Albuquerque Public Schools
Language and Cultural Equity
Tuition Reimbursement Program

Thank you for your interest in obtaining an ESL (TESOL) and/or Bilingual endorsement.

1. Attached is the application of licensure and endorsement from the State Department of Education (SDE). If you are applying for an ESL (TESOL) and/or Bilingual endorsement, fill out the second page and submit with your official transcripts in a sealed envelope. It is not necessary to pay or submit fingerprints if you are applying for only the endorsement. You will receive a letter from the SDE that will tell you how many credit hours you need in particular competencies.

2. Attached is the APS Tuition Reimbursement information. Please return the blue Information Sheet, the signed Contract, and either a letter from the SDE stating the courses needed or a plan of studies from a college or university. All paperwork must be submitted before registering for classes.

3. Contact a college or university to enroll in classes. The following information may be helpful.

   • *The University of New Mexico*: Classes are offered in a semester format, with a varied schedule at the main campus and at satellite sites. Contact person is Holbrook Mahn, for ESL, 277-5887

   • *New Mexico Highlands University*: Rio Rancho – Classes are offered with a varied schedule. The contact persons are Lew Granados 891-6930 or Loretta Garcia 891-6913.

   • *University of Phoenix*: Contact: Brittany Keegan-602.713.7175 or Christina Glassco – 602.713.1987 or Natasha Maldonado – 602.713.0054

   • *CNM/Central New Mexico Community College*: 224-3000

If you have any further questions, please contact Language and Cultural Equity at 881-9429. Location: City Center, 6400 Uptown Blvd NE, 601-West Tower

Rev: 02/26/16
ONLY COMPLETE APPLICATION PACKETS ARE ACCEPTED.
PLEASE BE SURE TO READ THE NEXT PAGE OF THE APPLICATION.

THE APPLICANT IS RESPONSIBLE FOR KNOWING WHETHER THEY ARE ELIGIBLE FOR ENDORSEMENT(S) BASED ON NEW MEXICO ENDORSEMENT COMPETENCIES.

http://www.ped.state.nm.us/div/ais/lic/competencies/index.html

PROFESSIONAL LICENSURE STAFF DETERMINES ELIGIBILITY FOR ENDORSEMENT(S) BASED ON THE CREDENTIALS PROVIDED.

Points to Remember

- An endorsement is attached to a teaching license and designates the subject matter area in which a teacher has specialized and is eligible to teach.
- Core area endorsements of language arts, social studies, mathematics, & science are not added to an elementary, special education and/or early childhood license.

Course Work Requirements

- A minimum of 24-36 semester hours of credit in the subject matter area for an elementary teaching license OR passage of a Content Knowledge Assessment in the subject matter area.
- A minimum of 24-36 semester hours of credit in the subject matter area with 12 of those hours earned at the upper division level (300 & above) for middle level, k-12 and secondary teaching licenses OR passage of a Content Knowledge Assessment in the subject matter area.
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 $95 processing fee in the form of a Money Order or Cashier’s Check made out to the New Mexico Public Education Department (NMPED).

- Updated Official Transcripts with degree posted from all institutions where courses for the endorsement were taken. 
  
  COPIES of transcripts will not be accepted.

- If you took a comparable content exam from another state, submit a copy of the score report with your application.

Please Note:

- If applying for endorsement through New Mexico Teacher Assessment (NMTA) indicate it on the application. Scores are electronically sent directly to us from the testing company.

- Applicants may apply for multiple endorsements under one application and fee. Do not send this form if you are applying for initial/additional licensure and have already checked endorsements on that form!

- Application and fee are valid for 1 year.

- The Fee is non-refundable.

- If applying for a bilingual endorsement and course work has been completed, a score report for Prueba de Español para Cerficación Bilingüe must be submitted.
**APPLICATION FOR ADDING AN ENDORSEMENT**

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

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Former Name(s)</th>
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<th>Phone Number</th>
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<tr>
<th>Date of Birth (MM/DD/YY)</th>
<th>Sex (M-F)</th>
<th>Social Security No.</th>
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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,” where?  ___________________________  in what position?  ___________________________

**Endorsements**

- Agriculture
- Bilingual  ** Needs to pass a language proficiency exam in the target language, i.e. Preueba de Español para Certificación Bilingüe for Spanish Bilingual
- Business
- Family & Consumer Science
- Gifted Students
- Health
- History, Geography, Economics, Civics & Government
- Information Technology Coordinator
- Language Arts
- Library/Media
- Mathematics
- Modern, Classical & Native Language (Spanish, German, French, etc.)
- Performing Arts
- Technology Education
- Physical Education
- Psychology
- Reading
- Science
- TESOL
- Visual Arts (Music, Theater, Dance)

**EDUCATION OR CONTENT KNOWLEDGE ASSESSMENT (CKA)**

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<th>Name of college/university</th>
<th>CKA Taken</th>
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*June 2010*
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 a 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/or 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 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

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June 2010
Dear Tuition Reimbursement Recipient,

I commend you for your participation in the Albuquerque Public Schools' Tuition Reimbursement Program. Your work towards an endorsement in ESL or Bilingual Education will contribute to the prepared teacher corps in our district. Your commitment to our English Language Learners student population is evidenced by your willingness to complete an endorsement.

