

# COMPLETING YOUR RENEWAL APPLICATION FOR CONTINUING NEW MEXICO LICENSURE

**For FASTER SERVICE** you must submit a complete Application Packet to include the following:

- ❑ A processing fee in the form of a **Money Order or Cashier's Check Payable to the New Mexico Public Education Department (NMPED). NO PERSONAL CHECK.**
  - **\$95** for Administrative, Teaching, Instructional Support Providers, Native American Language and Culture and School Business Official
  - **\$35** for Support Providers
- ❑ The Application **fully completed and signed.**
- ❑ A Superintendent's Recommendation Form verifying your having satisfactorily demonstrated competencies **OR**

## **NOT EMPLOYED DURING THE LIFE OF THE LICENSE**

- ❑ A Notarized letter indicating that you have not been employed and using your NM license(s) during the life of the license.

**Application Packets will be RETURNED** to you and cause a **DELAY** in processing if:

- You submit a Personal Check
- Your Money Order is **NOT SIGNED** or **COMPLETELY FILLED OUT**
- Application is **NOT COMPLETE** or **SIGNED**

**Please Note:**

- ❖ **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.**



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

**APPLICATION FOR NEW MEXICO CONTINUING LICENSURE**

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. |          |

*Check level of license(s) and types of license(s) that are being renewed*

- Level 1                     
  Level 2                     
  Level 3                     
  Level 3A                     
  Level 3B

**Administrative/Teaching Licenses**

- Administration, Pre K-12                     
  Early Childhood, B-3                     
  Elementary, K-8                     
  Special Education, Pre K-12  
 Middle Level, 5-9 \*\*                     
  Secondary, 7-12                     
  Grades Pre K-12\*\*  
 Secondary Vocational-Technical, 7-12  
 Blind & Visual Impairment, B-12

**Instructional Support Providers**

- Educational Diagnostician                     
  Physical Therapist Assistant\*\*                     
  School Nurse (LPN) \*\*  
 Educational Interpreter f/t Deaf\*\*                     
  Professional Interpreter f/t Deaf \*\*                     
  School Psychologist  
 Mobility Trainer for the Blind \*\*                     
  Recreational Therapist\*\*                     
  School Social Worker\*\*  
 Occupational Therapist \*\*                     
  School Counselor                     
  Speech Language Pathologist\*\*  
 Occupational Therapist Assistant\*\*                     
  School Nurse (RN)\*\*                     
  Vocational Rehabilitation Counselor  
 Physical Therapist \*\*

**\*\* Attach a copy of a current NM or National board license or certificate.**

**Support Providers**

- Athletic Coach, 7-12  
 Educational Assistant, Pre K-12  
 School Health Assistant, Pre K-12  
 Substitute Teacher, Pre K-12

**Native American Language & Culture Certificate**

- Native American Language & Culture

**School Business Official**

- School Business Official

**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"/> Gifted Students<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><input type="checkbox"/> Performing Arts<br><input type="checkbox"/> Technology Education | <input type="checkbox"/> Physical Education<br><input type="checkbox"/> Psychology<br><input type="checkbox"/> Reading<br><input type="checkbox"/> Science<br><input type="checkbox"/> TESOL<br>(Spanish, German, French, etc.)<br><input type="checkbox"/> Visual Arts<br>(Music, Theater, Dance) |
|--|--|--|

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

## 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

**CHARACTER AND FITNESS CONTINUED**

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 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 is 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 is grounds for denial, suspension, or revocation of the educator license(s) that I am seeking.

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

\_\_\_\_\_  
Date