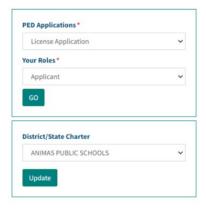
Alternative License Extension Request: Directions for Educators

Step One: Log into the licensure portal at this link: <u>Professional Licensure Bureau – NMPED Licensure System (state.nm.us)</u>

Step Two:

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

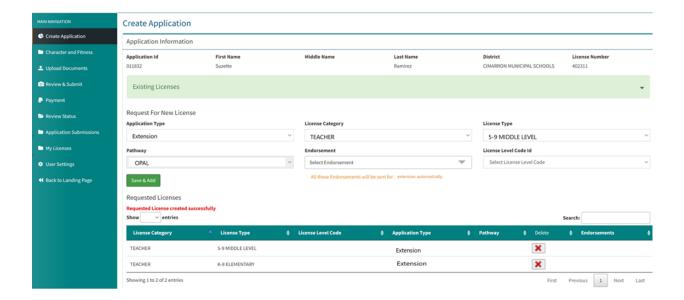




The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes.

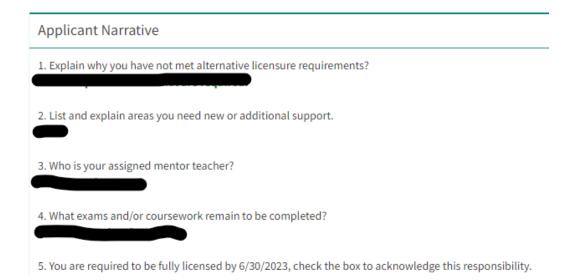
Step Three:

- 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



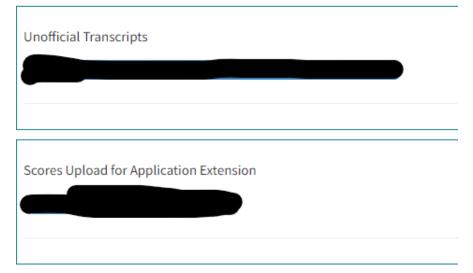
Step 4:

Complete the narrative section of the application



Step 5:

• Upload supporting documentation including test scores and unofficial transcripts



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.