

Same Level Licensure Online System: Educator User Guide

The Same Level Licensure (SLL) Online System



In this user guide, you will find detailed information for Teachers who are applying for Same Level Licensure. This guide includes step-by-step instructions on how to use the system including how to troubleshoot various situations that may arise. You can print this out or view it in your Adobe Reader program. If these sections do not provide adequate information to help you navigate and use the system features, then you may want to review the online Help Information by clicking on the Help Tab or by contacting our Helpdesk at: pddhelp@visionlink.org.

We look forward to serving you!

The NM Online Technical Support Team

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NM Online Licensure System

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[New User Registration](#) | [Member Login](#)



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System Access & Registration



Learn About NM Online Licensure System
(PDD, OPAL, & Same Level Licensure Renewal)

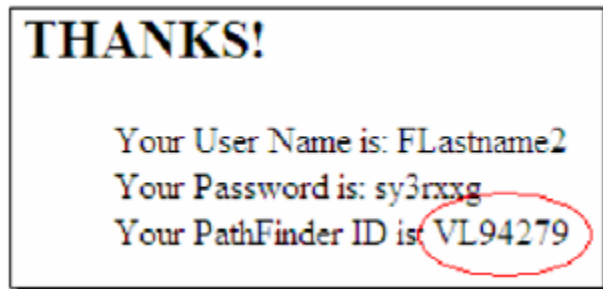
[New User Registration](#), [Member Login](#)

In order to apply, follow the below steps to become a registered user of the online system.

1. To access our system, please go to <http://teachnm.org>. Online registration is mandatory to gain system access.
2. Click on the New User Registration link to begin the registration process. This can be found under the Same Level Licensure Renewal section at the bottom-right corner of the screen. Please note that there are several licensure systems available online.
3. On the subsequent pages, read all detailed information and answer all critical fields which are noted by an asterisk (*).

Critical fields include:

- * First and last name
- * Address, city, state, and zip code
- * Contact phone
- * Email address
- * Place of employment
- * Gender and ethnicity
- * Location, primary affiliation, and member type
- * Licensure number (please input only your teacher license number)



To keep the process as simple as possible, please have your licensure number available when registering. If you do not know your licensure number, contact the State Director of Professional Licensure, Phil Baca (phil.baca@ped.state.nm.us), before registering.

4. Once you have entered your information into the online form, click on the Submit button.

5. Your codes will display on the very last page after submitting the Registration Form. If your codes do not appear, follow the instructions on that page to correct your information and receive your codes. Your codes will also be sent to the e-mail address that you provided on the form.

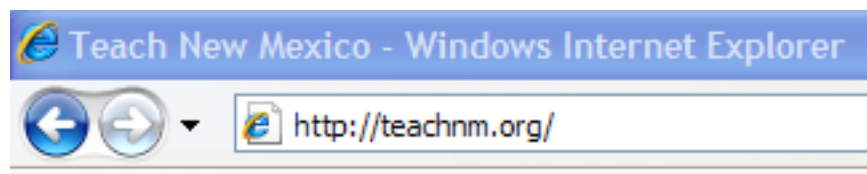
Please note:

*If you do not enter a valid e-mail address or you enter an e-mail address incorrectly on the online form, you will not receive the email confirmation that contains your access codes and VL number (also known as your PathFinder ID). To correct this problem, contact our HelpDesk at pddhelp@visionlink.org. Include your VL number (PathFinder ID) and your correct teacher license in your email to enable us to confirm your account and provide you with your username/password.

*Your VL number (PathFinder ID) is a unique identifier within our system and serves as a point of reference in case you need to communicate with us regarding your account. Providing this number can help our technical support staff to quickly look up your account information.

***PLEASE DO NOT REGISTER MORE THAN ONCE! If you encounter a problem, contact our HelpDesk at pddhelp@visionlink.org immediately.**

Login Username/Password



Once your codes have been activated, you can proceed to login to the SLL System online.

To login to the SLL System, enter the following URL into the appropriate addressing field of your browser: <http://teachnm.org>.



Learn About NM Online Licensure System
(PDD, OPAL, & Same Level Licensure Renewal)

New User Registration | **Member Login**

From the Teach New Mexico homepage, click on the Member Login link.

