secondary, 7-12Gr
- 308 Lifetime Secondary, 7-12
- 350 Middle Level, 5-9
- 400 Special Education, Pre K-12
- 408 Lifetime Special Education, Pre K-12
- 410 Blind and Visually Impaired, B-12
- 500 Specialty Area, Pre K-12
- 501 Athletic Coach, 7-12
- 502 Educational Assistant, Pre K-12
- 503 Substitute Teacher, Pre K-12
- 505 Lifetime Specialty Area, Pre K-12
- 510 School Business Official
- 520 Native American Language and Culture, Pre K-12
- 600 School Counselor, Pre K-12
- 601 School Social Worker, Pre K-12
- 605 Rehabilitation Counselor, Pre K-12
- 609 Lifetime School Counselor, Pre K-12
- 701 Associate School Nurse (RN), Pre K-12
- 702 Professional School Nurse (RN), Pre K-12
- 703 Supervisory School Nurse (RN), Pre K-12
- 704 School Health Assistant, Pre K-12
- 705 School Licensed Practical Nurse (LPN), Pre K-12
- 800 Secondary Vocational-Technical, 7-12
- 900 Educational Diagnostician, Pre K-12
- 901 Speech Language Pathologist, Pre K-12
- 903 Occupational Therapist, Pre K-12
- 904 Occupational Therapist Assistant, Pre K-12
- 905 Physical Therapist, Pre K-12
- 906 School Psychologist, Pre K-12
- 907 Recreational Therapist, Pre K-12
- 908 Mobility Trainer for the Blind, Pre K-12
- 909 Professional Interpreter for the Deaf, Pre K-12
- 910 Physical Therapy Assistant, Pre K-12
- 911 Educational Interpreter for the Deaf, Pre K-12

150 and 500 Instructional Leader License, K-12 (No Longer Issued)

## Levels of Licenses

- 1 5-year provisional (standard) teaching license
- 1 3-year provisional (standard) **non-teaching** license
- 1@ 1-year **non-renewable** athletic coaches' license
- 1A 5-year provisional (standard) teaching license earned under the alternative licensure program
- 1B 1-year school business license to allow for completing training
- 1D Limited Level 1 Extension teaching license issued for less than 5 years
- 1S 1-year teaching license to allow for taking CKA in a specialty area (no longer issued)
- I 3-year **non-renewable** internship teaching license to allow for completion of course work requirements and testing or portfolio submission and testing
- 1P 5-year secondary vocational-technical license to allow for completion of Professional Development Plan
- 1\* 1-year school psychologist license to allow for completion of university-supervised internship and testing requirement or a school social worker license to allow to pass exam and culture course required by the New Mexico Social Work Examiner's Board.
- 1\* 1-year school social worker license to allow time to complete Social Work Examiners Board requirements (testing and coursework)
- 2 9-year professional teaching license
- 3 9-year **non-teaching** license
- 3A 9-year instructional leader teaching license
- 3B 9-year educational administrative license

The following licenses **will not** be issued as level 3:

- ◆Substitute Teacher
- ◆School Business Official
- ◆Associate School Nurse
- ◆School Health Assistant
- ◆Native American Language & Culture
- ◆Professional School Nurse

### 3. Licensure Endorsements

#### ENDORSEMENTS

An endorsement is attached to a teaching license to specify the teaching field in which a teacher may teach as authorized by the NM Public Educational Department (PED). Endorsements are added to all teaching licenses, EXCEPT the core subject areas of language arts, mathematics, science, history, geography, economics, civics, and government will not be added to an early childhood, elementary, or special education teaching license. An early childhood, elementary, and special education teacher will continue to be authorized to teach in a self-contained classroom or in any of the core subject areas of language arts, mathematics, science, history, geography, economics, civics, and government in a departmental program without a separate endorsement in those areas. However, those teaching at the middle level or in special education at the high school level must be "highly qualified" in the content areas being taught.

#### **Endorsement Requirements -**

Elementary, Early Childhood, Special Education - 24 semester hours of coursework in the teaching field other than for the core subject areas of language arts, mathematics, science, or social studies. A test is also required for the first endorsement on a new license. Endorsements can be added to an existing license with either the test or the hours.

Middle School, Secondary, and K-12 Education - 24 semester hours of coursework in the teaching field (of which 12 must be earned at the upper division, generally 300 and above level). A test is also required for the first endorsement on a new license. Additional endorsements can be added to an existing license with either the test or the hours.

#### **Available Endorsements -**

For each of the endorsements indicated, suggestions are listed for coursework accepted toward the endorsement which meets the endorsement competency areas.

