

LESC REPORT

1. New Mexico Highlands University's School of Education's Department of Special Education in conjunction with an approved NMPED partner, Albuquerque Public Schools has developed a, pilot fast track practice based Special Education Teacher Preparation Program. The program is entitled New Mexico Highlands University Prep (NMHUP). Reiterating, its intent is to expedite the preparation of non-traditional Special Education teachers on an I license by using a rigorous, practice-based approach.
2. NMHUP Program initiated its services on 11/24/2014. However, our pilot students began in August at the beginning of the Fall 2014 semester at NMHU. These students were supported through personal funds or the NM Teach Grant.
3. NMHU PREP was funded by the New Mexico Public Education Department through the Public Policy Division.

The program was funded for Year 1 (2014/15) at \$ 377,589.

There was a \$17,295.21 amendment to send faculty to a "Teach Like a Champion Workshop." The result of the amendment provided \$394,884.71.

The Program was refunded for 2015/2016 at \$155,000. At the end of Year 2, the cumulative amount of funding equaled \$549,884.71.

Currently, the Program has been refunded at \$435, 000 to support Cohort V and VI.

4. The Albuquerque Public Schools' Department of Special Education, under the direction of Dr. Anne Tafoya and Lucinda Sanchez, has been an excellent partner in this project. These Associate superintendents allowed select members of her staff to recruit prospective students who attended a 2014 Fall Job Fair.
5. The targeted students were individuals that qualified for a New Mexico Public Education Department "I License." (See attachment I.)
6. The prospective candidates completed an application that was reviewed by APS staff. (See Attachment II for Announcement and Application.)
7. Once an individual was accepted, they followed the flow chart related to next steps. Attachment IV shows the progression through the process.
8. Two Cohorts were developed during the 2014-15 Academic Year. Cohort I has a baccalaureate GPA that averaged 3.26 and their NMTA Basic Skills Scores and their NES Essential Skills Scores averaged 261. Their NES Special Education

Content Scores averaged 251. NMHU is awaiting test updates for COHORT III, IV, and V.

9. COHORT III was supported by 2015-16 funding.
10. Attachment III will display our Certificate Program of Study.
11. At the completion of their Certificate Programs, COHORT I and Cohort II also completed their Master of Arts in Special Education from New Mexico Highlands University.

The strengths of the program strengths/improvements needed for the program.

- Passionate faculty.
- Motivated students

Improvements can be related to logistics. The successes can be related to the number of people receiving the Certificates in Special Education. There are always going to be individuals that dropout because of family circumstances or they just realized that teaching is a demanding profession and not for them. Fortunately, we only have had four individuals dropout. Their issues were related to a divorce, having to take care of a terminally ill parent, or teaching is not for them.

12. COHORT II complete their licensure requirements in December 2015 and completed their Master of Arts Degree by the end of the summer 2016.
13. COHORT III completed their licensure requirements at the end of Spring 2016 Semester. Their MA Degree in Special Education will be completed at the end of the Fall, 2016 Semester.
14. Additionally, COHORT I, COHORT II, and Cohort III attended the Southwest International Dyslexia Association Conference that was held in Albuquerque. In April (2015), five APS faculty and five Highlands faculty participated in the UnCommon Schools Conference facilitated by Doug Lemov that focused on Strategies and Techniques related to Teach Like a Champion. This coming year Cohorts IV and V will also attend the Dyslexia Conference. Additionally, we supported NMHU educational faculty to participate in how to change its program to emulate our NMHU Pilot Program.
15. The class, *Introduction to Education*, at New Mexico Highlands University is

being revised through the course *The Craft of Teaching*.

16. This opportunity provided by the Legislature through the New Public Education Department will impact the way we teach and were taught in New Mexico.

## ATTACHMENT I

### INTERNSHIP LICENSES

An internship license is issued for 3 years based on proof of acceptance into an approved teacher preparation program. All course work and testing requirements must be met by the expiration of the license. The internship license is a non-renewable license and meets the “highly qualified” definition of NCLB. The alternative licensure candidate may be permitted to assume the functions of a teacher while pursuing an alternative route to licensure. An Internship License is issued if one of the following three conditions are met: Approved Program Option - A Letter of Acceptance into an approved program is received with the application.

### POST-BACCALAUREATE AND MASTERS PROGRAMS

Completing any post-baccalaureate teacher preparation program or advanced degree program with a teacher preparation program component within 3 years is considered to be an alternative licensure pathway.

### INTERNSHIP LICENSURE FAQs

#### **How can I qualify for an internship license?**

With your application and fee, you need to provide our office proof of acceptance into an approved teacher education program or proof of eligibility to complete the Online Portfolio Alternative Licensure (OPAL) process or a letter explaining what you intend to do (already have a license, getting another, i.e. pre-k12).

