

Professional Development Dossier

Eligibility Requirements:

- Teacher must have **three (3) full school years** of teaching experience (480 days as the teacher of record) 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 completed the mentorship requirement for beginning teachers **or:**
- If you are a Level 2 teacher wanting to advance to Level 3 you must hold a post-baccalaureate degree from a regionally accredited college or university or hold certification from the National Board for Professional Teaching Standards*.

If the teacher meets the eligibility requirements above then follow the process below:

- Teacher provides Dossier to her/his Principal for review, and Principal signs “Principal Verification Form”.
- Teachers seeking advancement to **Level II** must submit Dossier to Rosy Villalobos, Federal Programs Coordinator for review. rvillalobos@gisd.k12.nm.us
- Teacher notifies Lupita Chavez, Human Resources Director that strands A, B, and C have been submitted. luchavez@gisd.k12.nm.us
- Teacher provides Lupita Chavez, the original, signed “Principal Verification Form”.
- Mrs. Chavez will submit strands D and E to the state.
- The results are sent directly to the teacher. Gadsden does not receive the results. Upon receipt of the license, he/she must bring it to the Human Resources Licensure Office in order for licensure record to be updated.
- The submission period is: July 15 – March 31.
- Principals must also verify resubmissions with the same Principal Verification form. This form must be submitted to Human Resources.

Remember:

- **Notify** your principal/assistant principal at the **beginning** of the year if you plan on completing a dossier. Also let him/her know your submission date.
- Fill out the **Declaration of Intent to Advance License Level** and send it to Lupita Chavez.

If you wish to read the rules for the Professional Development Dossier please review:

- [www.nmcpr.state.nm.us/nmac/ title06/title06.htm](http://www.nmcpr.state.nm.us/nmac/title06/title06.htm)
- Scroll to Chapter 60
- Click on SCHOOL PERSONNEL-GENERAL PROVISIONS
- Scroll to 6.60.6 NMAC
- Click on CONTINUING LICENSURE FOR LICENSED EDUCATORS IN NEW MEXICO
- Scroll to 6.60.6.9 – REQUIREMENTS FOR ADVANCEMENT AND RENEWAL OF TEACHING LICENSES AFTER JUNE 30, 2004. All the information is contained in this section

NM PED's teachnm.org is your best source of information regarding the Dossier Process

[Visit teachnm.org >>](#)

- [Overview of the Professional Development Dossier \(PDD\)](#)
- [Cover Page Template](#)
- [Strand A Template](#)
- [Strand B Template](#)
- [Strand C Template](#)