

**SPECIAL EDUCATION
ALTERNATIVE LICENSURE
PROCESS APPLICATION
AND HANDBOOK**

**DEPARTMENT OF SPECIAL EDUCATION AND
COMMUNICATION DISORDERS (SPED/CD)**

NEW MEXICO STATE UNIVERSITY

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Effective 3/11/15

Protocol for Review of Materials for Consideration of Admissions and Official Acceptance to the Alternative Licensure Process

1. Admission to NMSU as a graduate student is required. Students must complete the application for regular graduate admission at:
<http://prospective.nmsu.edu/graduate/apply/index.htm>
2. The following must be uploaded to your NMSU application:
 - a. Transcripts that reflect at least a 3.0 GPA
 - b. Resume
 - c. Letter of Intent (Include interest in alternative licensure)
 - d. GREs not required, upload paper stating "GREs not required for alternative licensure"
 - e. 3 letters of recommendations (go to #3 below for information)
 - f. Contract of Eligibility for full-time teaching position in "other documents"
3. Go to <http://spedcd.education.nmsu.edu/> and click on "SPED masters admission application procedure" for more information.

NMSU begins a REVIEW OF MATERIALS FOR CONSIDERATION OF ADMISSIONS after all the required documentations have been received, AND an evaluation of transcripts has been performed by NMSU.

Special Education Alternative Licensure Process 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 (24) plus an additional 6 credits of any combination to equal a total of (30) credits and an additional 24-36 credit hours in a teaching field if the student is pursuing a Special Education + Secondary Education License.

SpEd License Only	SpEd + Elem Ed	SpEd + Secondary Ed
3 credit hour minimum for each (30 credit hours total) (Teaching contract must be for low incidence, co-teaching, non-teacher of record classroom)	3 credit hour minimum for each (30 credit hours total) (Teaching contract cannot be for teacher of record in 9-12 classroom)	3 credit hour minimum for each (30 credit hours total) + 24 to 36 credit hours in teaching field (7-12) (Teaching cannot be for teacher of record K-6 classroom)
English Mathematics Science History (OR American History OR Western Civilization) Fine or Performing Arts	English Mathematics Science History (OR American History OR Western Civilization) Fine or Performing Arts	English Mathematics Science History (OR American History OR Western Civilization) Fine or Performing Arts
1 of the following categories must have 24 credit hours as a teaching field (i.e., mathematics, science(s), language arts, reading, and social studies (or other related content areas)	1 of the following categories must have 24-36 credit hours as a teaching field (i.e., mathematics, science(s), language arts, reading, and social studies) Plus 30-36 credit hours of professional education in an elementary education program	Plus 24-30 credit hours of professional education in secondary education Plus 24-36 credit hours in teaching field (i.e., mathematics, science(s), language arts, reading, or social studies) 12 hours must be upper division courses (300 or above)

Alternative Licensure Process Checklist

STEP 1: Student completes the following in order to begin Alternative Licensure process:

___ Application to the graduate school

Department provides the following to student once the application to graduate school is complete:

___ Letter stating REVIEW OF MATERIALS FOR CONSIDERATION OF ADMISSION TO Alternative Licensure Process for Special Education, or

___ Letter of admission

___ Advisement

Notes:

-Students should not start taking Alternative Licensure courses until they have been accepted into the Alternative Licensure Process.

-Students are not officially in the program until a full-time position is secured and they have a letter of acceptance from NMSU.

STEP 2: Department provides the following to student once STEP 1 has been completed:

___ Letter of acceptance to Alternative Licensure Process for student to school district (sealed).

___ Letter of acceptance to Alternative Licensure Process for NMPED in Santa Fe (sealed).

___ Copy of Alternative Licensure Handbook.

___ NMSU will locate a supervisor for the 10 required formal observations

Supervisor _____

Supervisor requirements:

___ Master's degree or higher in Special Education.

___ Valid teaching license in Special Education (for New Mexico level II or III license).

Student will submit the following documents once the above have been received:

___ Sealed letter of acceptance into the Alternative Licensure Process to the hiring district's Human Resources department.

___ Sealed letter of acceptance into the Alternative Licensure Process to NMPED.

___ Application paperwork for the internship license with NMPED. (Hiring district will assist with application to NMPED)

STEP 3: Student responsibilities to be completed

___ Student will obtain the name and contact information for their district assigned mentor and provide that information to the SPED/CD office at 575-646-2402.

