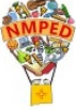


Steps to Create Application


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

Educators will log into their accounts by entering their email (Username) and password.




Professional Licensure Bureau
NM PED Licensure System

Login

 I'm not a robot 
[Sign In](#) [Register](#)
[Forgot Password](#)

A Security Access Code will be sent to the applicant's registered email address and will be entered in the field seen below.




Professional Licensure Bureau
NM PED Licensure System

Enter the Temporary Password you received by Email:

[Send again](#)

[Validate](#) [Cancel](#)

PED LOGIN - Security Access Code


 NoReplyPED <Join.us@state.nm.us>
To: Jaquez, Jenna, PED

Start your reply all with: [It worked! Thank you!](#) [Thank you!](#) [Did you request this?](#) [Feedback](#)

Dear [REDACTED]

Your Security Access Code to login into the NMPED Licensure Portal is [REDACTED]. This Security Access Code is valid for 15 minutes. Please delete this email after using the code as it will not work for future login purposes.

Thank you,
Professional Licensure Bureau

[Reply](#) [Reply All](#) [Forward](#)  [...](#)

Thu 7/7/2022 2:29 PM

After the Login, a dialog box will appear, the applicant will click on the “OK”. You may get another dialog asking if you want to save your password. Please click No thanks as it will save the one-time passcode as your password. You will then be re-directed to the Landing page as seen below. Select “License Application” from the PED Application dropdown and select “Applicant” as the user role from the Select Your Role dropdown, then click on the Go button.

IMPORTANT NOTICE ✕

NOTICE REGARDING A CHANGE OF ADDRESS

The Public Education Department (“PED”) considers the mailing address, inclusive of any email address, that you have provided on this Application to be your official address of record. Any notice, letter, memo, or other form of communication, which PED is required by law to provide, or voluntarily chooses to provide, to you, shall be sent to the address of record and shall be deemed delivered once sent to the address of record, even if returned undelivered to the PED. Please be advised that as a Licensee of the PED, you are responsible for immediately notifying the PED of any change in street address or email address using the Change of Address Form. Submission of such form shall be the sole means by which you may change your address of record with the PED. If you relocate, change your mailing address, or change your email address and have not submitted your new address to the PED using the Change of Address Form, the PED will continue to consider the address you provided on this application, or on a subsequent Change of Address Form, to be your address of record.

NOTICE REGARDING A CHANGE IN EMPLOYMENT

As a Licensee of the PED you are required to ensure that you notify the PED of any change in employment if such change in employment results in your employment in any position that requires PED licensure. You must notify the PED within ten days of the first day of your new employment using the Change of Employment form.

Ok

Save password ✕

Microsoft Edge will update your saved password for this site.

PED Applications *

Your Roles *

GO

The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes.

You will be automatically directed to the Applications Submission stage, where you will see any pending applications. You will click in the button that reads “Start New Application”. Some fields on the Application Creation page will auto-populate based on data entered in the User Registration form. The applicant will see all their valid licenses under the Existing Licenses section.

MAIN NAVIGATION

- Application Submissions
- Create Application
- Character and Fitness
- Upload Documents
- Review & Submit
- Payment
- Review Status
- My Licenses
- User Settings
- Back to Landing Page

Application Submissions

Application Submissions

ApplicationId	Submit Date	Status	Background Status	Is Military Member	License Types	Middle Name	Former Name	District	Address
011874	6/19/2022, 7:12:28 AM	Pending		Yes	SEC: 6-12, MIDDLE SCHOOL	M			
011873	6/18/2022, 4:00:41 AM	Completed		Yes	SEC: 6-12	M			
011872	6/16/2022, 8:49:10 AM	Completed		Yes	MIDDLE SCHOOL	M			

APPLICATION STATUS: Pending

The "Request for New License" section, seen below, will allow the applicant to apply for one or more licenses, add an endorsement to an existing license or renew a current license. Click Add/Save after each separate application request. After entering all application requests, the user will answer questions 1-6 on Create Application page, then click on the "Save/Add" button. ****The Background Registration ID field is NOT a required field.**

MAIN NAVIGATION

- Application Submissions
- Create Application
- Character and Fitness
- Upload Documents
- Review & Submit
- Payment
- Review Status
- My Licenses
- User Settings
- Back to Landing Page

