

Professional Licensure Bureau

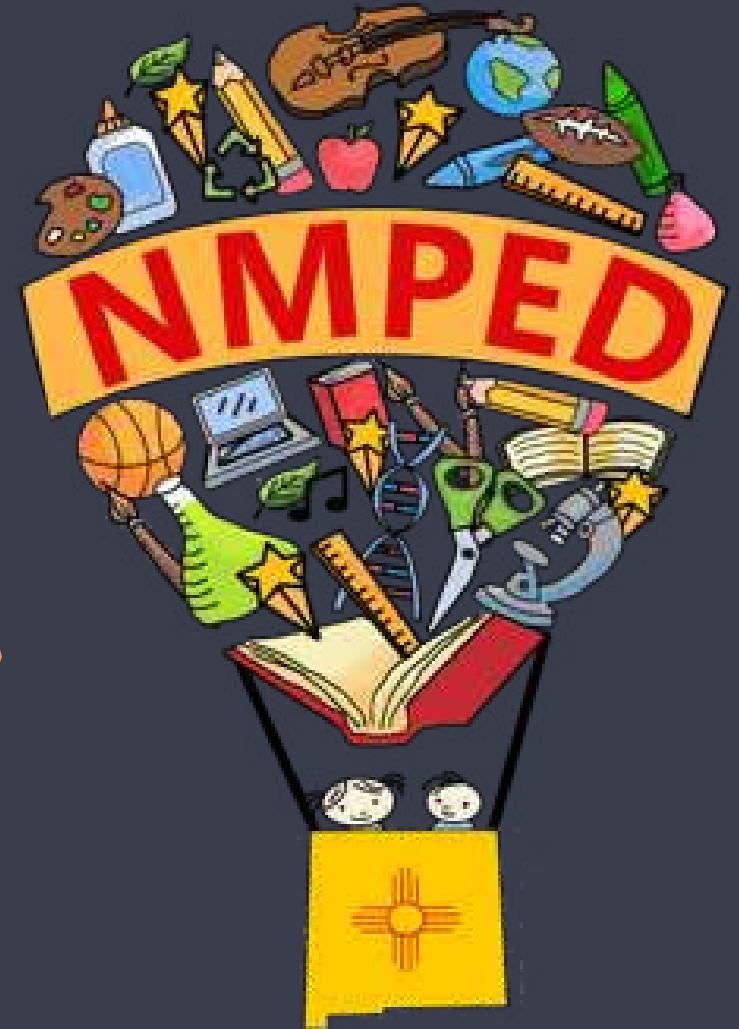
Reporting & Licensure Discrepancies

Background Reports

Launch of the Online Licensure Portal

Presented By:

Jessica Green, Bureau Manager



Investing for tomorrow, delivering today.

Reporting & Licensure Discrepancies

- 40 day reporting

Verification of Background Status

- 80 & 120 day reporting

Licensure and Endorsement Coding

Verification of background status

STARs Report - Licensure

SharePoint

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STARS Home UniqID EDM Staging STARS Reporting Prod **STARS Reporting Staging** STARS Discussion Board

NEW MEXICO Public Education Department

STAFF ▸ Licensure Reports

Type	Name	Report Description	Modified	Approval Status
	Course License Requirements		8/22/2016 4:01 PM	Approved
	Course No License Requirements		8/22/2016 4:25 PM	Approved
	License Endorsements		2/18/2013 2:34 PM	Approved
	License Levels		2/18/2013 2:34 PM	Approved
	License Types		2/18/2013 2:34 PM	Approved
	Licenses of Staff Pending Clearance by District for Snapshot Date		2/22/2012 9:10 AM	Approved
	Licensure Discrepancy for Courses by District, Location	Shows courses being taught by teachers who do not have proper licensure	7/5/2018 12:41 PM	Approved
	Licensure Discrepancy for Staff Assignments by District, Location	Shows staff assignments (job duties) being performed by staff who do not have proper licensure	7/5/2018 12:49 PM	Approved
	Licensure Information by District for Snapshot Date		3/8/2011 2:43 PM	Approved
	Licensure Information by District, Location for Snapshot Date		3/8/2011 2:43 PM	Approved
	Licensure Information by District-All Active Licenses	Shows all current staff licenses for the school year regardless if a Staff Snapshot record exists	11/2/2018 2:10 PM	Approved
	Staff Assignment License Requirements		8/13/2013 10:28 AM	Approved
	Staff Assignment No License Requirements		4/18/2011 12:58 PM	Approved