TEACH
new mexico



▶ **OPAL Candidate**
New Mexico Online Alternative
Licensure Portfolio Submission

▶ **Public Education
Department**
PED Administrative Review Access

▶ **Three Tier Licensure**
New Mexico Professional Development
Dossier Submission for Teachers

▶ **Administrator**
New Mexico Administrative Scoring
Area for Review of Professional
Development Dossier, Alternative
Licensure and Licensure Renewal

▶ **Independent Review**
New Mexico Independent Reviewers
Scoring Area for Professional
Development Dossiers and Alternative
Licensure Portfolio Review

▶ **Same Level Licensure**
Register to use the New Mexico Same
Level Licensure System (NMSLL)

From this screen, click on the Same Level Licensure link.

Login

Username:

Password:

[Forgot your username or password?](#)



Not registered?
[Sign Up](#)

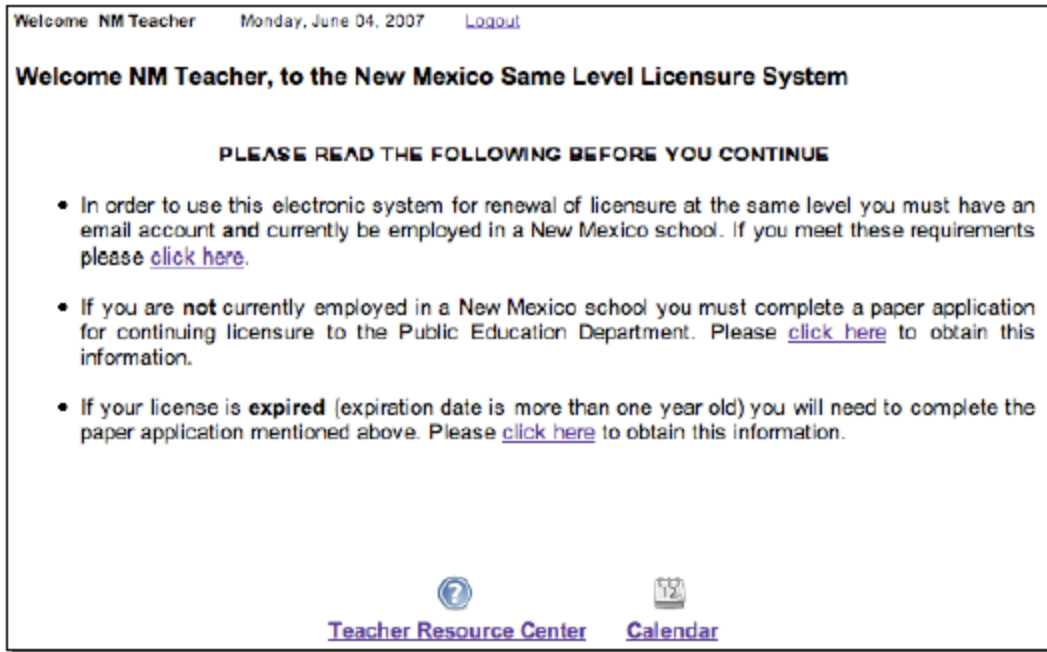
You will then be prompted to login. Enter your username and password into the fields provided (the fields are case-sensitive). Once you have entered your access codes in the Username and Password fields, click on the Login button to enter the SLL System.

Please note:

If you have forgotten your access codes, click on the **Forgot your username or password?** link to obtain that information.

***DO NOT REGISTER MORE THAN ONCE!** If you encounter a problem while attempting to login, contact the VisionLink technical support HelpDesk at pddhelp@visionlink.org. Be prepared to provide the VL number (PathFinder ID) that you received along with your access codes to technical support.

Welcome Screen





Welcome NM Teacher Monday, June 04, 2007 Logout

Welcome NM Teacher, to the New Mexico Same Level Licensure System

PLEASE READ THE FOLLOWING BEFORE YOU CONTINUE

- In order to use this electronic system for renewal of licensure at the same level you must have an email account **and** currently be employed in a New Mexico school. If you meet these requirements please [click here](#).
- If you are **not** currently employed in a New Mexico school you must complete a paper application for continuing licensure to the Public Education Department. Please [click here](#) to obtain this information.
- If your license is **expired** (expiration date is more than one year old) you will need to complete the paper application mentioned above. Please [click here](#) to obtain this information.

 [Teacher Resource Center](#)  [Calendar](#)

There are three separate navigation options for you to choose from on the welcome screen.

1. If you are currently employed with a school in New Mexico and you have a valid e-mail address, you will be allowed to continue with the online renewal of your license(s).

2. If you are **not** currently employed with a school in New Mexico, you will need to complete a paper application. The paper application is available on the New Mexico Public Education Department's website.