- **Agriculture:** any agriculture related course work is acceptable
- **Bilingual:** includes coursework in the areas of foreign language (Spanish or Native American), methods of bilingual, methods of ESL, culture, parent/community involvement, assessment. Up to 12 semester hours of Spanish or Native American language is accepted. If the individual has passed a language proficiency exam, foreign language coursework is not required, but 12 hours of methodology & culture coursework is required
- **Business Education:** includes business law, accounting, marketing, management, office machines, office procedure, shorthand, secretarial skills, computer, public relations, retailing, business policy, business analysis, finance, advertising, interviewing, and business math
- **Family & Consumer Science:** includes food science, family studies, nutrition, marriage & family relations, consumer decisions, consumer education, parent-community interaction, clothing & textiles, interior design, contemporary family lifestyles, family management theories, entrepreneurship, child development, family finance, food preparation, housing, costume design, tailoring, experimental foods, etc.

- **Health:** includes first aid, safety, personal health, nutrition, drugs & behavior, human sexuality, program planning & evaluation and also includes human anatomy and physiology, human growth & development, life skills, conflict resolution, stress managements, family relationships, mental health, community resources, communication and wellness. Some nursing coursework also accepted
- **History, Geography, Economics, Civics and Government:** includes American history, world history, government, sociology, economics, geography, anthropology, political science, and art history. Also accepted are law courses, criminal justice coursework and military coursework. Psychology coursework is not accepted for this endorsement. Some American studies or philosophy coursework specific to this area may be accepted
- **Information Technology Coordinator:** all computer courses. (Also, see alternative portfolio route)
- **Language Arts:** includes poetry, theatre, rhetoric, literature, writing, communication, composition, drama, English grammar, speech, journalism, English linguistics, reading English as a second language, public speaking, and handwriting. Some American studies or philosophy coursework specific to this area may be counted
- **Library Media Specialist:** includes design and utilization of media, instrumental design and development, selection and acquisition of materials, reference and bibliography, cataloging and classification of materials, children's literature, educational uses of computers, and research. Some literacy coursework also accepted.
- **Mathematics:** includes calculus, algebra, geometry, number theory, differential equations, computations, algorithms, modern analysis, statistics, chemical engineering, bioengineering, biomedical engineering, industrial engineering, mechanical engineering, finance, microeconomics, macroeconomics, chemistry, physics, biochemistry, biophysics, civil engineering, and electrical engineering
- **Modern, Classical and Native Languages:** includes foreign language, culture and civilization, literature and linguistics in another language (coursework must all be in the same language to receive the endorsement)
- **Performing Arts:** music, theatre, or dance, with a concentration in one of those areas
- **Physical Education:** includes all areas of sports, weight training, kinesiology, movement, dance, evaluation of physical education programs, coaching, methods, and recreation courses
- **Psychology:** includes psychology courses, child or human development, etc.
- **Reading:** all reading courses with RDG prefix or any literacy courses that are reading methods coursework. This includes the teaching of writing
- **Science:** includes biology, electricity, chemistry, geology, astronomy, meteorology, agricultural science courses, mineralogy, physics, physical science, ecology, botany, zoology, microbiology, anatomy and physiology, human growth and development, environmental science/studies, chemical engineering, bioengineering, biomedical engineering, industrial engineering, mechanical engineering, electrical engineering, civil engineering, biochemistry, evolutionary biology, physics, biological anthropology, kinesiology, health sciences, and nutrition. Nursing coursework also accepted.
- **Technology Education:** includes welding, drafting, industrial arts, woodworking, and computer technology
- **TESOL (Teaching English to Speakers of Other Languages):** includes up to 6 hours of any foreign language, methods of ESL, cultural anthropology (i.e. history of the

Southwest, literature of the Southwest, education across cultures, etc.), English linguistics or phonetics, English grammar, assessment and parent/community involvement. Basic English composition courses are not acceptable for the grammar competency

- **Visual Arts:** includes drawing, painting, sculpture, art history, art appreciation, photography, art lab, visual art design, basics of line, shape, form, color, texture, art and culture art of the Southwest, computer graphic design

**4. New Mexico Teaching Assessments (NMTA) Requirements**

Applicants seeking initial NM teacher licensure must pass three parts of the New Mexico Teacher Assessment (NMTA), Basic Skills, Teacher Competency, and Content Knowledge Assessment (when applicable).