Define Reporting Parameters 40 Day

School Year 2020-21

**Snapshot date:
10-01-2020 40 Day**

Reporting Services

Parameters

School Year
2020-2021

District
SANTA FE

Charter Status
Charter, Non-Charter

Location
ACADEMY AT LARRAGOITE, ACADEM*

Snapshot Date
<Select a Value>

Apply

40 Day

Verification of an Appropriately Cleared
Background

Sample – Discrepancy Spreadsheet

Bear, Amy	555555	82	Social Worker	BACKGROUND ISSUE	NEEDS TO BE REMOVED FROM THE CLASSROOM IMMEDIATELY May <u>not</u> be in the classroom (virtual or in-person) working with any student(s) without a cleared appropriately background. Must be removed until a background is completed for Teacher Licensure and background status is updated in the portal.
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Licensed School Personnel Background Requirements

- Fingerprinting and background checks are required for all personnel licensed through the NMPED Licensure Bureau; this includes Instructional Support Providers, Volunteers and Contract Staff
- The Background Check must be completed for **Teacher Licensure**
- A complete and clear background check is required before entrance into their role in the school
- Licenses may not be issued to school personnel who have not completed and cleared their background check
- An application must be submitted in order for a background check to be entered into the licensure portal

Background for Licensure Vs. Employment

Section 22-10A-5(C) NMSA, “Develop policies and procedures to require [fingerprint based] background checks on an applicant who has been offered employment or who applies to be a volunteer or works for the public school as a contractor or a contractor’s employee and who may have unsupervised access to students on school premises.”

Additionally, pursuant to Section 22-10A-5(D) NMSA, as amended, the public school shall pay for the background check of an applicant for employment, but may require a volunteer, contractor or contractor’s employee to pay for the cost of obtaining a background check.

80/120 Day

Licensure and Endorsement Coding

Verification of an Appropriately Cleared
Background

Report Samples 80/120 Day - SSN

<p>HARPER, ANGELIC A</p>	<p>444444</p>	<p>34I</p>	<p>SpEd Instructional Assistant ages 6-21: Providing instructional duties in a Title 1 Part A pgm</p>	<p>No License Found</p>	<p>***Was on 40 DAY LICENSURE DISCREPANY REPORT*** Please provide social security card</p>
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Report Samples 80/120 Day - SSN

Smith, Cory	111111	31	Secondary Teacher	No License Found	Need to correct SSN in STARs
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Need to Correct a SSN in STARS or Portal?

For STARS: Request a delete of a staff ID number by emailing

Alecia Moll at Alecia.Moll@state.nm.us

or

Johnathon Garcia at Johnathon.Garcia@state.nm.us

For the Licensure Portal SSN/email address:

StephanieJ.Lujan@state.nm.us

For any other profile information within the Licensure Portal: The licensee can edit 24/7

Reporting Codes

ENDORSEMENT	ENDORSEMENT CODE
Agriculture	82
Bilingual Education	67
Business Education	47
Family & Consumer Science	72
Gifted Education	9
Health	4
Information Tech Coordinator	45
Languagre Arts	20
Library/Media	7
Mathematics	51
Modern, Classical & Native Languages	60
Performing Arts	90
Physical Education	5
Psychology	8
Reading	24
Sciecne	32
Social Studies	10
TESOL	27
Technology Education	3
Visual Arts	1

Report Sample 80/120 Day - Coding

Begay, Cat	222 222	93	Speech/Language Pathologist	No Valid License	Need to change coding in STARS to 95, they are a clinical fellow not an SLP
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Long Term & Short Term Substitute Teaching

- Typical Staff Assignment Codes to report for substitute teachers are: 20 Kindergarten Teacher; 21 Elementary Teacher; 22 Junior High/Middle School Teacher; 30 Secondary Teacher.

