ELEMENTARY & SECONDARY
ALTERNATIVE LICENSURE
PROGRAM APPLICATION

DEPARTMENT OF CURRICULUM & INSTRUCTION
NEW MEXICO STATE UNIVERSITY

Dr. David Rutledge – C&I Associate Head for Graduate Programs
& Advisor for Alternative Licensure Program
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575-646-2290

Grace Martinez
O'Donnell Hall Room 122
575-646-2290 (office)
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Effective 06/19/13
Process for Conditional and Official Acceptance to Alternative Licensure Process

► Application Process for “Conditional” Acceptance into Alternative Licensure Process

A candidate is “conditionally” accepted when: NMSU has received all the required documentation, AND an evaluation of transcripts has been performed by NMSU. The candidate qualifies for the Alternative Licensure program on the “condition” a full-time teaching position is secured.

Include the following required documents in the application packet for “Conditional Acceptance”:
1.) Application to Alternative Licensure Program (pages 3-5)
2.) Resume & Letter of Interest
3.) Unofficial Transcripts with 30 credit hours in subject area (see below) & BA degree posted

ELEMENTARY Alternative Licensure Program subject area credits required:

BA Degree including 30 credit hours (total) of the coursework below: A minimum of 3 credit hours per each of the subjects below is required (21) plus an additional 9 credits of any combination to equal a total of (30) credits.

- Language arts (minimum of 3 credit hours)
- Mathematics (minimum of 3 credit hours)
- Science (minimum of 3 credit hours)
- Social studies (minimum of 3 credit hours)
- History (minimum of 3 credit hours)
- Fine or performing arts (minimum of 3 credit hours)
- Foreign language (minimum of 3 credit hours)

SECONDARY Alternative Licensure Program subject area credits required:

BA Degree including 30 hours of coursework in teaching field with 12 credit hours at upper-division (300 level or above)

► Application Process for “Official” Acceptance into Alternative Licensure Process

A candidate is “officially” accepted when NMSU has received all required documentation for conditional acceptance above AND a copy of hiring contract from an accredited public or charter school district.

Include the following required documents in the application packet for “Official Acceptance”:
1.) 1-3 from above
2.) Copy of hiring contract with School District
Alternative Licensure Program Checklist

STEP 1:

STUDENT TO PROVIDE TO DEPARTMENT IN ORDER TO BEGIN ALTERNATIVE LICENSURE PROCESS:

_____ APPLICATION WITH ATTACHED LETTERS OF RECOMMENDATION
_____ UNOFFICIAL TRANSCRIPTS W/ BA DEGREE POSTED WITH AT LEAST A 3.0 CUMULATIVE GPA
_____ RESUME & LETTER OF INTEREST

DEPARTMENT TO PROVIDE ONCE THE ABOVE HAVE BEEN RECEIVED:

_____ LETTER OF CONDITIONAL LETTER OF ACCEPTANCE – FOR QUALIFYING FIELD ONLY *VALID FOR ONE YEAR
_____ ADVISEMENT: STUDENT NOT OFFICIALLY IN THE PROGRAM UNTIL FULL-TIME POSITION IS SECURED

* STUDENTS SHOULD NOT START TAKING ALT LIC COURSES UNTIL THEY HAVE BEEN ACCEPTED INTO THE ALT LIC PROGRAM

STEP 2:

STUDENT TO PROVIDE TO DEPARTMENT UPON RECEIVING JOB OFFER:

_____ PROVIDE A LETTER OF INTENT TO HIRE/CONTRACT TO TEACH FROM HIRING SCHOOL DISTRICT

DEPARTMENT TO PROVIDE THE FOLLOWING ONCE THE ABOVE HAVE BEEN RECEIVED:

_____ LETTER OF ACCEPTANCE TO ALT LIC PROGRAM TO SCHOOL DISTRICT
_____ LETTER OF ACCEPTANCE TO ALT LIC PROGRAM TO NM PED IN SANTA FE
_____ RECEIVE COPY OF ALTERNATIVE LICENSURE HANDBOOK

STUDENT TO SUBMIT ONCE THE ABOVE HAVE BEEN RECEIVED:

_____ BOTH SEALED LETTERS TO HIRING DISTRICT’S HUMAN RESOURCES DEPARTMENT & FILE APPLICATION PAPERWORK FOR THE INTERN LICENSE WITH NMPED.
(HIRING DISTRICT WILL ASSIST WITH APPLICATION TO NMPED)