The ESL and/or Bilingual Tuition Reimbursement Program require a commitment from participants and the district. Please note that the district takes its commitment to you very seriously. Your newly acquired knowledge and strategies will assist your instruction to all students that you serve.

If you agree to the conditions of the Tuition Reimbursement Program with Language and Cultural Equity simply sign the agreement and send it to:

Language and Cultural Equity
6400 Uptown Blvd. NE, Suite 601-W
City Center, West Tower
Albuquerque, NM 87110

You can also send it via APS inter-office mail.

For questions, please call 881-9429 ext. 80075.

I look forward to your continued participation in this mutually beneficial program.

Sincerely,

[Signature]

Danielle Larranaga
Director
Tuition Reimbursement Program for Bilingual or English As a Second Language Endorsement

The Department of Language and Cultural Equity will provide tuition reimbursement for teachers in a planned program of studies to complete a bilingual or ESL endorsement.

The Department of Language and Cultural Equity will reimburse teachers up to 12 credit hours per school year. The reimbursement is only available as long as the funds allocated for tuition reimbursement exist. The reimbursement is for tuition only at the current University of New Mexico rate or less, if applicable.

NOTE: Signing a waiver at the Human Resources Department does not automatically ensure tuition reimbursement. You must complete the following procedures:

Procedures

• Contact the SDE Licensure Unit or college advisor of your choice to determine courses needed to complete a bilingual or ESL endorsement. You will receive a planned program of studies or letter indicating these courses and hours required.
• Submit program of studies or letter to the Department of Language and Cultural Equity and sign Tuition Reimbursement Agreement.
• Register and pay for course work.
• Upon successful completion of course, submit grade report and receipt to the Department of Language and Cultural Equity bookkeeper for reimbursement.

Payment will be received 4-6 weeks after all documentation is received.
Albuquerque Public Schools
Language and Cultural Equity
Tuition Reimbursement Agreement

This **AGREEMENT** entered by and between the Albuquerque Public Schools (APS) and the designated teacher participant in the Tuition Reimbursement Program.

**APS Agrees To:**

Provide financial support through tuition reimbursement for waived and non-waived teachers seeking endorsements in English as a Second Language (ES) or Bilingual Education as follows:

- Upon demonstration of successful completion of approved course work, the Department of Language and Cultural Equity will reimburse the teacher at the current University of New Mexico rate per semester hour.
- The Department of Language and Cultural Equity will reimburse up to **twelve (12)** semester hours per year.
- The Department of Language and Cultural Equity will maintain records of students in Tuition Reimbursement Program in order to project funds required to assist the teacher with completion of the endorsement.

**Teacher Participant Agrees To:**

- Provide to the Department of Language and Cultural Equity office a Planned Program of Study from the university of choice prior to the start of any course work.
- Submit tuition receipt and final grades at the end of each course.
- Complete the endorsement program.
- **Remain a teacher in the Albuquerque Public Schools utilizing his/her endorsement/area skills with limited English proficient and culturally and linguistically diverse students for an equivalent of three (3) years after completion of the endorsement program.**
- Reimburse APS for the cost of the tuition received should he/she not be employed by APS as described above.

*Should mitigating circumstances occur the Superintendent’s Representative will review proposed exceptions to this agreement.*

___________________________  ____________________________  ________________
Name of Participant  Signature of Participant  Date

___________________________  ____________________________  ________________
APS Representative  Signature of Representative  Date

Rev: 02/26/2016
Please list your classes or plan of study needed for your endorsement.

Send the completed form to Language & Cultural Equity, Suite 601-West Tower, City Center

Language & Cultural Equity
Tuition Reimbursement Program

| NAME | ______________________________________________________________ |
|------|________________________________________________________________|
| ADDRESS | ____________________________________________________________ |
| CITY | STATE | ZIP CODE |
| APS EMPLOYEE# | SOCIAL SECURITY# | |
| HOME PHONE | CELL PHONE | (Optional) |
| APS EMAIL ADDRESS | ____________________________________________________________ |
| NAME OF APS SCHOOL | SCHOOL PHONE | |
| ENDORSEMENT YOU ARE SEEKING: | BILINGUAL | ESL |
| LIST CLASSES OR PLAN OF STUDY NEEDED FOR ENDORSEMENT BELOW | |
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