Create Application

Application Information

First Name Jerri	Middle Name M	Last Name Fudge	District 21ST CENTURY PUBLIC ACADEMY	License Number 37976
---------------------	------------------	--------------------	---	-------------------------

Existing Licenses

Request For New License

Application Type

License Category

License Type

Pathway

Endorsement

License Level Code Id

Add License

Requested Licenses

License Category	License Type	License Level Code	Application Type	Pathway	Delete	Endorsements
Showing 0 to 0 of 0 entries						

1. From which state did you receive your education credentials or coursework?

2. Which New Mexico Educator Preparation Programs did you attend (if any)?

3. Do you currently hold licensure in any other state(s) or country?

Yes No

4. Are you employed or do you plan to be employed in education in New Mexico during this school year?

Yes No

5. Background Registration ID

NM

6. List colleges and universities you have attended

Add

Email Official Electronic Transcripts to OfficialTranscripts.LU@state.nm.us.

Official Foreign Course by Course Transcripts Evaluations must be sealed and mailed to 300 Don Gaspar, Santa Fe, New Mexico 87501 at the attention of the NMPED Licensure Bureau.

Military Membership, seen below, requires a response. Upon completion, the applicant will initial, date, and then click on the Save button.

Name of Institution	Degree/Certificate Awarded	Edit	Delete	State	Country
No records found!					

Military Membership

1. Are you an active military member?

Yes No

2. Are you a spouse of an active military member?

Yes No

3. Are you a retired military member?

Yes No

Initials

Initials

Initials

Date




Date

Save

Steps for Character and Fitness

After a successful submission on the Create Application page, the applicant is directed to the Character and Fitness questions, seen below. Applicants are asked to carefully review each question and are required to answer Yes or No.

 NEW MEXICO
Public Education Department

[Sign Out](#)

Character and Fitness

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 includes: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation.)
 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 NM or any other state?
 Yes No
3. Have you ever been disciplined, reprimanded, suspended, or discharged, from any employment because of allegations of misconduct?
 Yes No
4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?
 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 authority?
 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 contract.)
 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?
 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, 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 for any crime or violation of the law?
 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.)
 Yes No
10. Are you currently delinquent in payment of court-ordered child support?
 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. If ordered by a court to pay child support, **please provide a copy of the judgement and order fixing your child support obligation.**

11. Have you ever had a court-ordered screening for alcohol or drug dependence?
 Yes No

Note: 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.

Initials

Initials

Date

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For support with the application please email: licensureunit@state.nm.us.

Version 1.0

Steps for Upload Documents

The applicant will be asked to upload documents based on the submitted Application (New, Renewal, or Endorsement), the License Category, the License Type, and the Pathway selected.

Upload Documents

Application Type	License Category	License Type	Pathway	Endorsement
New (Initial)	TEACHER	ELEM: K-8	Reciprocity-In Country	Agriculture, Bilingual Education, Business Education, Family and Consumer Science, Gifted Education, Health, Information Tech Coordinator, Library/Media, Modern Classical Native & Language, Performing Arts, Physical Education, Psychology, Reading, Technology Education, TESOL, Visual Arts

***Required**

Upload Verification of Teaching Experience on out of state or Country letterhead for Pre K-12

TEACHING EXPERIENCE PRE K-12



***Required**

Upload any Teacher Exam scores from out of state or country that are not PEARSON or PRAXIS

TEACHER EXAM SCORES



***Required**

Upload your current out of state license

LICENSE-OUT OF STATE



Prev

Next

The General Documents section allows the applicant to upload a copy of their SSN (if applicable), Military related documents and documents related to Character and Fitness.

By clicking this link, you will find all forms related to licensure you are applying for (i.e. Supt. Verification/Recommendation Forms, Verification of Experience, etc.) <https://webnew.ped.state.nm.us/bureaus/licensure/applications-and-forms-for-licensure/>

Other Documents

Other Documents



Military Membership

***Required**

Proof of Military Membership



Character of Fitness Documents

***Required**

As you answered "yes" to any of the character and fitness questions 7-10 above, please upload the following documents: (1) Completion of sentence from the court OR Dismissal of charges from the court. (2) Narrative to include details leading up to the arrest such as dates, places and names. Here is the aid link for reference.



Initials

Initials

Initials

Date



Date

Prev

Next

The user has the ability to delete any uploaded document should they wish to do so. Upon completion of the document upload, the applicant will initial, date, and then click "Next" to proceed with Application Review and Submit.

