

TITLE 6 PRIMARY AND SECONDARY EDUCATION
CHAPTER 63 SCHOOL PERSONNEL - LICENSURE REQUIREMENTS FOR ANCILLARY AND
SUPPORT PERSONNEL
PART 10 CERTIFICATION FOR SUBSTITUTE TEACHERS

6.63.10.1 ISSUING AGENCY: Public Education Department. (PED)
[6.63.10.1 NMAC - N, 09-29-00; A, 08-31-04; A, 10-31-07]

6.63.10.2 SCOPE: All certified substitute teachers and all applicants for substitute teacher certification. This rule governs standards and qualifications for those persons seeking initial or renewed certification as a substitute teacher.
[6.63.10.2 NMAC - N, 09-29-00; A, 09-30-03; A, 10-31-07]

6.63.10.3 STATUTORY AUTHORITY: Sections 22-2-1, 22-2-2, 22-10A-15, and 22-10A-16, NMSA 1978.
[6.63.10.3 NMAC - N, 09-29-00; A, 09-30-03]

6.63.10.4 DURATION: Permanent.
[6.63.10.4 NMAC - N, 09-29-00]

6.63.10.5 EFFECTIVE DATE: September 29, 2000, unless a later date is cited in the history note at the end of a section.
[6.63.10.5 NMAC - N, 09-29-00]

6.63.10.6 OBJECTIVE: This rule establishes licensure requirements for substitute teachers who provide temporary instructional services when an assigned licensed instructor is absent from class. This rule also seeks to comply with amended legislation that set a minimum age requirement and allowed the PED to establish the duration of a substitute teaching license.
[6.63.10.6 NMAC - N, 09-29-00; A, 08-31-04; A, 10-31-07]

6.63.10.7 DEFINITIONS:
A. "High school diploma equivalency" means a New Mexico high school diploma issued after a person has passed all five (5) subtests of the general education diploma ("GED"), a GED issued by the proper authority from any other state, an international baccalaureate ("IB"), and any other diploma issued by any schools accredited by the PED, the north central accreditation ("NCA") or western states accreditation ("WSA").
B. "Teaching experience" means any person as of the effective date of this rule, who shall have taught a minimum of 3 hours per day for 60 days as a paid substitute teacher in any school classroom in New Mexico during a regular school year.
[6.63.10.7 NMAC - N, 09-29-00; A, 08-31-04; A, 10-31-07]

6.63.10.8 REQUIREMENTS: Unless otherwise stated in this rule, any person seeking to perform services as a substitute teacher must hold a certificate authorizing that person to perform the duties of a substitute teacher. Substitute teacher certificates shall be issued by the PED to persons who at a minimum meet the requirements of this section. Such certificates authorize the substitute teacher to work as a substitute teacher in any public school district or charter school in New Mexico. At the very minimum, all applicants for initial substitute teacher licensure shall have attained eighteen (18) years of age for those seeking to perform instructional services in grades K-8, and twenty-one (21) years of age for those seeking to perform instructional services in grades 9-12, and have earned a high school diploma or high school diploma equivalency. Any such certificate issued by the PED shall be in writing. Additionally, each applicant shall meet the requirements of either Subsection H or I below, or shall meet the requirements of two or more of Subsections A through G:
A. have, within 12 months of their date for initial employment with a local district, received on the job training by serving as a voluntary assistant to a licensed teacher in a school classroom for a minimum of three hours during three days;
B. have observed 3 hours or more of teaching in a school system and at the grade level of students in which the substitute will serve;

- C. have completed a substitute teacher workshop conducted by or acceptable to the local school district in which the substitute teacher is employed or seeking employment;
- D. have, within the past three school years of application for employment or licensure, performed at least three hours of instructional services as a substitute teacher in any school accredited or recognized by the New Mexico PED;
- E. have engaged in any paid employment in the three years prior to applying for substitute teaching licensure or employment, which, after verification by and in the opinion of the superintendent of the local district, invests that applicant with relevant work or life experience;
- F. have completed at least 60 hours of college-credit courses in a regionally accredited college;
- G. have completed or currently be enrolled in an approved college course or program from a regionally accredited college, where the course or program is structured to provide primary/secondary school teacher preparation;
- H. have completed an approved teacher preparation program from a regionally accredited college or university;
- I. is in possession of a current substitute or standard teaching license issued by another state's educator licensure issuing agency.

