



Licensure Frequently Asked Questions

How can I contact the Licensure Bureau?

Phone: 505-827-5821

Fax: 505-827-4148

Email: licensureunit@state.nm.us

Submitting an Application Packet for Licensure

What is a complete application packet?

A complete application packet is the application completely filled out and signed. It includes official transcripts from all colleges or universities attended, and any supporting documentation as listed in the instructions on the application. Please use the check off list included in the application packet to ensure completeness.

What are the fees?

Click the following for the most up to date fee information:

<http://ped.state.nm.us/ped/LicensureDocs/Fees%20Schedule%2020141209.pdf>

What forms of payment are accepted?

Money Order or Cashier's Check made payable to NMPED.

Are the fees refundable if I am not eligible for a license?

No, the fee is an application-processing fee. It does not pay for a license.

What address do I send my application packet to?

Professional Licensure Bureau
300 Don Gaspar (Rm. 101)
Santa Fe, NM 87501

What if my application packet is not complete?

One of our consultants will reach out to you via email requesting the missing items. Incomplete applications will delay processing time so make sure to review your packet before sending it to us.

What is the process once my application has been received?

The monies are accounted for, the application packet is scanned into an imaging system, and then it goes into workflow for review. Turn-around time will depend on the applications on queue for review and the time of the year.

How long will it take for my application to be reviewed?

June to September: approximately 4-6 weeks

October to May: approximately 1-4 weeks

How can I expedite the process?

There isn't an option for expediting licensure applications; however if a packet is received complete it will not delay the process further

If I check "yes" to any of the legal questions on the applications, what happens?

Your application is referred to the Professional Ethics Bureau for further review, and you must provide all pertinent documentation to move the clearance process along.

Administrators

How do I become an administrator in New Mexico?

Visit the pathways page and click on Education Administration Pre k-12 for the most up to date information

<http://ped.state.nm.us/Licensure/2010/index.html>

Does NM reciprocate administrative licensure from other states and/or countries?

Yes. You are required to have a master's degree, provide a current administrative license, and any teaching licenses, have completed approved administrative and teacher education programs, and provide verification of 6 years of teaching and/or administrative experience.

Visit the pathways page and select reciprocating for the most up to date information.

<http://ped.state.nm.us/Licensure/2010/index.html>

Must an administrator have a teaching background?

In most cases, yes, however for individuals coming from Higher Education, not necessarily.

Teachers

Do you license higher education (college) teachers?

No. Higher education is governed by the Higher Education Agency.

What are different ways to become licensed as a teacher in NM?

There are options traditional and alternative options to teacher licensure in New Mexico.

Click the following link for access to the pathways page to see what will work best for you:

<http://ped.state.nm.us/Licensure/2010/index.html>

Will the Licensure Bureau review my transcripts prior to me applying?

We are not able to evaluate transcripts to see if you meet the criteria to apply for licenses or endorsements. Your best resource for these questions is your local college or university where you completed the coursework.

Does New Mexico have reciprocity with other states and/or countries?

Yes. Click the following link for access to the pathways page for additional information:

<http://ped.state.nm.us/Licensure/2010/index.html>

Do I have to submit OFFICIAL transcripts if I am reciprocating a license from another state/country?

Yes. In addition all foreign transcripts must be evaluated by a service for equating to the U.S. semester hour system. See the list of accepted agencies at our web site.

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

I am reciprocating a license. What level of teaching license will I receive in New Mexico?

1-3 years of teaching experience, you will receive a level 1 license (base salary \$30,000).

3-5 years of teaching experience, you will receive a level 2 license (base salary \$40,000).

6 or more years of experience and a master's degree, you will receive a level 3A license (base salary \$50,000).

I received my degree from another state but did not get licensed there. How do I get a NM license?

You will have to meet NM licensure rules for the particular license. You are required to have completed an approved teacher education program and provide proof of passing the required NM exams.

Follow this link for additional information for each specific license:

<http://ped.state.nm.us/Licensure/2010/index.html>

Is testing required?

Yes. Follow this link for additional information on what tests are required for your license:

<http://www.nmta.nesinc.com/index.asp>

I took the New Mexico exams but did not pass. How can I get a license?

We will not issue a license until you have passed all required exams.

I already have a NM license. I want a different license, what do I need to do?

Visit the pathways page for information on alternative routes to licensure this is the best way for a teacher who already holds a license to obtain a second license.

<http://ped.state.nm.us/Licensure/2010/index.html>

What is an endorsement?

An endorsement is a teaching field on a teaching license. Follow this link for additional information:

<http://ped.state.nm.us/licensure/2010/endorsements/index.html>

Can I add endorsements in language arts, history, science, or mathematics to an elementary or special education license?

No, core subject endorsements cannot be added to elementary or special education licenses.

I'd like to get an endorsement on my license, what do I need to do?

Follow this link for the endorsement application and process:

<http://ped.state.nm.us/ped/LicensureDocs/Endorsement%20Application%20102110.pdf>

Will your office provide a list of the courses I need for the endorsement?

No. Each college/university has their approved endorsement program of courses. This link will provide you with some guidance on the courses needed but you should partner with your local college or university to ensure you are taking the correct courses.

