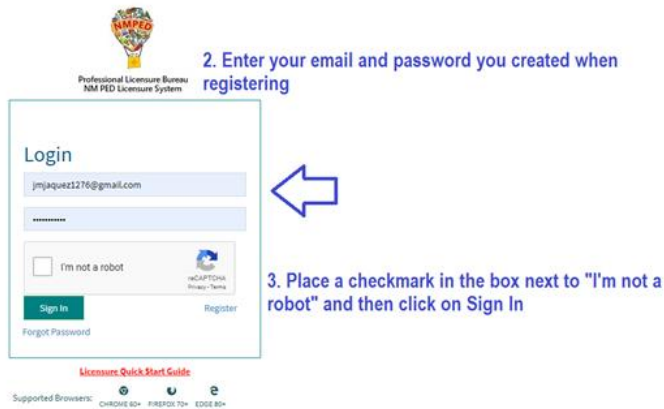


How to print licenses:

[NMPED Online Licensure Portal](https://licensureapp.ped.state.nm.us) ←this is the link you will click on

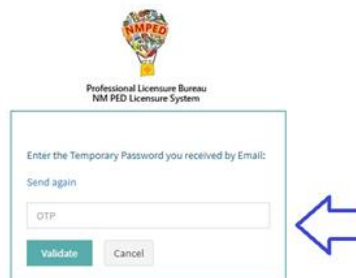


1. Enter the portal: <https://licensureapp.ped.state.nm.us>



2. Enter your email and password you created when registering

3. Place a checkmark in the box next to "I'm not a robot" and then click on Sign In



4. You will arrive to this screen where you will be required to key enter a one-time password (OTP), which will be delivered to the email you used for registration (see sample above). After you key enter this 6 digit code, click on "Validate".

PED Applications *

License Application

Your Roles *

Applicant

GO

5. You will arrive to this screen and will select "License Application" and "Applicant" from the two drop-down sections. After that, please click on "Go"

licensureapp.ped.state.nm.us/teacher/createapplication

NEW MEXICO
Public Education Department

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

First Name	Middle Name	Last Name	District	License Number
Jenna		Jaquez	SANTA FE PUBLIC SCHOOLS	394098

Existing Licenses **6. When you arrive to this screen, please select "My Licenses"**

Request For New License

Application Type: Select Application Type

License Category: Select License Category

License Type: Select License Type

Pathway: Select Pathway

Endorsement: Select Endorsement

Save & Add

Requested Licenses

Show 0 entries

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

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

Select State: [] Select Country: []

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

Select EPP Provider: []

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

licensureapp.ped.state.nm.us/teacher/licenses


NEW MEXICO Public Education Department

My Existing Licenses


My Existing Licenses

Existing Licenses

Show 10 entries

License Type	Download License	Approval Date	Expiration Date	Status	Endorsements
7-12 ATHLETIC COACH		07/01/2019	06/30/2022	APPROVED	

Showing 1 to 1 of 1 entries

7. You will see this screen and in order to print a copy of your license you will click on the PDF icon  under the "Download License" section

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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
7-12 ATHLETIC COACH
issued to
JENNA JAQUEZ

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

Ryan Stewart
Secretary of Education