Note: There is not a staff assignment code depicting Substitute Teacher.

- “S” for long-term sub or “T”= short-term sub

Report Sample – Licensure Status

Lion, LINDA	888888	22	Junior High/Middle School Teacher	No Valid License	<p>***Was on 40,80 DAY LICENSURE DISCREPANY REPORT****</p> <p>Substitute license Expired 2019, No Application on file. Remove from classroom until Initial application is submitted and received by licensure.</p> <ol style="list-style-type: none"> 1. Must complete an Initial Application Online and meet background requirements 2. Submit fee of \$50.00 online with credit/debit card (Visa, MasterCard & Discover accepted) 3. Must meet current licensure requirements

Report Sample - Endorsement Coding Discrepancy

Miller, Mary	222222	94	Gifted Teacher	Lacks Endorsement	***Was on 40 DAY LICENSURE DISCREPANY REPORT*** Lacks Endorsement in Gifted, May not be teaching outside endorsement area. Required change to coding in STARs and place educator in another teaching area.
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Report Sample – Endorsement Waiver Needed

Jones, Melissa	111111	9	Gifted Endorsement	Lacks Endorsement	<p>Can apply for an Endorsement waiver and need to complete the 12 hours in coursework and exam.</p> <ol style="list-style-type: none">1. Complete the Initial Endorsement Waiver Application2. Write a detailed plan stating how Ms. Jones will complete the endorsement (she will need to start classes for the 2020-2021 school year)
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Licensure Endorsement Waivers

- Before the 60th calendar day of the school year or employee work start date
- Detailed plan of how teacher will reach full endorsement during 2 year time frame
- Waiver is issued for one school year
- Submit a renewal for the second year to be issued; required to include documents showing progress towards full endorsement and updated detailed plan

Need to Change Coding in STARs?

Changes require a DELETE of the Staff Assignment template for the district's snapshot date (to remove the incorrect code which the licensee is not qualified for). Then the district will need to resubmit the Staff Assignment template in its entirety (with the correct code) for the snapshot period.

STARs will batch at Noon, 5pm, and midnight

Point of Contact for STARs deletions:

Alecia Moll & Johnathon Garcia

Additional Reports

SharePoint

STARS Home UniQID EDM Staging STARS Reporting Prod **STARS Reporting Staging** STARS Discussion Board

NEW MEXICO Public Education Department

STAFF • Licensure Reports

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Reporting & Licensure Discrepancies

Primary Bureau Point of Contact for Discrepancies

Jenna Jaquez, Education Administrator

Jenna.Jaquez@state.nm.us

All background related discrepancy emails should include:

Stephanie Lujan, Background Specialist

StephanieJ.Lujan@state.nm.us



NMPED Online Licensure Portal

<https://licensureapp.ped.state.nm.us/login>

Online Licensure Portal & Features

- Online application and payment system launched in April 2020
- As of May 1, 2020 paper applications are no longer accepted
- Portal offers 24/7 access for Users
- View in real-time application and background status
- Easy upload of documents
- Most digital forms accepted (exception - Official Transcripts)

