

THE NEW MEXICO PUBLIC EDUCATION DEPARTMENT

LICENSURE

Phone: 505-827-5800, Option 1 for Licensure; Option 2 for Backgrounds

Email: LicensureUnit@ped.nm.gov

Webpage: <https://webnew.ped.state.nm.us/bureaus/licensure/>

Licensure-Teachers

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

- There are two options: traditional and alternative. Teachers who complete a traditional education program will follow the initial pathway for licensure. Individuals who complete a bachelor's program, not in an educational program, can follow the alternative pathway. Click the following link to access the different pathways and see what you may qualify under. <https://webnew.ped.state.nm.us/bureaus/licensure/licensure-requirements/>

I have an Alternative license through OPAL and now want to switch to the Alternative Educator Preparation pathway. Can I do that, and if so, what's the process?

- Yes, you must email a signed letter requesting the pathway change, and your employer must provide a signed letter supporting the pathway switch. This will be emailed to LicensureUnit@ped.nm.gov.

I have some questions about how to transition my license from an Alternative license to a Level 1 license? If you completed an Alternative program you will need to provide the following:

- **If you completed the Education Prep Program Pathway:**
 - a. Submit a letter of completion from the alternative teacher prep program.
 - b. Official or Unofficial Transcripts
 - c. Specific exams related to license (you will need to make sure you passed all exams required for license) <https://webnew.ped.state.nm.us/bureaus/licensure/assessment-requirements-for-educators/>
- **If you completed the OPAL Pathway:**
 - a. Official or Unofficial Transcripts
 - b. Specific exams related to license (you will need to make sure you passed all exams required for license) <https://webnew.ped.state.nm.us/bureaus/licensure/assessment-requirements-for-educators/>
- **If you completed the Post-Secondary Pathway:**
 - a. Official or Unofficial Transcripts that confirm the required teaching of reading coursework.
 - c. Completed Superintendent Recommendation Form for the Post-Secondary pathway. This form is completed by your employer.

How do I get an extension on my alternative license if I did not teach on it for two years?

- You will apply for an extension in the licensing system and upload a notarized statement stating the years (s) you did not utilize the license. The extension application is open in April through June of the year your license is set to expire.

How do I extend my alternative license?

- You will apply for an extension in the licensing system. This application requires your employer's support, as they must enter the superintendent narrative within the application. The extension application is open in April through June of the year your license is set to expire.

How many extensions do I get for level 1?

- You are only allowed three (3) extensions. You will apply for renewal and upload a notarized statement for unused years. ****This only applies to those who have completed alternative or approved teaching programs. This does not apply to those who have not.**

Will the Licensure Bureau review my transcripts before applying?

- We cannot evaluate transcripts to see if you meet the criteria to apply for licenses or endorsements. Your best resource for this type of question is meeting with your local college/ university where you completed the coursework or meeting with your school district. You can always review our website licensure pathway and endorsement pathway for additional information <https://webnew.ped.state.nm.us/bureaus/licensure/licensure-requirements/> and <https://webnew.ped.state.nm.us/bureaus/licensure/endorsements-how-to-add-a-license/>

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: <https://webnew.ped.state.nm.us/bureaus/licensure/licensure-requirements/>

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

- If educators have an official copy they scan and email to us, please do so to OfficialTranscripts.LU@state.nm.us. If educators do not have a copy, the university(s) can send eScrip to the attention of NMPED at the following email address: OfficialTranscripts.LU@ped.nm.gov.
- Official Foreign Transcripts Evaluations: Transcripts must be sealed and addressed to 300 Don Gaspar, Santa Fe NM 87501 (we only accept mailed foreign transcripts evaluation). All foreign transcripts need to have a course-by-course evaluation completed. [Click Here](#) for a list of evaluators who are members of the Foreign Transcript Evaluation Services (NCAES). The Public Education Department does not require nor recommend using [NACES-listed service members](#). The US has no "official" organization or regulatory body for foreign credential interpretation or evaluation methodology. It is based on commonly developed and agreed standards of good practice.

