

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 60       SCHOOL PERSONNEL - GENERAL PROVISIONS**  
**PART 7            EDUCATOR LICENSURE APPLICATION FEE**

**6.60.7.1            ISSUING AGENCY:** Public Education Department, hereinafter the department.  
[6.60.7.1 NMAC - Rp, 6.60.7.1 NMAC, 8/13/2019]

**6.60.7.2            SCOPE:** Any and all applicants and applications for obtaining a department license, renewing or advancing a license, certification, and/or license endorsement.  
[6.60.7.2 NMAC - Rp, 6.60.7.2 NMAC, 8/13/2019]

**6.60.7.3            STATUTORY AUTHORITY:** Sections 22-2-1, 22-2-2, 22-8-44, and 22-10A-3 NMSA 1978.  
[6.60.7.3 NMAC - Rp, 6.60.7.3 NMAC, 8/13/2019]

**6.60.7.4            DURATION:** Permanent.  
[6.60.7.4 NMAC - Rp, 6.60.7.4 NMAC, 8/13/2019]

**6.60.7.5            EFFECTIVE DATE:** August 13, 2019, unless a later date is specified in rule or a later date is cited in the history note at the end of the section.  
[6.60.7.5 NMAC - Rp, 6.60.7.5 NMAC, 8/13/2019]

**6.60.7.6            OBJECTIVE:** This rule establishes fees for applicants and applications.  
[6.60.7.6 NMAC - Rp, 6.60.7.6 NMAC, 8/13/2019]

**6.60.7.7            DEFINITIONS:**

**A.            “Applicant”** means a person who has submitted an application or who intends to submit an application to the department.

**B.            “Application”** means a formal written request, on a department-approved form, to the department for issuance of a department license, license renewal, license continuation, license advancement, certification, or license endorsement.

**C.            “Application fee”** means all fees, monies, remittances, or charges owed for the processing of a department application but does not include any additional fees, monies, or charges owed for the processing of a background check.

**D.            “Indigence”** means the financial inability to pay or afford, without extreme hardship, an application fee.

**E.            “PDD”** means the professional development dossier defined in 6.69.4.11 NMAC for advancing from a level one to level two license or from a level two to level three license.

**F.            “PDD strand”** means one of three categories used to measure evidence of teacher competency on the professional development dossier. Submission of any of the following strands will incur fees:

- (1) the instruction strand;
- (2) the student learning strand; and
- (3) the professional learning strand.

[6.60.7.7 NMAC - Rp, 6.60.7.7 NMAC, 8/13/2019]

**6.60.7.8            APPLICATION FEES:**

**A.            An applicant shall remit an application fee to the department for each application submitted unless multiple licensure applications are submitted simultaneously.**

**B.            Should multiple licensure applications be submitted simultaneously, the following shall apply:**

- (1) only a single application fee shall be incurred; and
- (2) the highest application fee shall apply.

**C.            Application fees must be remitted to the department by money order, certified check, or other forms of payment acceptable to the department.**

**D.            Payment, in all forms, must be made to the “New Mexico public education department”.**

**E.** Unless there has been a determination of indigence, all application fees once submitted, are non-refundable, and shall not be returned to an applicant.

**F.** The department shall deposit all received application fees in the department educator licensure fund.

[6.60.7.8 NMAC - Rp, 6.60.7.8 NMAC, 8/13/2019]

**6.60.7.9 FEE SCHEDULE:**

**A.** Initial licensure applications. Applicants for initial licensure shall pay an application fee of one hundred fifty dollars (\$150) unless another application fee is specified below:

- (1) applicants for initial licensure as an educational assistant shall pay an application fee of fifty dollars (\$50);
- (2) applicants for initial licensure as a school health assistant shall pay an application fee of fifty dollars (\$50);
- (3) applicants for initial licensure as a substitute teacher shall pay an application fee of fifty dollars (\$50);
- (4) applicants for initial licensure as an athletic coach shall pay an application fee of thirty-five dollars (\$35); and
- (5) applicants for initial licensure for Native American language and culture certification shall pay a fee of fifty dollars (\$50).

