

Step for Downloading/Printing Licenses

<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 One Time Password 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 - One Time Passcode 

NoReplyPED <Join.us@state.nm.us>
to me

8:54 AM (16 minutes ago)

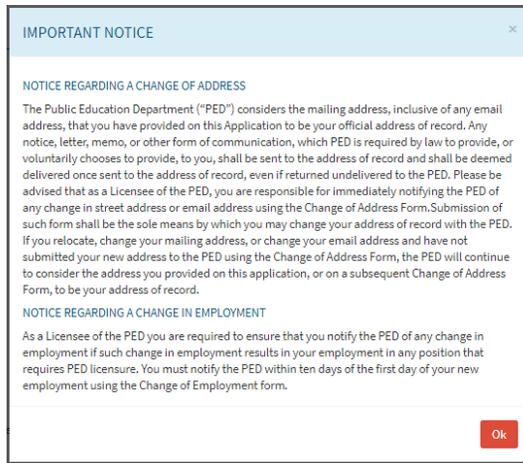
Dear [REDACTED]

Your One Time Passcode (OTP) to login into the NMPED Licensure Portal is 821009. This OTP 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](#) [Forward](#)

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

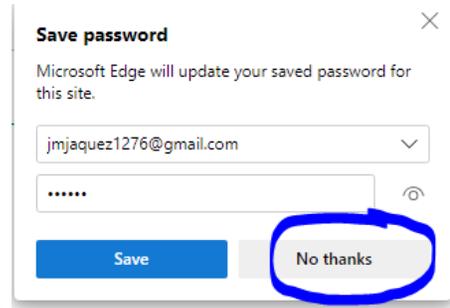
NOTICE REGARDING A CHANGE OF ADDRESS

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



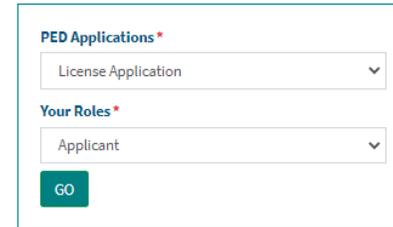
Save password

Microsoft Edge will update your saved password for this site.

jmjaquez1276@gmail.com

.....

Save No thanks



PED Applications *

License Application

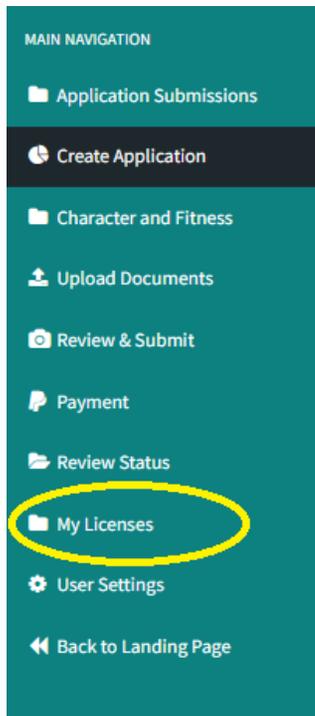
Your Roles *

Applicant

GO

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

In the left, teal-colored navigation pane, you click on the link titled “My Licenses”



MAIN NAVIGATION

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



You will see all your licenses in the My Existing Licenses section, and you will click on the PDF icon

MAIN NAVIGATION

- Create Application
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- My Licenses**
- User Settings

My Existing Licenses

My Existing Licenses

Existing Licenses

Show 10 entries Search:

License Type	Download License	Status	Effective Date	Expiry Date	Status Updated Date	License Level Code	Endorsements
7-12 ATHLETIC COACH		ISSUED	07/01/2019	06/30/2022	08/08/2020	LEVEL ONE	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

When you click on the PDF icon, your downloaded license may appear saved in your Downloads folder or dependent on the browser you use, you may see the download in the lower taskbar menu.

The screenshot displays a web application interface for managing licenses. On the left is a teal sidebar with navigation options: Create Application, Character and Fitness, Upload Documents, Review & Submit, Payment, Review Status, Application Submissions, My Licenses (highlighted), User Settings, and Back to Landing Page. The main content area is titled 'My Existing Licenses' and features a table of existing licenses. The table has columns for License Type, Download License, Status, Effective Date, Expiry Date, Status Updated Date, and License Level Code. One license is listed: '7-12 ATHLETIC COACH' with a status of 'ISSUED', effective date of '07/01/2019', expiry date of '06/30/2022', status updated date of '08/08/2020', and license level code of 'LEVEL ONE'. Below the table, it says 'Showing 1 to 1 of 1 entries' and a 'First' link. At the bottom of the page, there is a copyright notice: 'Copyright © 2019 NMPCED. All rights reserved. For support with the application please email: licensureunit@state.nm.us'. In the bottom-left corner, a Windows taskbar notification is visible, showing a PDF icon and the text 'licen...pdf' with an 'Open file' link. An orange arrow points from the 'Download License' icon in the table to this taskbar notification.

License Type	Download License	Status	Effective Date	Expiry Date	Status Updated Date	License Level Code
7-12 ATHLETIC COACH		ISSUED	07/01/2019	06/30/2022	08/08/2020	LEVEL ONE

Showing 1 to 1 of 1 entries First

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

licen...pdf
[Open file](#)

You can click on that and your license will open up in Adobe Reader (see below sample).

download (1).pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools download (1).pdf x

1 / 1 77.3%

8. Your download may be saved in the download folder of your desktop and when you click to open it, you will see your PDF copy to print in Adobe Reader.

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure

this

SAMPLE

COACH
issued to
JENNA JAQUEZ

Effective from July 01, 2019 to June 30, 2022
Licensure Number: 394008

Ryan Stewart
Secretary of Education