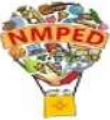
Steps to Obtain NMPED Licensure



NMPED Licensure Application


- 22-10A-3. License or certificate required; application fee; general duties. (2003)
- A. Except as otherwise provided in this subsection, any person teaching, supervising an instructional program or providing instructional support services in a public school or state agency; any person administering in a public school; and any person providing health care and administering medications or performing medical procedures in a public school shall hold a valid license or certificate from the department authorizing the person to perform that function. This subsection does not apply to a person performing the functions of a practice teacher as defined by the state board [department].
- B. The state board [department] shall charge a reasonable fee for each application for or the renewal of a license or certificate. The application fee may be waived if the applicant meets a standard of indigency established by the department.
- C. A person performing the duties of a licensed school employee who does not hold a valid license or certificate or has not submitted a complete application for licensure or certification within the first three months from beginning employment duties shall not be compensated thereafter for services rendered until he demonstrates that he holds a valid license or certificate. This section does not apply to practice teachers as defined by rules of the state board [department].
- D. Each licensed school employee shall:
 - (1) enforce all laws and rules applicable to his public school and school district or to the educational program of the state agency;
 - (2) if teaching, teach the prescribed courses of instruction;
 - (3) exercise supervision over students on property belonging to the public school or state agency and while the students are under the control of the public school or state agency; and
 - (4) furnish reports as required.
- History: 1978 Comp., § 22-10A-3, enacted by Laws 2003, ch. 153, § 34.

Licensure Portal Account Creation






Professional Licensure Bureau
NM PED Licensure System

Login

 I'm not a robot  reCAPTCHA
[Privacy - Terms](#)
 [Register](#)
[Forgot Password](#)

[Licensure Quick Start Guide](#)

Supported Browsers:  CHROME 60+  FIREFOX 70+  EDGE 80+

Licensure Portal Account Creation

New User Registration

Please enter your information below.

User Personal Information

Prefix Prefix	First Name * Jessica	Last Name * Green	Suffix Suffix	Middle Name Enter Middle Name
Former Name(s) Greene	Date of Birth * 01/01/1970	Email (For Login) * AccountCreation@email.com	Phone * 5058275800	
Physical Mailing Address * 300 Don Gaspar Ave., Office 103				
City * Santa Fe	State * New Mexico	Zip Code * 87501		

Licensure Portal Account Creation

Password needs to be changed every 60 days.

Organizational Affiliations

Do or did you have a NM License?

Yes No

Most Recent District/State Charter

Select Most Recent District/State Charter

Place of Employment

Previous/Current License Number

Enter Previous/Current License Number

Search License Number

Other Information

Gender*

Select Gender


I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Register

Added Security Measure OTP

- **One-Time-Password (OTP)**
- **6-digit OTP received via email**
- **Expires in 15 minutes**
- **May only be used once**
- **Required each time User logs into the portal**



Professional Licensure Bureau
NM PED Licensure System

Enter the Temporary Password you received by Email:

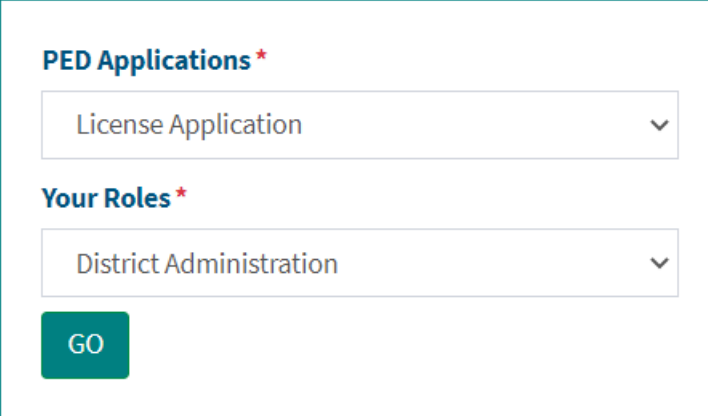
[Send again](#)

Application Selection and Roles

First - Select the appropriate Application

- Portfolio for Alternative Licenses (OPAL)
- Professional Development Dossier
- License Application

Second - Select Your Role



The screenshot shows a web form with two dropdown menus and a submit button. The first dropdown is labeled "PED Applications*" and has "License Application" selected. The second dropdown is labeled "Your Roles*" and has "District Administration" selected. Below the dropdowns is a teal "GO" button.

