

## **FACT SHEET LICENSURE ADVANCEMENT AND RENEWAL**

### **INTRODUCTION**

In 2003, Legislative Education Study Committee (LESC)-endorsed public school reform legislation was enacted to create a three-tiered teacher licensure, evaluation, and salary system. The three-tiered system had been recommended by the Education Initiatives and Accountability Task Force and the LESAC Ad Hoc Subcommittee for Education Reform. The law describes this licensure framework as “a progressive career system in which licensees are required to demonstrate increased competencies and undertake increased duties as they progress through the licensure levels.”

This fact sheet includes information relating to:

- an overview of the three-tiered teacher licensure system;
- Professional Development Dossier; and
- renewal procedures.

### **OVERVIEW OF THE THREE-TIERED TEACHER LICENSURE SYSTEM**

The table below provides an overview of the Three-Tiered Teacher Licensure System, which consists of these key components:

- through the submission of a Professional Development Dossier (PDD), level 1 teachers must demonstrate to their principal, to their mentoring teachers, and then to two independent reviewers that they meet nine key teaching competencies;
- if level 1 teachers are able to demonstrate that they meet the competencies in all of these ways, they can advance to level 2; if they cannot satisfy these requirements, they cannot remain as licensed teachers;
- level 2 teachers interested in advancing to level 3 must demonstrate that they can meet nine key teaching competencies at higher levels of professionalism. Level 2 teachers must demonstrate their mastery of the teaching competencies to their school administrators and to another set of independent reviewers during the submission of the PDD. In addition, level 2 teachers must either earn a master’s degree or obtain certification from the National Board for Professional Teaching Standards (NBPTS); and
- level 3 teachers are required to demonstrate their command of the key teaching competencies at even higher levels during their annual evaluations. In addition, level 3 teachers are expected to become instructional leaders and undertake greater responsibilities.

**Table – An Overview of New Mexico’s Three-Tiered Teacher Licensure System**

Level 1 Provisional Teacher (\$30,000 Minimum Salary)	Level 2 Professional Teacher (\$40,000 Minimum Salary)	Level 3 Master Teacher (\$50,000 Minimum Salary)
Must participate in a beginning mentoring program		
Must have annual evaluations	Must have annual evaluations	Must have annual evaluations
Must advance to level 2 by submitting a PDD	May advance to level 3 by submitting a PDD	
Must have three to five years of successful teaching experience at level 1 before advancing to level 2	Must have three years of successful teaching experience at level 2 before advancing to level 3	
	Must have a master’s degree or NBPTS certificate before advancing to level 3	

Source: OEA

**PROFESSIONAL DEVELOPMENT DOSSIER**

The Three-Tiered Teacher Licensure System requires teachers to submit a PDD if the teacher wants to advance from level 1 to level 2 and from level 2 to level 3. According to PED, the PDD is a focused, compact collection of documentation compiled by the teacher seeking licensure advancement with support from her/his school district. The PDD documentation is a collection of classroom data (lesson descriptions, handouts, student work, video and audio recordings, and photos) with explanations of that data written by the teacher, accompanied by verification and recommendation by the district superintendent. No one part of the PDD serves to fully represent a teacher’s work, but the entire PDD is intended to provide evidence to determine when a teacher is qualified to advance to a higher level of licensure. The PDD is organized into five strands, which are aligned with the New Mexico Teacher Competencies and Indicators. The five strands include:

1. instruction;
2. student learning;
3. professional learning;
4. verification; and
5. evaluation.

The first three strands incorporate the nine core teacher competencies, and they are evaluated by two outside reviewers. The other two strands indicate the superintendent’s verification that the dossier is in fact the teacher’s own work and the superintendent’s recommendation for advancement. The following depicts the PDD process:

1. teachers who wish to advance to level two or level three complete a PPD consisting of the five strands:
  - strand A: instruction, which includes content, curriculum, teaching methods, and assessment;
  - strand B: student learning, which includes classroom management, student growth, and development;
  - strand C – professional learning, which includes professional development, collaboration with colleagues, parents, and community;
  - strand D: verifications, which includes verification of mentorship for level one teachers, verification of leadership roles for level two teachers, and verification of the authenticity of the PDD; and
  - strand E: evaluations, which includes annual evaluations and superintendent's recommendations for advancement;
2. teachers submit their PDD online to New Mexico's web-based system ([www.teachnm.org](http://www.teachnm.org)). The PDD submission period begins July 15 and will remain open until May 31 the following year.<sup>1</sup> Two independent external reviewers evaluate strands A, B, and C. Local district administrators complete strands D and E; and
3. if teachers pass all five strands, then they are advanced to the next level. If teachers do not pass all five strands, then they are given an opportunity to resubmit the strands that they did not pass.

## **RENEWAL PROCEDURES**

According to PED, if a teacher needs to renew her/his level 2 or level 3 license at the same licensure level, it can be renewed online at [www.teachnm.org](http://www.teachnm.org). If the license has lapsed for more than one year, the teacher will need to submit the following for renewal:

- an initial application and fee;
- official transcripts if not on file;
- provide verification of five years of experience during the life of the expired license; and
- a superintendent's recommendation form from the last employer.

If the teacher has taught at level 1 for less than five years, the following will need to be submitted for renewal:

- a renewal application and fee;
- a notarized statement indicating the years you have taught or have not taught; and
- an extension of the license for the years the teacher did not teach will be issued to allow time for a PDD to be submitted.

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<sup>1</sup> Usually, the PDD submission period ends on March 31 of the following year; however, PED closed the window for submissions on May 31, 2015 instead of March 31, 2015 to provide teachers the opportunity to complete their dossier after the 2014-2014 Summative Evaluations were distributed.

If the teacher is not currently teaching, however, the teacher had previously taught under a level 2 or level 3 license, then the following will need to be submitted for renewal:

- a renewal application and fee; and
- a superintendent's recommendation form from the teacher's last employer.

Lastly, if a teacher did not teach at all during the life of the license, the following will need to be submitted for license renewal:

- renewal application and fee; and
- a notarized statement indicating that the teacher has not taught during the life of the license.