<http://www.ped.state.nm.us/Licensure/dl08/applications/continuingall.pdf>

3. If your license has been expired for more than one year, you will need to complete a paper application. The paper application is available on the New Mexico Public Education Department's website.

<http://www.ped.state.nm.us/Licensure/dl08/applications/continuingall.pdf>

The Five Steps for SLL Renewal



Complete the Same Level Licensure renewal process in five steps. This online license renewal system uses a Lock Step procedure which means that you **must** complete Step 1 before you can access Step 2 and so on. This procedure allows you to move quickly and efficiently through the online system.

- 1. Complete Your Profile:** You will be given the opportunity to complete your online profile. Please note that you must complete the Oath section at the bottom of the form to continue on to Step 2.
- 2. Review/Renew Your Current Standard License:** Here you will be given the option to review all current licenses you may have. You may renew current licenses as well as expired licenses whose expirations are less than a year old. Any license that has been expired for more than one year must be renewed via the [paper application](#).
- 3. Preview Your Payment:** Here you will see a detailed list of which licenses you have chosen for renewal. You will also see the renewal fee for each license as well as the total amount to be paid. If you are renewing multiple licenses, the largest renewal fee will be charged and all non-expired licenses will be renewed at no additional charge.
- 4. Submit Your Payment:** By clicking on this link, you will be given the option to pay either with your credit card or with a check. Your payment will then be processed by **VisionLink, Inc.** and will be posted to your account.
- 5. Check Renewal Status:** After your payment has been received and processed, you will be able to check on the status of your renewal. There are three renewal statuses: Pending, Approved, and Denied.

Step 1 - Complete Your Profile

Welcome NM Teacher, to the New Mexico Same Level Licensure System

Congratulations,

You have successfully registered to use the New Mexico Same Level Licensure System (NMSLL). This is the online system you are required to use to renew an individual license or multiple license(s) at the same level through the Public Education Department. You may begin this immediately if your license(s) is/are due to expire as this process is ongoing.

You are required to complete each step before you can proceed to the next. Therefore, we strongly suggest that you complete Step 1 as soon as possible. Updating your profile is essential to receiving your license in a timely manner.

Step 2 must be completed before you can continue to the next step. Complete steps 3, 4 and 5 in order as you progress through this process. If you have any technical troubles, need to make corrections or need to work with our [Help Desk](#) staff, you can do so before continuing to the next step.

Payment must be processed before your license will be issued.

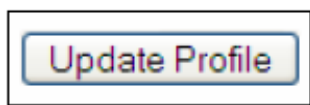
Typically, your license will be issued within six weeks after your renewal licensure request is completed.

Using this online system is a five step process. You will need to complete in the following order:

```
graph LR; 1[1 Complete Your Profile] --> 2[2 Renew/Review Your Current Standard License]; 2 --> 3[3 Preview Your Payment]; 3 --> 4[4 Submit Your Payment]; 4 --> 5[5 Check Renewal Status];
```

The Lock Step process requires that you start the renewal process at **Step 1 - Complete Your Profile**.

1. Click on the **Step 1 - Complete Your Profile** link.
2. On the subsequent profile page, edit your information:
 - a. General Information: Name, address, phone, etc.
 - b. Professional Fitness Questionnaire
 - c. Alternative Licensure Program Questionnaire
 - d. New Mexico Teacher Oath



OATH

Warning: False statements or omissions are cause for denial, suspension, or revocation of licensure.

By submitting this information, I Eryn SLLTest swear or affirm under the penalty of perjury that all information I have submitted in this application is true, correct, and complete to the best of my knowledge, information, and belief. I understand that any material misrepresentation of material omission of fact in this application are grounds for denial, suspension, or revocation of the educator license(s) that I am seeking. Click Box "I Swear or Affirm".

I Swear or Affirm

3. Read and affirm the Oath by checking the box labeled **I Swear or Affirm**.
4. Finally, click on the **Update Profile** button.

Step 2 - Review/Renew Your Current Standard License



Once you have completed Step 1, the link for Step 2 will become active allowing you to review your current standard license(s).

1. Begin by clicking on the **Step 2 - Review/Renew Your Current Standard License** link.

Review Your Current Standard License(s)

NM Teacher, please review your current standard license information and expiration and select all licenses that you wish to renew.

License Type	Endorsement	Expiration Date	Check Box to Renew
Pre K-12 School Psychologist	Health	02/15/2007	<input type="checkbox"/>

Please note you may renew all unexpired licenses for a single fee of at this time. This would allow you to keep all your licenses on the same schedule.

