

Dossier Guidance: *Where do I start?*

1. Prior approval/notification from admin
2. Plan for **submission dates** July 15th- June 1st (submission before October 15th could reflect change for current school year. After October, license change will be granted for the following year).
3. Plan for **submission fees** \$320 (includes new license fee)
4. **Register** for account on portal: PED Online- Click **Dossier and Opal User Manual** tab on this link <https://licensure.ped.state.nm.us/login>
5. Distribute **Student Release forms** (online or in *Requirements & Guidelines Document* in Appendices).

**Virtual/Remote Learning- Parent Permission can be given through email or phone that can be documented and saved for 2 years.*
6. Look over **NM PDD Concept Map** (separate handout) for big picture info on Dossier format.
7. Become familiar with **NM Competencies 1-9** (*Appendix 3 in Requirements & Guidelines Document*), different requirements for each level.
8. Read detailed information on **Strands A, B, C, D, E** in the *Requirements and Guidelines for the Preparation of the New Mexico Professional Development Dossier for Teachers*
**Strands D and E will be completed by your building Administrator.*
9. Begin collecting data in a notebook or file online to prepare written portion of the Dossier
10. Download **Templates** for Cover Sheet and Strands A-C to input responses for Dossier (Click templates for Strands A-C online: link below)
<https://webnew.ped.state.nm.us/bureaus/licensure/dossier-and-opal/educator-resources-for-completing-the-dossier-or-opal/>
12. Submit/Upload Dossier Cover sheet and Strands A-C online through the Dossier Portal: **Dossier and Opal User Manual**
(Same link as above)
12. Submit **payment** electronically through portal.
13. **Notify administrator** that dossier is ready for approval (Admin Strands D & E)
14. Check portal for **Dossier Review Status**:
Pending
Meets

Did Not Meet

15. **License-** You may print a copy by creating an account at this link: <https://licensureapp.ped.state.nm.us/> once your account is created and you log in select Licensure Application and you will have the ability to print your licenses from your portal.

16. To VIEW or DOWNLOAD a copy of your license go to:

<https://licensureapp.ped.state.nm.us/>, register and create an account.