Steps for Application Review & Submit

In Application Review & Submit the applicant is shown all the documents they have uploaded, and the Character and Fitness answered.

Application Review & Submit

Requested Licenses

Show entries Search:

Application Type	License Category	License Type	Pathway
New (Initial)	TEACHER	K-8 ELEMENTARY	Reciprocity-In Country

Showing 1 to 1 of 1 entries First Previous Next Last

Application Documents

- ELEM: K-8
- Miscellaneous Documents

- MAIN NAVIGATION
- Application Submissions
 - Create Application
 - Character and Fitness
 - Upload Documents
 - Review & Submit**
 - Payment
 - Review Status
 - My Licenses
 - User Settings
 - Back to Landing Page

Application Review & Submit

Application Id	First Name	Middle Name	Last Name	District	License Number
011877	Jerri	M	Fudge	21ST CENTURY PUBLIC ACADEMY	37976

Requested Licenses

License Category	License Type	License Level Code	Application Type	Pathway	Endorsements
TEACHER	7-12 SECONDARY VOCATIONAL TECHNICAL	LEVEL THREE-A INSTRUCTIONAL LEADER	New (Initial)	Approved Educator Preparation Program	

Showing 1 to 1 of 1 entries

Application Documents

- VOC: 7-12
- Miscellaneous Documents

Character and Fitness

- Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse includes: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation.)
No
- 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 NM or any other state?
No
- Have you ever been disciplined, reprimanded, suspended, or discharged, from any employment because of allegations of misconduct?
No
- Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?
No
- Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any educator licensing authority?
No
- 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 contract.)
No
- Do you currently have any outstanding criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or in any jurisdictions, including, but not limited to, state, federal, tribal courts or tribunals?
No
- Have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?
No
- 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.)
No
- Are you currently delinquent in payment of court-ordered child support?
No
- Have you ever had a court-ordered screening for alcohol or drug dependence?
No

ACKNOWLEDGEMENTS AND OBLIGATIONS

- I understand that licensure in the State of New Mexico is a privilege granted by the Public Education Department and that this privilege may be suspended or revoked for incompetency, immorality, or other good and just cause.
- I acknowledge that where licensure is required, by practicing as an educator or working in any school without Public Education Department licensure or official waiver granted by the New Mexico Secretary of Education is grounds for denial of any licensure application and may subject me to criminal and civil penalties as provided for by law.
- I have read and agree to abide by the New Mexico Educator Code of Ethics and Standards of Professional Conduct found: [Here](#)
- I understand that my address and name detailed in this application will be the official address and name recorded in Public Education Department official records until a change of record form is received and that all communications regarding my educator licensure will be sent to the official address and name in the Public Education Department official records.
- I understand that I am obligated to complete a change of official record form within 30 days if I move, or change my name.

OATH

FALSE STATEMENTS OR OMISSIONS ARE CAUSE FOR DENIAL, SUSPENSION, OR REVOCATION OF LICENSURE

I , swear or affirm under the penalty of perjury that

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 omissions of fact in this application are grounds for denial, suspension, or revocation of the educator license(s) that I am seeking. Should a license be issued in error I understand PED has the option to rescind my license.

The applicant has an opportunity to review the entire application including the documents uploaded. The applicant will check off each box in the Acknowledgements and Obligations section, print their name, initial, date, and then click on “Submit”.

A confirmation message appears, see below, allowing the applicant one final opportunity to make final edits. Once the applicant selects “OK” the application is locked for edits and uploads.

IMPORTANT NOTICE ×

NOTICE REGARDING A CHANGE OF ADDRESS

The Public Education Department (“PED”) considers the mailing address, inclusive of any email address, that you have provided on this Application to be your official address of record. Any notice, letter, memo, or other form of communication, which PED is required by law to provide, or voluntarily chooses to provide, to you, shall be sent to the address of record and shall be deemed delivered once sent to the address of record, even if returned undelivered to the PED. Please be advised that as a Licensee of the PED, you are responsible for immediately notifying the PED of any change in street address or email address using the Change of Address Form. Submission of such form shall be the sole means by which you may change your address of record with the PED. If you relocate, change your mailing address, or change your email address and have not submitted your new address to the PED using the Change of Address Form, the PED will continue to consider the address you provided on this application, or on a subsequent Change of Address Form, to be your address of record.