<http://ped.state.nm.us/licensure/2010/dl10/resENDORSEMENT%20AREAS.pdf>

Instructional Support Providers

Is there a three-tiered system for counselors, speech language pathologists, etc?

Yes there are 3 levels of license for Instructional Support Providers

I have many years of experience in my field; do I receive a level 3 license?

No. All new applicants begin at level 1 regardless of the experience.

If I am nationally board certified, do I receive a level 3 license?

No.

How long do I have to stay at a level 1 before I can apply for level 2? How long do I have to stay at level 2 before I can apply for a level 3?

Click on the following link and from there select your license type this will take you to the pathway page for your specific license and how to progress from one level to the next based on regulations.

<http://www.ped.state.nm.us/Licensure/2010/index.html>

Support Providers (coaches, educational assistants, substitutes)

Must I be employed first before I am eligible for an educational assistant or substitute teaching license?

Not necessarily, but you are required to complete an Orientation Session with a local school district before a license can be issued.

Do you issue 1 year licenses for coaches to allow them time to complete the New Mexico Athletics Association (NMAA) coaches' training program?

Yes. However, the 1 year license is non-renewable. The NMAA training program must be completed by the expiration date of the 1-year license. The license is issued for the school year (July 1 to June 30).
http://www.nmact.org/athletics/for_coaches

Three-Tiered Licensure Systems

What is the three-tiered licensure system and the Professional Development Dossier (PDD)?

The three-tiered system is a system designed to attach base salaries to each level of teaching licenses. The 3-Tiered Licensure System includes annual evaluation and licensure advancement. The Professional Development Dossier (PDD) is the cornerstone of advancement for teachers in the 3-Tiered Licensure System.

Teachers must complete the PDD in order to advance from Level 1 to Level 2 and to advance from Level 2 to Level 3.

Where can I get specific information about advancing through the three tiers?

At this website: <http://www.teachnm.org>

When can I do my Professional Development Dossier (PDD)?

Visit the TeachNM.org website for the most up to date information:

<http://teachnm.org/programs/professional-%20development-dossier/pdd-overview.html>

Must a level 1 teacher advance after 5 years?

Yes.

Can an extension be given to a level 1 teacher who has not taught in NM for 5 years?

Yes. You will need to attach a notarized statement to your renewal application stating that you have not taught in NM for 5 years. Example: If you taught for 3 of the 5 years – you can extend the level 1 license for 2 years. Upon the 5th year of teaching, you will be required to complete and pass a dossier prior to the expiration of your license.

If I taught all 5 years on my level 1 license and did not complete my dossier can I receive an extension?

No, you will have to sit out for 3 years

Ethics

How do I report improper or illegal behavior on the part of a school district employee?

Complete a complaint form and submit it to our Ethics Department. The form can be found on the front page of the licensure website.

<http://ped.state.nm.us/Licensure/index.html>

My license shows that it is pending on your database. What does this mean?

It could mean one of the following:

- Your background check has not been received by our office
- Your background was received and your file is under review in our ethics department

Renewals

When can I renew my license?

All licenses may be renewed within 6 months of their expiration date.

I need to renew my level 2 or 3 license – what do I need to do?

You can renew online at teachnm.org or you can mail in a renewal application to our offices.

<http://ped.state.nm.us/ped/LicensureDocs/Continuing%20Renewal%20062110.pdf>

I hold a level 2 or Level 3 license and I forgot to renew it, what do I need to do?

If lapsed for more than one-year – you need to submit an initial application & fee; official transcripts if not on file, etc., provide verification of 5 years of experience during the life of the expired license, and a Superintendent’s Recommendation Form from the last employer.

I hold a Level 1 license and it is going to expire what do I need to do?

If you taught, but not for 5 years (at level 1) - you need to submit a renewal application, fee and a notarized statement indicating the years you have taught or have not taught, and an extension of the license for the years that you did not teach will be issued to allow you time to submit your Professional Development Dossier.

If you taught for the full 5 years you will need to complete a dossier to move to Level 2.

Changes and/or Requests for Duplicate License

I need a copy of my license. What is the process?

Download the request form from our web site and submit it to our office.

<http://ped.state.nm.us/ped/LicensureDocs/Request%20for%20Duplicate%20License%2020150318.pdf>

How do I change the name and address on my license?

Download the request form from our web site and submit it to our office by mail, fax, or email from the link on our web site.

Request for name change form:

<http://ped.state.nm.us/ped/LicensureDocs/Request%20for%20Licensure%20Name%20Change%2020150318.pdf>

Request for address change form:

<http://ped.state.nm.us/Licensure/2010/Change%20of%20Address%20Notice.pdf>

What is my file number?

Your file number is the 6-digit number, which is the same as your license number.

Errors in Your License

What should I do if I receive the wrong license or there is something wrong with the license?

Report it to our office immediately by emailing: LicensureUnit@state.nm.us or by sending it back to our office with a letter.

Please do not call us to report changes, as we need proper documentation for our file.

Background Checks

What is the process for completing a background check?

Follow the link below for instructions for completing your background check for licensure.

<http://ped.state.nm.us/ped/LicFingerprinting.html>

What is the cost for the background check and how do I pay?

The fee is \$44.00 and you will pay online with cogent when you register. No payment should be sent in to the Licensure Bureau for your background check.

