APPLICATION FOR ADVANCING NEW MEXICO LICENSURE Via NMTEACH Summative Evaluation

All applications for ADVANCING Licenses must include the following to be considered complete

- ❑ Application processing fee of $95.00 in the form of a cashier's check or money order made out to the "New Mexico Public Education Department."
- ❑ Application form, completed in full, signed, and dated.
- ❑ Superintendent Recommendation Form for Advancing
- ❑ If moving from level 2 to level 3A
    - Official sealed transcripts for Master's Degree or National Board Certification
- ❑ Copy of the first page of the 2015-2016 NMTEACH Summative Evaluation

APPLICATIONS WILL BE RETURNED FOR REASONS BELOW:

- **IF THEY ARE INCOMPLETE**
- **PAYMENT IN THE FORM OF CASH OR A PERSONAL CHECK**
- **LACKS SUPERINTENDENT RECOMMENDATION**
- **APPLICANT DOES NOT MEET THE CRITERIA**
- **MASTERS DEGREE NOT PROVIDED IF MOVING FROM LEVEL 2 TO 3A**

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
Professional Licensure Bureau
300 Don Gaspar
Santa Fe, New Mexico 87501

ADVANCING APPLICATION

Use BLACK INK to complete this form. Please print legibly **License File Number** _____

Last Name	**First Name**	**Middle Name**	**Former Name(s)**	
Street Number or PO Box	**City**		**State**	**Zip Code**
Phone Number	**E-mail Address**			
Date of Birth (MM/DD/YY)	**Sex (M-F)**	**Social Security No.**		

Check level of license you are advancing:

- ❑ Level 1 to Level 2
- ❑ Level 2 to Level 3A

Teaching Licenses

- ❑ Secondary Vocational Technical 7-12
- ❑ Special Education, Pre K-12
- ❑ Pre K-12 Specialty
- ❑ Early Childhood, B-3
- ❑ Secondary 7-12
- ❑ Elementary, K-8
- ❑ Middle Level 5-9

Check Box indicating score of 2015-2016 Summative Evaluation

- ❑ Effective
- ❑ Highly Effective
- ❑ Exemplary

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 the 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

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 certifvina that documents are not available.

10 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 10 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
(Print Name)

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.

_____ _____
(Signature of the Applicant) (Date)