**Content Knowledge Assessment**

The following Content Knowledge Assessments are available to New Mexico educators:

- Family & Consumer Science
- French
- German
- Health Education
- History, Geography, Economics, Civics, and Government **OR** Middle Level History, Geography, Economics, Civics, and Government
- Language Arts **OR** Middle Level Language Arts
- Library Media
- Mathematics **OR** Middle Level Mathematics
- Music
- Physical Education
- Reading
- Science **OR** Middle Level Science
- Spanish
- Teaching English to Speakers of Other Languages (TESOL)
- Visual Arts

**Content Knowledge Assessment (CKA) for Initial License by Specific License Types**

TEACHING LICENSE	REQUIRED CKA
Early Childhood (B-3)	None
Elementary Education (K-8)	CKA for Elementary Education
Grades PreK-12	CKA for Specialty Area
Middle Level Education (5-9)	CKA for Specialty Area
Secondary Education (7-12)	CKA for Specialty Area
Education Administrator (PreK-12)	CKA for Educational Administrator
Educational Diagnostician (PreK-12)	CKA for Educational Diagnostician
School Counselor (PreK-12)	CKA for School Counselor
Special Education (PreK-12)	CKA in Special Education

## **Content Knowledge Assessment for Specific License Types**

The following Content Knowledge Assessments can be used to add endorsements to Elementary Education or Special Education Licenses:

Family & Consumer Science  
French  
German  
Health Education  
Library Media  
Music  
Physical Education  
Reading  
Spanish  
Teaching English to Speakers of Other Languages (TESOL)  
Visual Arts

The following Content Knowledge Assessment can be used to establish “Highly Qualified” status for educators holding an Elementary Education or Special Education License, teaching one or more of the four core contents in a departmentalized setting in the Middle Level grades.

Middle Level History, Geography, Economics, Civics, and Government  
Middle Level Language Arts  
Middle Level Mathematics  
Middle Level Science

NOTE: Individuals can meet the “highly qualified” definition of NCLB by passing portions of the NMTA.

Additional information about educator licenses and endorsements is available at the PED Website at <http://www.sde.state.nm.us/div/ais/lic/index.html> or on the New Mexico Teacher Assessments Web site at: [www.nmta.nesinc.com](http://www.nmta.nesinc.com)

## **5. Foreign Transcript Evaluation/Equivalency**

Applicants for licensure must first submit foreign transcripts and other education documents for evaluation/equivalency by an evaluation service. Below is a link to agencies who are members of the National Association of Credential Evaluation Services, Inc.

<http://www.naces.org/members.htm>

The Public Education Department does not require nor recommend NACES listed service members be used. There is no “official” organization or regulatory body for foreign credential interpretation or evaluation methodology in the United States of America. It is based on commonly-developed and agreed upon standards of good practice.

## **6. Regional Accrediting Institutions**

The Public Education Department accepts Bachelor's degree or higher degrees from regionally accredited colleges or universities accepted by the United States Department of Education.

### **Regional Accrediting Bodies as accepted by the U.S. Department of Education**

#### **Middle States Association of Colleges and Schools**

Commission on Higher Education and Commission on Secondary Schools

3624 Market Street

Philadelphia, Pennsylvania 19104

Telephone: (215) 662-5606

#### **New England Association of Schools and Colleges**

Commission of Institutions of Higher Education

Commission on Vocational, Technical, Career Institutions

209 Burlington Road

Bedford, Massachusetts 01730-1433

Telephone: (617) 271-0022

#### **North Central Association of Colleges and Schools**

Commission on Institutions of Higher Education

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602

Telephone: (800) 621-7440

#### **North Central Association of Colleges and Schools**

Commission on Schools

Arizona State University

Tempe, Arizona 85287-3011

Telephone: (800) 525-9517

#### **Northwest Association of Schools and Colleges**

Commission on Colleges

3700-B University Way, NE

Seattle, Washington 98105

Telephone: (206) 543-0195

#### **Southern Association of Colleges and Schools**

Commission on Colleges and Commission on Occupational Education Institutions

1866 Southern Lane

Decatur, Georgia 30033-4097

Telephone: (404) 679-4501

**Western Association of Schools and Colleges**

Accrediting Commission for Senior Colleges and Universities

Mills College, Box 9990

Oakland, California 94613

Telephone: (415) 632-5000

**Western Association of Schools and Colleges**

Accrediting Commission for Community and Junior Colleges

PO Box 70

Aptos, California 95001

Telephone: (408) 688-7575

**Western Association of Schools and Colleges**

Accrediting Commission for Schools

533 Airport Boulevard, Suite 200

Burlingame, California 90410

Telephone: (415) 375-7711

## **7. Fingerprint/Background Check**

### **Fingerprinting is required for initial licensure**

All applicants for initial educator licensure are required to be fingerprinted in order to establish positive identification for a state and federal (FBI) criminal history background check.

### **How are my fingerprints used?**

Your fingerprints will be used to access FBI criminal history records. A license may be denied if the background check reveals a criminal history of convictions or felonies or misdemeanors of moral turpitude or other documented evidence of improper behavior that could establish unfitness for working in proximity of children and youth.

