

Dossier Guidance: **Where do I start?**



1. Prior approval/notification from admin
2. Plan for **submission dates** July 15th- May 15th
3. Plan for **submission fees** \$320 (includes new license fee)- will submit electronically
4. **Register** for account on portal: PED Online- Click on this link
<https://licensureapp.ped.state.nm.us/login>
5. Distribute **Student Release forms** (*Guidelines Document* in Appendices)- or email
cleo.mow@regionix.org for remote/virtual online forms.
6. Look over **NM PDD Concept Map** (separate handout found at this link) for big picture info on Dossier Format- available at
<https://www.rec9nm.org/Professional-Development-Dossier>
7. Become familiar with **NM Competencies 1-9** (*Appendix 3 in Requirements & Guidelines Document*), different requirements for each level. And 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. (Templates can be found at <https://www.rec9nm.org/Professional-Development-Dossier>)
11. Submit/Upload Dossier Cover sheet and Strands A-C online through the Dossier Portal: <https://licensureapp.ped.state.nm.us/login>
12. **Notify administrator** that dossier is ready for approval (Admin Strands D & E)
13. Check portal for **Dossier Review Status**:
14. **License**- You will have the ability to print one upon passing your dossier at the same portal that you submitted your dossier in.