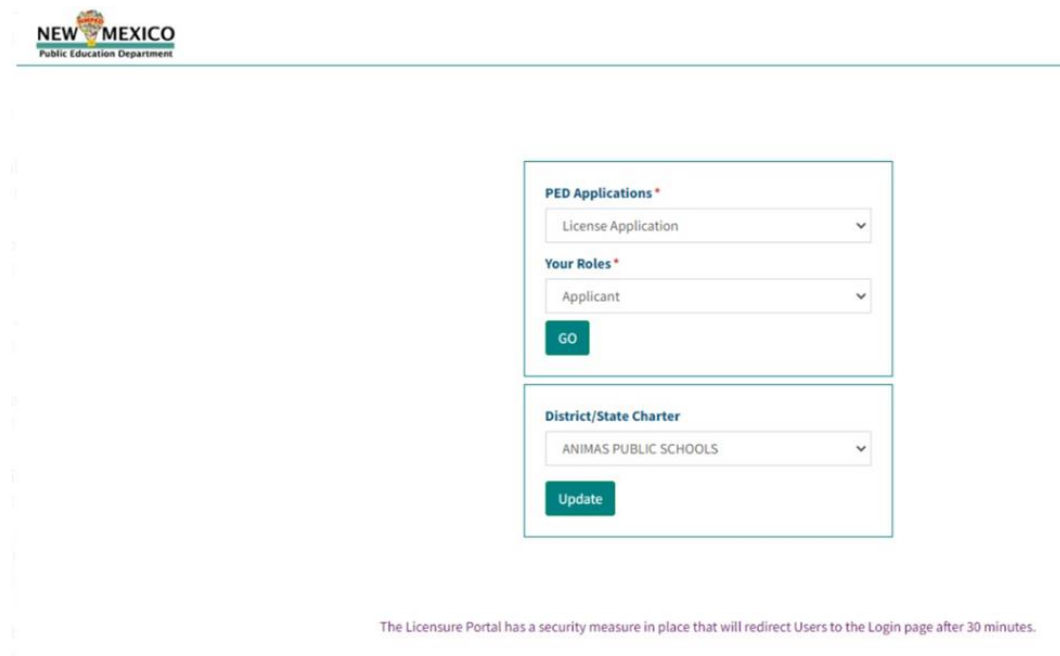


Alternative License Extension Request: Directions for Educators

Step One: Log into the licensure portal at this link: [Professional Licensure Bureau – NMPED Licensure System \(state.nm.us\)](https://www.state.nm.us/education/Professional-Licensure-Bureau/)

Step Two:

- Select Licensure Application
- Select Applicant as your role
- Select your current district or charter school



The screenshot shows the NMPED Licensure System interface. At the top left is the New Mexico Public Education Department logo. The main content area contains three form sections:

- PED Applications ***: A dropdown menu with "License Application" selected and a "GO" button below it.
- Your Roles ***: A dropdown menu with "Applicant" selected and a "GO" button below it.
- District/State Charter**: A dropdown menu with "ANIMAS PUBLIC SCHOOLS" selected and an "Update" button below it.

Below the form sections, a small text note reads: "The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes."

Step Three:

- Under application type select extension
- Under license category select teacher
- Under license type select the alternative license you hold
- Under pathway select OPAL, if you are completing the portfolio pathway, or EPP if you are attending a preparation program.
- Leave endorsement and License Level Code blank
- Click on save and add

MAIN NAVIGATION

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

Create Application

Application Information

Application Id	First Name	Middle Name	Last Name	District	License Number
011832	Suzette		Ramirez	CIMARRON MUNICIPAL SCHOOLS	402311

Existing Licenses

Request For New License

Application Type: Extension License Category: TEACHER License Type: 5-9 MIDDLE LEVEL

Pathway: OPAL Endorsement: Select Endorsement License Level Code Id: Select License Level Code

Save & Add

All these Endorsements will be sent for extension automatically.

Requested Licenses

Requested License created successfully

Show 2 entries

License Category	License Type	License Level Code	Application Type	Pathway	Delete	Endorsements
TEACHER	5-9 MIDDLE LEVEL		Extension		X	
TEACHER	K-8 ELEMENTARY		Extension		X	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Step 4:

- Complete the narrative section of the application

Applicant Narrative

- Explain why you have not met alternative licensure requirements?
[REDACTED]
- List and explain areas you need new or additional support.
[REDACTED]
- Who is your assigned mentor teacher?
[REDACTED]
- What exams and/or coursework remain to be completed?
[REDACTED]
- You are required to be fully licensed by 6/30/2023, check the box to acknowledge this responsibility.

Step 5:

- Upload supporting documentation including test scores and unofficial transcripts

Unofficial Transcripts



Scores Upload for Application Extension



Step 6:

- Review submission, make any final edits, and submit

After the educator submits the application moves to the LEA for review and approval. Once the LEA completes their section the application moves to the PLB for review and approval.