NOTICE REGARDING A CHANGE IN EMPLOYMENT

As a Licensee of the PED you are required to ensure that you notify the PED of any change in employment if such change in employment results in your employment in any position that requires PED licensure. You must notify the PED within ten days of the first day of your new employment using the Change of Employment form.

Application Review & Submit ×

You will not be able to edit the application after submission. Do you want to proceed with the payment? If yes, click OK to continue, otherwise click on Cancel to continue editing the application to apply for additional licenses.

Application Review & Submit ×

Application is submitted successfully.

Steps for Payment

Once directed to the payment section **the applicant will need to initial, and date first**, and then click on the “Pay” button, seen below, then the system will proceed to a secure payment site.

Payment

Payment

Total Amount Due: **\$150.00**

Please use this to pay this amount.

Note: If more than one license request is applied, Final amount is the higher of the fee's.

Initials

Initials

Initials

Date



Date

The applicant will be required to fill in all billing information. Click on “Next” to proceed with payment.

Billing | Payment | Review | Receipt

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

City *

Country/Region *

Zip/Postal Code *

Email *

[Cancel Order](#)

Your Order

Total amount **\$150.00**

Payment Details section requires a valid credit card number and expiration date. Click “Next” to proceed with payment. ****Please note, we now accept Discover as well.**

The screenshot shows the 'Payment' step of a checkout process. The navigation bar at the top includes 'Billing', 'Payment' (highlighted), 'Review', and 'Receipt'. The 'Payment Details' section on the left contains a lock icon, a '* Required field' label, and two radio button options for 'Card Type *': 'VISA Visa' (selected) and 'Mastercard'. Below these are input fields for 'Card Number *' and 'Expiration Date *' (with dropdown arrows). At the bottom of this section are 'Back' and 'Next' buttons, and a 'Cancel Order' link. The 'Your Order' section on the right shows a 'Total amount' of '\$150.00' in a green box.

Review your Order section allows for final review of the order before making the payment. Click on “Pay” to make the payment.

The screenshot shows the 'Review' step of a checkout process. The navigation bar at the top includes 'Billing', 'Payment', 'Review' (highlighted), and 'Receipt'. The 'Review your Order' section contains two columns: 'Payment Details' and 'Your Order'. The 'Payment Details' column lists 'Card Type' as 'Visa', 'Card Number' as 'xxxxxxxxxxxx1111', and 'Expiration Date' as '03-2023'. The 'Your Order' column shows a 'Total amount' of '\$150.00' in a green box. At the bottom of the section are 'Back' and 'Pay' buttons, and a 'Cancel Order' link.

Once the payment is submitted the application is sent for PLB review. The applicant can review the status of the submitted application(s) under the Review Status section, as seen below.

Review Status

Review Status				
Show 10 entries				Search:
Application Type	License Category	License Type	Pathway	Status
New (Initial)	TEACHER	K-8 ELEMENTARY	Reciprocity-In Country	Pending

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Steps for User Settings – Update Name, Contact Information, and District/School Affiliation

An applicant may update their mailing address, First Name, Last Name, contact information, and the district/school affiliation using the user setting page.

- MAIN NAVIGATION
- Create Application
- Character of Fitness
- Upload Documents
- Application Review
- Payment & Submit
- Review Status
- User Settings**
- Back to Landing Page

Profile

User Personal Information

First Name *	Last Name *	Middle Name	Former Name(s)
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="M"/>	<input type="text" value="Enter Former Name"/>

Date of Birth *	Phone *
<input type="text" value=""/>	<input type="text" value=""/>

Mailing Address *

City *	State *	Zip Code *
<input type="text" value="Enter City"/>	<input type="text" value="Select State"/>	<input type="text" value="Enter Zip Code"/>

Role Requested *	Ethnicity *	Gender *
<input type="text" value="Select Role Requested"/>	<input type="text" value="Select Ethnicity"/>	<input type="text" value="Select Gender"/>

Email Information

Email *

Security Information

Password *

Password (Again) *

Password Rules

- Password must be at least eight characters long.
- Password must contain at least one upper, one lower and one numeric character.
- Passwords can not contain words that can be found in a dictionary.
- Passwords must contain at least one special characters. (eg. -, +, !, &, \$, or ?)

At any time, the applicant may update or change their email address (updates to the email address will also update the Username for login purposes) and update their password if required.