STEP 3: FINAL STUDENT RESPONSIBILITIES TO BE COMPLETED WITHIN 3 yrs of hiring date:

► COMPLETE APPLICATION TO THE GRADUATE SCHOOL & DEPARTMENT OF C & I: MAT/UNDECLARED

► COMPLETE REQUIRED COURSEWORK – DR. DAVID RUTLEDGE, ADVISOR

► RECEIVE (2) SETS OF (5) SUPERVISED OBSERVATIONS (1 SET/SEMESTER = $500/SEMESTER)
TWO FULL SEMESTERS REQUIRED – TOTAL OF $1000

► FAX OR SCAN A COPY OF HIRING CONTRACT TO C&I EACH YEAR WHILE IN THE ALT LIC PROGRAM

► PASS ALL THREE NMTA EXAMINATIONS REQUIRED BY NMPED: BASIC SKILLS, TEACHER COMPETENCY AND CONTENT AREA KNOWLEDGE EXAM: (NES ESSENTIAL READING EXAM FOR ELEMENTARY STUDENTS ONLY)

► PROVIDE DEPARTMENT OF C&I OFFICIAL TRANSCRIPTS OF COMPLETED ALT LIC COURSEWORK & PROOF OF NMTA EXAMS WITH OFFICIAL SCORES (COMPONENTS OF ELEMENTARY READING INSTRUCTION FOR ELEMENTARY LICENSURE)

► REQUEST LETTER OF ALT LIC PROGRAM COMPLETION FROM DR. DAVID RUTLEDGE (TO BE SENT DIRECTLY TO SCHOOL DISTRICT & NMPED FROM DEPARTMENT OF C&I)
Alternative Licensure Program Application

Please print in ink or type.

Please indicate the semester and year for which you are applying: [ ] Fall, [ ] Spring, [ ] Summer, Year:__________

Please indicate the license you are seeking: [ ] K-8 Elementary, [ ] 7-12 Secondary,

If secondary, please indicate what content/subject area:_____________________

If secondary, you must have 30 hours of coursework in your content area (see section on PED Requirements).

(Note: For SPED Alternative Licensure you must contact the SPED Department)

Banner ID#_________________________ Date: ______________________________

Name:______________________________________________________________

Last                        First                        Middle

Please indicate any other identifying name(s) which may appear on your documentation:

Date of Birth: _________________ Gender: Male____ Female_____

Address: _____________________________________________

Street                   City                    State                    Zip code

Telephone:________________________________________________________

Daytime                    Home                    Business

Email Address: _________________________________ ___ Fax Number: ____________________________ (REQUIRED)

I, ________________________ (print name) understand that once officially
accepted into the Alternative Licensure Process in the Department of Curriculum & Instruction at New Mexico State University I am responsible for the completion of the following within (3) years of my contract hiring date: 1.) completing the necessary coursework in my teaching field; 2.) taking and passing all required New Mexico Teacher Assessments; 3.) receiving and paying $500/semester for (2) full semesters of supervision; 4.) providing the department with a copy of contract of employment each year while in the program.

Signature Required

________________________________________________________________
Application Questions

Answer each of the following questions. Attach additional pages if necessary.

1. Are you a Dona Ana County Resident? ________ Yes  No, I am a resident of ______________________

2. Have you ever applied to this program before? ______________ Yes  ________________ No

If yes, date of application ____________________________________________

3. Have you ever applied to or participated in any other teacher preparation program? ___ Yes___ No

If yes, please explain ___________________________________________________

Professional References

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These references can be past employers, supervisors, co-workers, professors etc... Please do not use personal friends as references.

Professional Reference Letters (next page): Three are required from the individuals you listed above in the format provided on the subsequent page of this application packet.

Reference forms may be faxed or mailed to:

Attn: Alternative Licensure Program
Department of Curriculum & Instruction, MSC 3CUR, PO Box 30001,
New Mexico State University, Las Cruces, NM 88003
(Fax # 575-646-5436)
Professional Reference Form (3 required)

________________________________________ is applying for the Alternative Licensure Process at New Mexico State University and has identified you as one who is acquainted with his/her qualifications, characteristics, and abilities. Please rate this applicant in the chart below. All information given will be treated with strict confidence. We trust that your interest in school children, more than your desire to serve the applicant, will inspire your reply.

Please mail to the address on previous page in a signed and sealed envelope.

Please rate each with a check mark or an “X”:

Name of Person Completing Form: __________________ Title: ________________

Printed Name: ________________ Organization: ________________ Phone: __________

Relationship to candidate ________________ Yrs of relation ________________

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