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.
- 3-5 years of teaching experience with a bachelor's and master's degree, you will receive a level 2 license.
- 6 or more years of experience and a master's degree, you will receive a level 3A license (base salary \$54,000).

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

- You will have to meet NM licensure rules for the particular license. You must 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: <https://webnew.ped.state.nm.us/bureaus/licensure/licensure-requirements/>

Is testing required?

- Yes if you completed your program before 2024. Follow this link for additional information on what tests are required for your license: <https://webnew.ped.state.nm.us/bureaus/licensure/assessment-requirements-for-educators/>

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 an 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. <https://webnew.ped.state.nm.us/bureaus/licensure/licensure-requirements/>

What is an endorsement?

- An endorsement is a teaching field on a teaching license. Follow this link for additional information: <https://webnew.ped.state.nm.us/bureaus/licensure/endorsements-how-to-add-a-license/>

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

- Yes, core subject endorsements can be added to elementary, special education, early childhood, and deaf and hard of hearing licenses. An elementary teacher will continue to be authorized to teach in a self-contained classroom or any of the core subject areas of language arts, mathematics, science, or social studies in a departmental program without a separate endorsement in those areas. If teaching in a departmentalized setting, the individual must be considered **Fully State Certified** (formally known as HQT"); this means they must have a minimum of 24 semester hours in the core area or pass the middle-level content knowledge assessment (CKA) in the core area.

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

- Follow this link to register in our portal (if you haven't already done so) to apply for the endorsement <https://licensureapp.ped.state.nm.us/>

Will your office provide a list of the courses (class number or course code) I need for the endorsement?

- No. Each college/university has its 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. Click on a specific endorsement to find a general course listing.

Will your office list the courses (class number or course code) I need for a teaching license?

- No. Each college/university has its approved endorsement program of courses. This link will provide guidance on the courses needed, but you should partner with your local college or university to ensure you are taking the correct classes. Click on a specific licensure to find the [licensure requirements](#) or contact an advisor with any of our [NM-approved alternative licensure programs](#).

Why does the word alternative stay on my license after I completed the alternative program?

- The word “alternative” remains on your license because you have a Level 1 teaching license, which means a provisional license issued for the first five years of teaching that gives a beginning teacher the opportunity, through a formal mentorship program, for additional preparation to be a quality teacher, you gained this license through an alternative program. Once you move to a level 2, we will remove the word “alternative”. The word alternative and the five years on your license indicate that you completed an alternative program.

WHO TO CONTACT AT NMPED:

Name	Phone	Email	Title
<i>Licensure Main Line</i>	505-827-5800 (Option 1)	LicensureUnit@ped.nm.gov	n/a
Jenna Jaquez	505-827-6621	Jenna.Jaquez@ped.nm.gov	Licensure Bureau Director
Eric Martinez	505-827-6620	Eric.Martinez@ped.nm.gov	Licensure Customer Support Specialist
Marie Lujan	505-827-6626	Marie.Lujan@ped.nm.gov	Background Specialist
Stephanie Lujan	505-827-6627	StephanieJ.Lujan@ped.nm.gov	Background Specialist
Infinity Sanchez-Vigil	505-827-6622	Infinity.SanchezVigil@ped.nm.gov	Licensure Specialist
Judith Barraza	505-827-6624	Judith.Barraza@ped.nm.gov	Licensure Specialist
Veronica Cordova	505-372-8383	Veronica.Cordova@ped.nm.gov	Licensure Specialist
Amorette Garcia	505-827-6629	Amorette.Garcia@ped.nm.gov	Licensure Specialist
Chad Waples	505-827-6625	Chad.Waples@ped.nm.gov	Licensure Specialist

Uploading Transcripts:
OfficialTranscripts.LU@ped.nm.gov

HOW TO ADVANCE

LEVELS:

To advance from **Level 1 to Level 2** and from **Level 2 to Level 3**. Use the links below for more information on each option for advancement. *Use these links to review more information on NBCT and APL Micro-Credentials*

[Level 1 Teacher Licensure Advancement Options and Eligibility](#)

[Level 2 Teacher Licensure Advancement Options and Eligibility](#)

***Please note that the [Professional Development Dossier \(PDD\)](#) option is no longer available [\[New Rule Licensure Advancement, dossierinfo@regionix.org\]](#).