#### **Is the internship license renewable?**

No. All requirements (course work and testing) must be met by the expiration date of the 3 year license.

*There are absolutely no extensions on internship licenses!*

#### **Can experience earned during the life of the internship license count toward advancement in the three-tiered system?**

No. Internship experience cannot count toward standard licensure.

#### **If I receive an internship license in one area, can I switch to another?**

You can switch; however, you will only have 3 years in which to meet all requirements for either of the licenses.

**Do I need to teach for all 3 years of the intern license?**

No. However, if you are pursuing Online Portfolio Alternative Licensure (OPAL), you must teach for at least 1 year as the teacher of record before submitting the portfolio.

**What if I complete all of the requirements in 1 year?**

You need only to submit official transcripts showing completion of the course work and a letter of completion if you are doing an approved alternative program. Exam scores should be on file.

## ATTACHMENT II

### **New Mexico Highlands University Prep (NMHUP) *Earn a Special Education License for Free***

New Mexico Highlands University and its School of Education's Department of Special Education is partnering with the Albuquerque Public Schools in a project awarded by the New Mexico Public Education Department. The **purpose** of this grant is to expedite the preparation of non-traditional Special Education teachers for the classroom. The intention is to enroll and support twenty-five (25) candidates (with tuition, fees, and books) in a fast-track program (one-year) that leads to full certification as a Special Education teacher. To accomplish this goal, the partnership has established the following objectives: 1.) To prepare teachers for classroom instruction using a practice-based model; 2.) To have its candidates meet all New Mexico Special Education Teacher Licensure requirements, and 3.) To provide support and mentoring for at least two years after licensure is attained.

#### **A. To be considered for entry to NMHUP, the students will:**

1. Hold at least a Bachelor's Degree from an accredited institution;
2. Have a least a 3.0 grade point average on a 4.0 scale during their baccalaureate course of study;
3. Take and pass the NMTA Basic Skills test with a minimum score of 240. In the winter of 2015, the recognized cut score of 220 for the National Evaluation Series will be implemented;
4. Have a background check and Internship Certificate on file with NMPED;
5. Agree to attend and participate in all required courses, orientations, institutes, and field experiences;
6. Show progress toward completion of the Program of Study, and
7. Must agree to pay back any financial help if courses are dropped, completion of the program is delayed beyond the year identified for successful licensure, or is not employed in teaching after licensure.

#### **A. Program Structure:**

1. Teacher candidates will follow a fast-track schedule that will include online as well as on-site courses;
2. Intersession courses and condensed courses will be required;
3. On-site training and support will be provided, and
4. Coursework and field practica will be supervised on-site.

Individuals interested in applying may contact Dr. James M. Alarid at the NMHU School of Education, by calling 505.454.3146 or 505.454.3509 or by email at or [alarid\\_james@nmhu.edu](mailto:alarid_james@nmhu.edu). The interested individuals may also contact the Albuquerque Public Schools Department of Special Education by contacting Ms. Claudia Gutierrez, Instructional Manager at 505-855-9914 or email [gutierrez\\_cl@aps.edu](mailto:gutierrez_cl@aps.edu). Interested candidates should also submit a letter of intent **addressing Section A** of this announcement with supporting documents that include official transcripts of your Baccalaureate Program. Please mail your documents to Dr. James M. Alarid, New Mexico Highlands University, School of Education, Sininger Hall 210, Las Vegas, NM 87701, and Attention NMHUP.

**Application for NMHU/APS Special Ed. Partnership  
Certificate Program for I-License Teachers:  
One Year Special Education Internship Certificate Program**

Name:

Address:

Phone:

Current Degree:

GPA:

Attach resume, letter of interest, and unofficial transcripts.

Do you currently hold an I-License?

If yes, for how many years have you taught on an I-License?

***Please respond to the following questions with a short response no more than 250 words per question:***

Why are you seeking employment in the field of education rather than the field of your degree?

What is your experience with children and why are you interested in teaching Students with Disabilities?

What qualities make you a strong candidate for this program?



What is your comfort level with teaching alongside a teacher mentor/coach and receiving constructive feedback?