If one or more of your licenses have expired then [click here](#) to renew that license with a paper application for continuing licensure to the Public Education Department.

If you have questions concerning your current license(s) please contact the Institute of Professional Development at ipd@unm.edu.

2. From the **Review Your Current Standard License(s)** screen, you will be able to view all of your standard licenses, but please note that you will only be able to renew licenses that have **not** been expired for over one year.
3. To renew a license, please select the checkbox next to the license(s) you wish to renew. Then click on the **Renew** button to submit your selection.

Step 3 - Preview Your Payment

Payment Preview

The following is a list of the licenses you wish to renew and the associated fee to renew the license.

License Type	Endorsement	Expiration Date	Renewal Fee
Pre K-12 School Psychologist	Health	02/15/2007	\$35

If you are renewing multiple licenses then you will only need to pay the largest renewal fee to renew all licenses provided the license is not expired. You will need to pay full price for each expired license that you are renewing.

Based on the license(s) you selected to renew you will need to make a payment of **\$35**.

Note: The administrative process will not be able to be completed until the payment has been processed.

[Pay Renewal Fee](#)

Once Step 2 has been completed, you will notice that Step 3 is now active.

By clicking on the **Step 3 - Preview Your Payment** link, you will be able to review the license(s) that you wish to renew. A complete listing of costs is also included on this page. The following qualifications are included on this payment preview page:

1. If multiple licenses are being renewed, you will only need to pay the largest renewal fee.
2. If a license is expired, you will need to pay full price for that license. Expired licenses are not included in the multiple license discounts mentioned above.

[Pay Renewal Fee](#)

Once you have reviewed the payment details, please click on the **Pay Renewal Fee** button.

Step 4 - Payment for Same Level Licensure

Please Note that this transaction is non-refundable. Once you have purchased a renewal you will not receive a refund under any circumstances. Please be sure you are committed to renewing licenses before you submit your payment.

Once Step 3 has been completed, you will notice that Step 4 will become active.

Please click on the **Step 4 - Submit Your Payment** link.

Option 1: Current Standard License Renewal Payment via Credit Card

Are you renewing your Current Standard License(s) and want to pay via credit card?

Yes, I want to pay for the renewal of my current standard license(s) and I want to pay by credit card, or by check. (You must pay entirely with one method. You may not split payments across payment types.) If you pay by credit card, your account should be cleared for review within 48 hours (2 business days).

Same Level Licensure Renewal Payment (\$35) [Purchase License Renewal by Credit Card](#)
 *Non-Refundable

You will now be given two options to pay your renewal fees: credit card and check.

If you choose to pay the renewal fee by credit card, the payment will be processed through VeriSign Secured Services. VeriSign utilizes SLL Certificates to ensure the security of the transaction.

Option 2: Payment by Check

Are you renewing you Current Standard License(s) and want to pay via check?

Yes, I want to pay for the renewal of my Current Standard License and pay by check. NOTE: Your account should be cleared for review within 10 business days from when you mail the check.

[Purchase Renewal by Check](#)

If you choose to pay the renewal fee by check, you will be given instructions as to where the check should be sent as well as order ID information. Personal checks, money orders and cashier's checks are all acceptable methods of payment.

Step 5 - Check Renewal Status



Once your payment has been processed, you will be able to click on the Step 5 - Check Renewal Status link. Note: all steps, except for Step 2, will be accessible.

Click on the **Step 5 - Check Renewal Status** link to learn if your license(s) have been "Approved" or "Not Approved" or are "Pending" administrative review.

Approved

Congratulations, you have now completed your portion of the Same Level Licensure Renewal process.

Your application has been processed and the PED has been notified. You should be receiving your license within 6 weeks.

A status of Approved means that the administrative review has been completed and that you have been approved for renewal. Please note that it may take up to 6 weeks to receive your license.

Not Approved

Your application has been processed however your administrator has **not** approved of one or more of your competencies for the license(s) that you wish to renew. Please contact your administrator for clarification.

A status of Not Approved means that the administrative review has been completed and that you have NOT been approved for renewal. *Please note that you must contact your administrator for clarification.

Pending

Your administrative review has not been conducted. Please contact you administrator.

It is your responsibility to notify the appropriate administrator that you have submitted your application for Same Level Licensure renewal so that your employer can complete the remaining portion of the application. **Your license can not be issued until your employer completes this process.**

A status of Pending means that the administrative review has not been completed. *If you receive this message, contact your administrator.