PED Applications*


License Application

Your Roles*

District Administration

GO

District Administration Role View


Sign Out

MAIN NAVIGATION

- Application Submissions
- Existing Licensee
- User Settings
- Back to Landing Page

Application Submissions

Application Submissions

Search Application

First Name <input type="text" value="Enter First Name"/>	Last Name <input type="text" value="Enter Last Name"/>	SSN <input type="text" value="Enter SSN"/>	Email Address <input type="text" value="Enter Email Address"/>
License Number <input type="text" value="Enter License Number"/>	Stage <input type="text" value="All"/>	Status <input type="text" value="All"/>	Background Status <input type="text" value="All"/>

Search

Application Submissions

Show 10 entries Search:

ApplicationId	First Name	Last Name	Email Id	Submit Date	License Number	Status	Background Status	Licensure Consultant	Character And Fitness	Is Military Member
+ 000031	Tahirih	Garcia	bvmburquetah@gmail.com	4/9/2020, 12:18:02 PM	325686	Completed	Clear Expired		No	Yes
+ 000052	Lydia	Layton	bvmllbean152@gmail.com	4/9/2020, 2:37:59 PM	391262	Completed	Clear		No	Yes
+ 000033	Isai	Navarrete	bvmisai.navarrete@rps.net	5/8/2020, 10:30:34	327119	Pending	Clear Expired		No	No

Existing License Navigation Category

- Application Submissions
- Existing Licensee
- User Settings
- Back to Landing Page

User Information

Applicant Id	First Name	Middle Name	Last Name	District	License Number
000016	Dan		Jennings	HAGERMAN MUNICIPAL SCHOOLS	260043
SSN	DOB	Address	Phone Number	Former Name	EmailAddress
XXXXXXXX	02/04/1975	PO Box 2 , Hagerman , New Mexico , 88232	5754203243		bvmjennings3243@gmail.com
			Background Registration ID		
Background Status	Investigation Status				
ClearExpired					

Existing Licenses

Existing Licenses

Show entries
Search:

License Type	Status	Effective Date	Expiry Date	Status Updated Date	License Level Code	Endorsements
7-12 SECONDARY VOCATIONAL TECHNICAL	ISSUED	07/01/2011	06/30/2020		LEVEL TWO	
PRE K-12 EDUCATIONAL ASSISTANT	ISSUED	07/01/1996	06/30/1999		LEVEL ONE	

Showing 1 to 2 of 2 entries
First Previous Next Last

Portal Tour

District Administration Role

Applicant Role





Questions

Licensure Bureau Staff Contact Information

- Jessica Green, Bureau Manager, Jessica.Green@state.nm.us
505-470-9285
- Jenna Jaquez, Education Administrator, STARs Reporting Specialist,
Jenna.Jaquez@state.nm.us 505-469-1663
- Stephanie Lujan, Background Specialist, StephanieJ.Lujan@state.nm.us
505-231-4443, fax 505-827-5820
- Marie Lujan, Background Specialist, Marie.Lujan@state.nm.us
505-231-4443, fax 505-827-5820
- Veronica Cordova, Education Administrator, Dossier/OPAL Specialist,
Veronica.Cordova@state.nm.us 505-372-8383
- Greg Garcia, Licensure Consultant, Support Provider Specialist,
Gregory.Garcia@state.nm.us 505-231-4021

Welcome New Licensure Staff

- Judith Barraza, Licensure Consultant, Customer Service Support, Judith.Barraza@state.nm.us 505-795-1768
- Brenda Maes-Lujan, Licensure Consultant, Customer Service Support, Brenda.Maes@state.nm.us (505) 690-3178
- LicensureUnit@state.nm.us
- 505-827-5800 (select option 1 or 2)
- Emails are preferred due to the high call volume