

## Dossier

### 2019-2020

All GISD Teachers interested in the Licensure Advancement to Level 2 or Level 3 need to go through the *DOSSIER process*.

If you are interested in working on a DOSSIER please notify your Principal/Assistant Principal. They will guide you in this process.

#### Eligibility Requirements:

- Teacher must have **three (3) full school years** of teaching experience at the current level of licensure ( Level 1 or Level 2) with successful annual evaluations **and** :
- If you are a Level 1 teacher wanting to advance to Level 2 you must have successfully completed the mentorship program for beginning teachers.
- If you are a Level 2 teacher wanting to advance to Level 3 you must hold a Master's Degree or hold certification from the National Board for Professional Teaching Standards.

#### Dossier Preparation:

- Access **New Mexico Public Education Department** web page ([www.nmped](http://www.nmped))
- Double click on **EDUCATORS**
- Go to **LICENSURE** / click on **DOSSIER/OPAL**
- Go to **Educator resources for Completing the Dossier and Opal**
- **Read** the Step by Step Process instructions: Preparing and submitting the PDD online
- To download the templates on your computer to start working on the DOSSIER click;  
Strand A  
Strand B  
Strand C
- Save all the strands on your computer and work on their formats. Remember do not change fonts, line spacing, etc.
- Your Principal/Assistant Principal will provide you with the support you need in your DOSSIER preparation.

**When your DOSSIER is ready to be submitted follow the next steps:**

1. Give a hard copy to your Principal.
2. Have your Principal sign the **“Principal Verification Form”**.
3. Send the signed **“Principal Verification Form”** to Human Resources Director, Mrs. Lupita Chavez.
4. Go to the DOSSIER submission page (NMPED-EDUCATORS-LICENSURE-DOSSIER)
5. Follow the Step-by- Step Process.
6. Submit the cover page, Strand A, Strand B and Strand C.
- 7. Mrs. Chavez will submit Strand D and Strand E.**
8. Your submission is complete. You will receive your results by email. Please send your results by email to Mrs. Chavez.
9. When you receive your new license please provide a copy to GISD Human Resources Department.