[6.63.10.8 NMAC - N, 09-29-00; A, 09-30-03; A, 08-31-04; A, 10-31-07]

6.63.10.9 BACKGROUND CHECKS: As a condition for issuance of a substitute teacher certificate, all applicants for such initial certification shall submit to a fingerprint-based background check. The background checks procedures and requirements set forth in 22-10A-5, NMSA 1978 and 6.60.8 NMAC shall apply.

[6.63.10.9 NMAC - N, 09-29-00; A, 09-30-03]

6.63.10.10 SUBSTITUTE TEACHER TRACKING: Local school districts, state institutions and nonpublic schools that utilize substitute teachers shall each develop and promulgate substitute teacher policies that at a minimum address substitute teacher qualifications, hiring guidelines, workshop guidelines, disciplinary action guidelines, and guidelines that permit the tracking of a substitute by specific classroom placement and by dates and hours in placement.

[6.63.10.10 NMAC - N, 09-29-00]

6.63.10.11 VERIFICATION OF REQUIREMENTS: As part of the initial and continuing licensure process for substitutes, the superintendent or the superintendent's appointed designee of the local district seeking to employ a substitute, is hereby authorized to verify that applicant's qualifications set forth at Sections 8 and 12 herein. When an unlicensed individual seeks substitute teaching employment or consideration for future employment in a local school district, state institution, or nonpublic school, the superintendent or the superintendent's appointed designee shall verify the various requirements set forth at Sections 8 and 12 herein. Such verification shall be maintained by the local school districts.

[6.63.10.11 NMAC - N, 09-29-00; A, 09-30-03; A, 10-31-07]

6.63.10.12 CONTINUING CERTIFICATION: An initial substitute teaching certificate is considered to be a level 1 certificate and all renewed certificates are considered to be level 2 certificates.

A. An initial substitute teacher certificate is valid for three (3) years and commences on July first of a year and expires the 30th of June three years thereafter.

B. A renewed substitute teacher certificate is valid for nine (9) years and commences on July first of a year and expires the 30th of June nine years thereafter.

C. Local school districts and state institutions that utilize substitute teachers shall each develop and promulgate substitute teacher advancement policies for level 2 certification that requires substitutes at a minimum:

(1) to complete with a passing grade three (3) semester hours of credit from a regionally accredited college or university in areas related to the school's long range plan, student standards, or the substitute teacher's classroom assignment; or,

(2) to complete forty-eight (48) contact hours in professional development activities approved by the local school district, state educational institutions, or nonpublic schools in areas related to the school's long range plan, student standards, or the substitute teacher's classroom assignment; or,

(3) obtain written verification from the superintendent of a local district, or from the governing authority of the state institution or nonpublic school where that substitute is employed that the substitute has satisfactorily completed at least 270 hours of providing instructional services.

D. Substitute teachers who, on the effective date of this rule, hold valid, current school district or charter school issued certificates, shall present the certificates along with an application for state certification and application fee to the PED and be issued new certificates by the PED.
[6.63.10.12 NMAC - N, 09-29-00; A, 09-30-03; A, 08-31-04; A, 10-31-07]

6.63.10.13 PARENTAL NOTIFICATION: A local superintendent or governing body of a charter school shall give written notice to parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the grade or subject.
[6.63.10.13 NMAC - Rp, 6 NMAC 4.2.3.16.10, 09-29-00; A, 09-30-03]

6.63.10.14 EXCEPTIONS: No person holding valid New Mexico teaching or administrative licensure is required to obtain substitute teacher certification in order to perform instructional services as a substitute teacher.
[6.63.10.14 NMAC - N, 09-29-00; A, 09-30-03; A, 08-31-04]

HISTORY OF 6.63.10 NMAC: The material in this part was derived from that previously filed with the State Records Center and Archives under: SBE Regulation No. 72-16 Substitute Teacher Certification, filed June 19, 1972; SBE Regulation No. 84-3 New Mexico Requirement for Certification and Utilization of Substitute Teachers, filed March 19, 1984; SBE Regulation No. 89-4 Licensure for Substitute Teachers, filed August 17, 1989.

HISTORY OF REPEALED MATERIAL:
6 NMAC 4.2.3.16, Licensure for Substitute Teachers - Repealed, 09-29-00