___ Complete required coursework in communication with assigned advisor.

Mentor _____ Advisor _____

Coursework must begin the first semester student is eligible for enrollment.

A grade of “B” or better must be earned in **ALL** courses taken within the department.

All coursework must be completed within 2 years (3 years with PED approved extension) of hiring date.

SPED 500: Introduction to Special Education in a Diverse Society
SPED 504: Introduction to Assessment of Diverse Exceptional Learners
SPED 506: High Incidence Disabilities
SPED 507: Low Incidence Disabilities
SPED 509: Reading for Elementary Exceptional Learners in a Diverse Society
SPED 511: Reading for Secondary Exceptional Learners in a Diverse Society
SPED 559: Classroom Management for Diverse Learners

___ Student will receive (10) formal supervised observations.

Observation Schedule		
Semester One		
1	August	University Supervisor
2	September	Principal or University Supervisor
3	October	University Supervisor
4	November	University Supervisor
5	December	Principal or University Supervisor
Semester Two		
6	January	University Supervisor
7	February	Principal or University Supervisor
8	March	University Supervisor
9	April	University Supervisor
10	May	Principal or University Supervisor

___ Two full semesters of supervised observations required – \$175- \$350/semester total

___ Required meeting with mentor, supervisor, and teacher prior to commencing observations.

___ Midterm and final observations with formal evaluation (forms attached) from supervisor required as 2 of the 5 observations per semester.

___ Request that the supervisor submit (by email, mail or fax) a copy of documentation from all observations (midterm, final observation form and (3) student observation forms per semester) to the SPED/CD office to sanromer@nmsu.edu/NMSU MSC 3SPED Las, Cruces 88003-8001/ 575-646-771

___ Fax or scan a copy of hiring contract to SPED/CD each year while in the alternative licensure process.

_____ Contract Received Year One

_____ Contract Received Year Two

_____ Contract Received Year Three

___ Pass all NES examinations required by NMPED for licensure (See suggested testing timeline below)

Teaching License	Testing Requirements for an Initial License	Recommended Testing Timeline
Elementary Education	NES: Essential Academic Skills: Subtest I: Reading; Subtest II: Writing; Subtest III: Mathematics	Within the first semester
	NES: Elementary Assessments: Elementary Education Subtest I; Elementary Education Subtest II	Within the first semester
	NES: Essential Components of Elementary Reading Instruction	After SPED 509 and SPED 511 are complete
	NES: Professional Knowledge: Assessment of Professional Knowledge: Elementary	Within the first semester
Secondary Education	NES: Essential Academic Skills: Subtest I: Reading; Subtest II: Writing; Subtest III: Mathematics	After SPED 509 and SPED 511 are complete
	NES: Secondary Assessments: Business Education; English Language Arts; Family and Consumer Sciences; General Science; Mathematics; Social Science	Within the first semester
	NES: K-12 Assessments: English to Speakers of Other Languages; French; German; Music; Physical Education; School Counselor; School Library Media Specialist; Spanish; Special Education	Within the first semester
	NES: Professional Knowledge: Assessment of Professional Knowledge: Secondary	Within the first semester
Special Education	NES: Essential Academic Skills: Subtest I: Reading; Subtest II: Writing; Subtest III: Mathematics	Within the first semester
	NES: K-12 Assessments: Special Education	Within the second to third semester
	NES: Professional Knowledge: Assessment of Professional Knowledge: Elementary OR Secondary	Within the first semester

___ Provide department of SPED/CD with official transcripts of completed alternative licensure coursework & proof of NES exams with official scores.

___ Request from SPED/CD office that a letter of alternative licensure process completion be sent directly to school district & NMPED

___ Complete the following during first advising meeting

I, _____ (print name) understand that once officially accepted into the Alternative Licensure Process in the Department of Special Education and Communication Disorders at New Mexico State University I am responsible for the completion of the following within (2) years of my contract hiring date/or (3) years with extension:

- 1) Completing the necessary coursework in my teaching field***
- 2) Taking and passing all required NES Exams***
- 3) Receiving and paying \$175-\$350/per semester for two full semesters of supervision***
- 4) Providing the department with a copy of contract of employment each year while in the program***

Signature Required: _____ ***Date:*** _____