**B.** Renewal applications of an existing educator license. Applicants for renewal of an existing educator license shall pay an application fee of one hundred twenty dollars (\$120) unless another application fee is specified below:

- (1) applicants for renewal of an existing educator license as an administrator shall pay an application fee of one hundred thirty dollars (\$130);
- (2) applicants for renewal of an existing educator license as an educational assistant shall pay an application fee of fifty dollars (\$50);
- (3) applicants for renewal of an existing educator license as a school health assistant shall pay an application fee of fifty dollars (\$50); and
- (4) applicants for renewal of an existing educator license as a substitute teacher shall pay an application fee of fifty dollars (\$50).

**C.** Renewal applications of an existing certification.

- (1) Applicants for renewal of an existing educator certification shall pay a renewal application fee of one hundred twenty dollars (\$120).
- (2) Applicants for renewal of Native American language and culture certification shall pay a fee of fifty dollars (\$50).

**D.** Advancement applications.

(1) Applicants who have not previously submitted an application for advancement to a higher level of teacher license for the level of license sought shall pay three hundred twenty dollars (\$320).

(2) Applicants who have previously submitted an application for advancement to a higher level of teacher license for the level of license sought shall pay:

- (a) one hundred ten dollars (\$110) for an application that includes one PDD strand;
- (b) two hundred twenty dollars (\$220) for an application that includes two PDD strands; or
- (c) three hundred twenty dollars (\$320) for an application that includes three PDD strands.

(3) Applicants who concurrently submit a renewal of existing educator license application and an advancement application shall pay no renewal of existing application fee.

(4) In order to concurrently submit a renewal of existing educator license application and an advancement application the following must occur:

- (a) the advancement application must be submitted on the same date or before the renewal of an existing educator license application;
- (b) the advancement application fees must be received upon the date of the advancement application submission; and
- (c) the renewal of existing educator license application must be received by the department within five business days of the advancement application.

**E.** Endorsement applications. Applicants seeking to add an endorsement to an existing license shall

pay a fee of one hundred twenty dollars (\$120).  
[6.60.7.9 NMAC - Rp, 6.60.7.9 NMAC, 8/13/2019]

**6.60.7.10 LICENSURE APPLICATION FEE EXEMPTIONS:**

**A.** An application fee shall not be charged for any of the following applications:  
(1) application for name change;  
(2) application for address change;  
(3) application for replacing lost or misplaced licenses; and  
(4) applicants with an alternative license who meet the requirements to transition their license to a standard level one license.

**B.** An application fee shall not be charged to an individual who qualifies as indigent.

**C.** An application fee charged to an individual who qualifies as indigent may be returned.  
[6.60.7.10 NMAC - Rp, 6.60.7.10 NMAC, 8/13/2019]

**6.60.7.11 STANDARD OF INDIGENCE:**

**A.** An indigence determination shall be made according to the following process:  
(1) The request for indigence:  
(a) shall be made on a form approved by the department;  
(b) shall include any supporting documentation and be submitted to the department within five business days of any application submission; and  
(c) a request for indigence shall include a signed statement, certifying that the licensee is indigent.

(2) The department's review:  
(a) the department shall review and make a determination of indigence within 30 days;  
(b) the determination shall not consider any potential loss or gain of income associated with a department license, renewal, license continuation, license advancement, license, certification, or license endorsement;  
(c) the determination of indigence shall be solely within the discretion of the department; and  
(d) the determination of indigence shall be final and not subject to review.

**B.** An applicant is presumed indigent if the applicant is a current recipient of one or more of the following:

- (1) medicaid;
- (2) supplemental security income (SSI);
- (3) public assisted housing;
- (4) department of health case management services (DHMS); or
- (5) temporary assistance for needy families (TANF).

[6.60.7.11 NMAC - N, 6.60.7.11 NMAC, 8/13/2019]

**HISTORY OF 6.60.7 NMAC: [RESERVED]**

6.60.7 NMAC, Educator Licensure Application Fee, filed 10/13/2000, was repealed and replaced by 6.60.7 NMAC, Educator Licensure Application Fee, effective 8/13/2019.