

## FINGERPRINT BACKGROUND CHECK INFORMATION

### *Processing Fee For Background- Cashier's check or money order*

***NO PERSONAL CHECKS AND PLEASE MAKE SURE TO FILL OUT YOUR MONEY ORDER!***

- **\$29.25** Payable to the *New Mexico Public Education Department (NMPED)*.  
(For application processing fee see the last page of the packet)
- Applicants may combine the fingerprint background fee and the licensure application processing fee.
- The Fee is non-refundable.

### *Complete Fingerprint Background Check Packet*

- Two (2) classifiable fingerprint cards taken by a certified fingerprinting official
- If you do not complete the personal information on the fingerprint cards, or the fee is incorrect, the packet will be **RETURNED** and processing will be delayed.

***\*\*Blank Fingerprint Cards are Available by Calling 505-827-6104 or 505-827-6649\*\****

### *If a Background Check has been completed in the last 2 years in NM*

- Submit a copy of the FBI report with no fee.



*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 LICENSURE BASED ON NEW MEXICO RULES.*

*<http://www.ped.state.nm.us/div/ais/lic/rules/index.html>*

*PROFESSIONAL LICENSURE STAFF DETERMINES ELIGIBILITY FOR  
LICENSURE BASED ON THE CREDENTIALS PROVIDED.*



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

**APPLICATION FOR NEW MEXICO INTERNSHIP LICENSURE**

Use **Black Ink** to complete this form. Please print legibly.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Former Name(s)</b>	
<b>Street Number or PO Box</b>		<b>City</b>		<b>State</b>
<b>Phone Number</b>		<b>E-mail Address</b>		
<b>Date of Birth (MM/DD/YY)</b>		<b>Sex (M-F)</b>	<b>Social Security No.</b>	

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", what district/school? \_\_\_\_\_ in what position? \_\_\_\_\_

**Check** the licensure option and the type of license and endorsement(s) for which you are applying:

**Options**

- Post BA Approved Program     Alternative by Program     Online Portfolio for Alternative Licensure (OPAL)  
[www.teachnm.org](http://www.teachnm.org)

**Licenses**

Administrative++

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Early Childhood, B-3 | <input type="checkbox"/> Elementary, K-8    | <input type="checkbox"/> Special Education, Pre K-12 |
| <input type="checkbox"/> Middle Level, 5-9 ** | <input type="checkbox"/> Secondary, 7-12 ** | <input type="checkbox"/> Grades Pre K-12**           |

\*\* Needs at least one content area endorsement (see below).  
 ++Needs graduate degree and 6 years of administrative experience at the post-secondary level.

**Endorsements**

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

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

## EDUCATION

List colleges and universities you have attended

Name of Institution(s)	Dates Attended	Degree Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 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

*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).
  - **\$65** for Administrative and Teaching
- 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)**
- 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**
- Proof of Enrollment in the required reading methodology course(s). You must check with a college or university course offering catalog. 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.**