



*ONLY COMPLETE APPLICATION PACKETS ARE BEING ACCEPTED.  
PLEASE BE SURE TO READ THE LAST PAGE OF THE 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 OR passage of a Content Knowledge Assessment in the subject matter area.



NEW MEXICO PUBLIC EDUCATION DEPARTMENT  
 Professional Licensure Bureau  
 300 Don Gaspar  
 Santa Fe, New Mexico 87501-2786

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

**\*\* Needs to pass a language proficiency exam in the target language, ie. *Preuba de Espaiül para Certificación Bilingüe for Spanish Bilingual***

**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 current 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 be 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 are grounds for denial, suspension, or revocation of the educator license(s) that I am seeking.**

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date

*Now that you have completed your application - please read the following:*

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).
  - **\$35**
  - **Updated Official Transcripts** from all institutions where courses for the endorsement were taken. **COPIES** of transcripts are **NOT ACCEPTABLE**.
  - If you took a **NM EXAM**, indicate it on the application. Do **NOT SEND** copies of score reports. Scores are electronically sent direct from the testing company. If you took a **comparable exam from another state**, send a **copy of the score report**.
  - 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 and NOT a Personal Check**
- **To sign and completely fill out your Money Order**
- **To attach original and official transcripts**
- **To completely fill out your application and sign it**