Advancing Via National Board

[NM National Board-Certified Teacher Network – New Mexico Public Education Department](#)

Teachers may complete the [National Board Certification \(NBCT\)](#) to advance from **Level 1 to Level 2** and from **Level 2 to Level 3** by meeting the following:

- Obtain approval from their school district/charter.
 - Completed three school years of teaching on their Level 1 **or** Level 2 license, with successful annual evaluations.
 - Continuing teacher recommendation form (Also known as the Superintendent Recommendation Form).
 - Earned National Board Certification in their current focus area of teaching.
 - Submit a copy of the National Board Certification (include both the National Board Award letter and certificate).
 - Pay a fee of \$120.00.
 - Renewal Application via the [NMPED Online Licensure Portal](#).
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Advancing via Micro-Credentials

[Advancement Program Level Micro-Credentials – New Mexico Public Education Department](#)

A Level 1 teacher is eligible to advance to Level 2 via the APL I-II Micro-Credentials when they have:

- Completed the required mentorship program for Level 1 teachers
- Taught **three full school years with a Level 1 teaching license and successful annual evaluations for those three years.**
- Teachers with an Alternative License must complete the requirements of the [Alternative License](#).
- Successfully completed five required micro-credential courses with a proficiency score of 85% or higher

A Level 2 teacher is eligible to advance to Level 3 via the APL I-II Micro-Credentials when they have:

- Successfully completed **four micro-credentials** with a mastery score of 85% or higher
- Taught **three full school years with a Level 2 teaching license and successful annual evaluations for those three years.**
- Earned a **master's degree.**

Process for District/Charter/Private School Verification for Licensure Advancement:

Educators **must notify district/charter school** HR Department of their enrollment in APL Micro-Credentials and estimated time of completion.

Educator must notify district/Charter school HR Department of their completion of the required number of APL Micro-Credentials.

SEE NMPED Micro-Credential Verification for Advancement form

LICENSURE PATHWAYS:

<https://webnew.ped.state.nm.us>

Educators

Licensure

Licensure Requirements

Select License

Alternative Licensure Program Opportunities

[Home/Offices and Programs/Licensure Bureau/Alternative Licensure Program Opportunities](#)

Many people with a bachelor's, master's, law or doctoral degree have an interest in teaching, but lack the necessary teaching credentials. These people may have years of experience in others fields which could have significant relevance in the classroom. In addition to having experience in a particular field, these people may have been parents, scout leaders, or sports coaches and realized that working with youth is more rewarding than the non-teaching career they had chosen. However, returning to college for a four-year teaching degree may not be an option. The NMPED licensure Alternative Licensure may be the right choice for those who completed a bachelor's degree in a non-traditional teaching field and wishing to "fast-track" into teaching.

If you worked with a University as a professor or an administrator, we have opportunities for you, too. Look into our post-secondary experience opportunities to become a Prek-12 administrator or educator in a NM School district.

Education Administrator Program

POST SECONDARY EXPERIENCED ALTERNATIVE ADMINISTRATION LICENSE

Teachers Alternative Programs

ALTERNATIVE EDUCATOR PREP PROGRAM

POST SECONDARY TEACHING EXPERIENCE

ONLINE PORTFOLIO FOR ALTERNATIVE LICENSURE

Instructional Support Provider Alternative Program

STUDENT SUCCESS ADVISOR