### **Who can perform the fingerprinting?**

Fingerprints should be taken by a public law enforcement official or other agency staff trained by the New Mexico Department of Public Safety (DPS) or equivalent state agency in another state.

Public law enforcement agencies include the Department of Public Safety, county sheriff, as well as state, municipal, campus, military and tribal police. In some locations it may be possible to find other agencies with staff trained by DPS to take fingerprints, including some local school districts. It is advisable to call law enforcement agencies prior to going to their offices in order to get information about the location of the fingerprinting operation and office hours.

### **How do I obtain a fingerprint card?**

Cards can be obtained by calling 505-827-6649 or by [emailing the Educator Ethics Bureau](#)

### **Submit your fingerprints with your application**

Licensure applicants are encouraged to submit fingerprint cards at the same time as the application form for licensure.

### **How long does the background check take?**

The background check process at the Public Education Department takes about 2 weeks if everything is submitted correctly by the applicant, and if the fingerprints are clear and classifiable. Errors or unclassifiable fingerprints can more than triple the time required to complete the criminal history background check.

Rules provide that the Department will not issue an educator license prior to the completion of the background check process.

### **I've had a background check before. Can it be used in lieu of fingerprinting?**

The Educator Ethics Bureau will accept background check clearances from other agencies in lieu of fingerprinting if three conditions are met:

1. the clearance was based on fingerprint identification of the applicant
2. the other agency will provide a copy of the FBI report; and
3. the date of the FBI report is not more than two years old

**Submit the correct fee with your fingerprint cards**

All fingerprint cards submitted to the Public Education Department require a background check fee of \$29.25.

**Take care when mailing the fingerprint cards**

Do not fold or bend the fingerprint cards.

Use an envelope large enough to accommodate the cards.

Folded or damaged cards will be returned, causing delay in the processing of your application.

## 8. Complete Application

Submitting a complete application will expedite the processing of your license. Incomplete applications will be returned. Below is a checklist for all applications (except Internship applications which is on following page). Please check each item to ensure a complete packet.

- The Application **must be fully completed and signed**.
- Official Transcripts from ALL universities/colleges attended with degrees posted. **(Do not send under separate cover or without degree posted)**
- A processing fee in the form of a **Money Order or Cashier's Check** made out to the Public Education Department (PED).
  - **\$65** for Administrative, Teaching, Instructional Support Providers, Native American Language and Culture and School Business Official
  - **\$25** for Support Providers (Educational Assistant, Coach, Substitute, School Health Assistant)
- Professional Board Licenses, if applicable.
- In addition, if reciprocating** a teaching and/or an administrative license from another state or country also include the following:
  - Copies of **current and standard licenses/authorizations/certificates**
  - If you completed an **alternative program** for licensure that is not on a university transcript, you must send official documentation of that program and proof of completion
  - Verification of **teaching experience from an employing authority** (Experience must be earned under the licenses/authorizations/certificates held and must be in a K-12 setting.) Use official form from our website or a letter from the school and/or district on letterhead
  - Copies of **teacher exam scores** taken for out-of-state or out-of country licenses/authorizations/certificates
  - Official translation & evaluation for out-of-country transcripts plus official foreign transcripts from which evaluation was done

- ◇ **Applicants may apply for multiple licenses at the same time and pay the higher of the processing fees.**
- ◇ **An application and processing fee are valid for 1 year from date of receipt.**
- ◇ **The processing fee is non-refundable.**

## Internship Application

Below is a checklist for Internship applications. Please check each item to ensure a complete packet.

- The Application **must be fully completed and signed.**
- Official Transcripts from ALL universities/colleges attended. If degree earned, the degree must be posted. **(Do not send under separate cover)**
- A processing fee in the form of a **Money Order or Cashier's Check** made out to the Public Education Department (PED).
  - \$65** for Administrative and Teaching
- If applying under Alternative by Program: A Letter of Acceptance** into an approved teacher education program **OR**
- If applying under Alternative by Portfolio: A Letter to the Director of Licensure** requesting approval to go through the ONLINE PORTFOLIO ALTERNATIVE LICENSURE (OPAL) process **AND**

### **The Following Requirements Apply Only to the OPAL Option**

- Proof of Enrollment in the required reading methodology course(s).** NOTE: An elementary and special education license requires 6 semester hours of credit in reading methodology and middle level, pre K-12 and secondary education requires 3 semester hours of credit in reading methodology.
- Registration Verification for the NMTA.** ([www.nmta.nesinc.com](http://www.nmta.nesinc.com)) It is recommended that you take the Basic Skills Assessment first.

- ◇ An application and processing fee are valid for 1 year from date of receipt.
- ◇ The processing fee is non-refundable.
- ◇ An internship license is issued for 3 years. All course work and testing must be complete by the expiration date of the license. There are absolutely no extensions on internship licenses.