**Expectations of Program Participants:**

- Apply to NMHU IC Certificate Program to begin Spring Semester 2015;
  - Purchase all required texts for courses;
  - Attend all APS District required trainings;
  - Attend all course seminars for Spring, Summer and Fall Semesters;
  - Complete all online course assignments;
  - Agree to in-class Coaching Sessions and dates determined by APS/NMHU Professors;
  - Agree to teach Special Education in an intermediate elementary through high school setting;
  - Agree to teach Math and/or Reading/English Language Arts, and
  - Applicants applying to receive grant monies must adhere to the requirements laid out by New Mexico Highlands University.
- 
- I \_\_\_\_\_ **agree to the above terms and agree to participate in the one school year NMHU/ APS Special Ed. Partnership Certificate Program for I-License Teachers in its entirety as stated above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Candidates will be called to schedule an interview.**



### ATTACHMENT III

## CERTIFICATE IN SPECIAL EDUCATION

Instructions: (Must be typed)

1. Complete this form during the first semester of work as a degree seeking graduate student.
2. Have it approved by your adviser(s). Graduate Program representative, and school dean before submitting it to the Graduate Office for processing.
3. Make certain that this program is consistent with the certificate program (M.A., M.S., M.B.A., M.S.W.), major and concentration/emphasis (if applicable) listed on your Admission Form.

NAME: \_\_\_\_\_ BANNER ID: @ \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: NM ZIP: \_\_\_\_\_  
 PERMANENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: NM ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CANDIDATE FOR CERTIFICATE IN: SPECIAL EDUCATION EXPECTED LICENSURE DATE: \_\_\_\_\_

DEPT.	COURSE NO.	TITLE	CREDIT	SEMESTER	GRADE
SPED	612	Special Education Program	3	NMHU Sem1	
SPED	535	SPED The Craft of Teaching I	3	APSPD Sem1	
SPED	535	SPED The Craft of Teaching II	3	APSPD Sem2	
SPED	535	Special Education Practicum	3	APSPD Sem1	
SPED	535	Universal Design of Instruction I	3	APSPD Sem1	
SPED	501	Diagnosis of Special Education	3	APSPD Sem2	
SPED	535	A Multisensory Approach to Teaching Reading I	3	APS PD Sem1	
SPED	535	A Multisensory Approach to Teaching Reading II	3	APS PD Sem2	
SPED	535	Teaching Mathematics to Students with Mild and Moderate Disabilities I	3	APSPD Sem1	
SPED	535	Essential Processes for Special Education	3	APSPD Sem2	
GNED	453	FB III: Internship	6	NMHU Sem 2	

**TOTAL CREDIT HOURS      36**

I understand that the courses listed above represent my approved Program of Study for the Certificate Program. Any change to this program must be approved by the student, adviser, program representative, School of Education Dean, and the Graduate Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program Approved Adviser(s) Major: \_\_\_\_\_ Concentration/Emphasis: \_\_\_\_\_  
 Graduate Program Representative \_\_\_\_\_ Date: \_\_\_\_\_  
 School Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
 Graduate Office: \_\_\_\_\_ Date: \_\_\_\_\_

## **ATTACHMENT IV**

**Congratulations, you have been accepted to the NMHU/APS Partnership Program. The following are your next steps to complete the process.**

## Register for the Essential Skills Test

- Register to take the Essential Skills Test, (Reading, Writing, and Math) at <http://www.nmta.nesinc.com>
- Your acceptance into the program is contingent on passing this test before classes begin in August.
- It is important to register and take the test ASAP. If you do not pass a section of the test, you have to wait 30 days to re-take just that section.
- While some find sections of the test easy, other parts seem to be more difficult. Please download the free practice tests and study guides to review and be prepared for the exam. Many have found that it helps.
- When taking any exam, please check the box to have results sent to yourself, NMHU, NMPED (the State), and APS.

**While completing all of these steps, be applying for jobs at APS.**

- Go to [aps.edu/jobs](http://aps.edu/jobs)
- Click on Certified
- Click Special Education
- Find positions that interest you.
- Apply with HR online and update your application with the job numbers of those openings that interest you.
- Contact the principal of the school or the person listed as the contact for the opening.
- Send them your cover letter and resume directly.
- Try to set up an interview.
- Explain to them that you have been accepted into the APS/NMHU Program, so you will be coming with plenty of support.
- Let us know if there is any way we can help you in the process.

## Apply for Graduate School with NMHU

- While waiting to take the Essential Skills test, apply for graduate school.
- Go to [nmhu.edu](http://nmhu.edu) and follow the "Apply Now" instructions
- Check the box for Graduate school- Special Education and specify NMHU/APS Collaboration.
- Be sure to send in 2 letters of recommendation and official transcripts to their physical address.

Claudia Gutierrez  
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[Charlotte Ellingson](mailto:Charlotte.Ellingson@aps.edu)  
[ellingson\\_c@aps.edu](mailto:ellingson_c@aps.edu)

## Apply for an I-License with PED

- Once your acceptance letter into graduate school is received, you will apply for your I-License.
- Go to NMPED or <http://ped.state.nm.us/Licensure/2010/index.html>
- (It works best with google chrome) Apply for Special Education Approved Program
- Follow the instructions carefully and send form and required documents back to the PED's physical address.
- If you have questions regarding your packet, call 505-827-5821