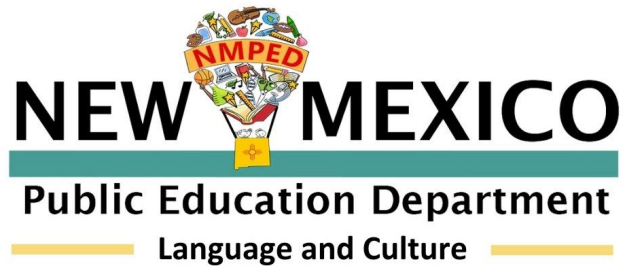


BMEP Endorsement Waiver SharePoint Application Instructions



Before applying for BMEP endorsement waivers, please note:

- ☐ Only **BMEP Directors** have access to the waiver application in SharePoint.
- ☐ The **Endorsement Consent Form for Administration** and **Endorsement Waiver Teacher Information** form must be filled out completely, signed, and dated.
- ☐ BMEP waiver requests must be made *before* the **60th calendar day** of the school year *or* the 60th calendar day after the teacher's hire date.
- ☐ BMEP Directors may submit **multiple applications** for waivers at once.
- ☐ Teachers may apply for a BMEP endorsement waiver for a maximum of **three years**.

Step One

Go to the PED SharePoint BMEP Endorsement Waivers page.

NM Public Education Department



State Bilingual Multicultural Education Program

FUNDING APPLICATION

ANNUAL PROGRESS REPORT

BMEP ENDORSEMENT WAIVERS

Step Two

Find your district or charter school. Click the icon on the left under “Edit.”



Edit	Edit_LockApplication	District	District Code	SchoolYear	Lockapplication
		_Test_District	999	2024-2025	No

Step Three

Answer questions 1 through 3: Program Design, Recruitment of Teachers, and Staffing Patterns.



1. Program Design

Edit How will this BMEP endorsement waiver help students in the district/charter to become bilingual and biliterate and to meet the state academic content standards and benchmarks in all subject areas?

There are no items to show in this view of the "ProgramDesign" list.

Add Program Design



2. Recruitment of Teachers with Bilingual, TESOL or MCNL Endorsements

Edit 1) What is the district/charter's recruitment process for finding teachers to serve in state-funded BMEPs?

2) What incentives and supports are offered to BMEP teachers to promote recruitment and retention?

There are no items to show in this view of the "Recruitment" list.

Add Recruitment of Teachers



3. Staffing Patterns: Current Teachers that Hold Bilingual, TESOL or MCNL Endorsements

Edit 1) How many teachers in the district/charter hold a Bilingual, MCNL and/or TESOL endorsement?

2. How many teachers are not utilizing their endorsements because they are teaching other courses outside the BMEP?

There are no items to show in this view of the "StaffingPatterns" list.

Add Staffing Patterns

Step Four

On section 4, click the text button that says, “Add BMEP Endorsement Waiver Applicant Information,” then answer all parts of section 4.

4. BMEP Endorsement Waiver: Applicant Information

Edit	Employee Name	License #	BMEP Waiver Request Type	Hire Date	BMEP Endorsement
There are no items to show in this view of the "SummaryofInitial" list.					
Add BMEP Endorsement Waiver: Applicant Information					

- Employee Name
- License #
- BMEP Waiver Request Type
 - ☐ BMEP
 - ☐ MCNL
 - ☐ TESOL
- Hire Date
- BMEP Endorsement Waiver Requested
- Grade Levels Taught
 - ☐ K
 - ☐ 1
 - ☐ 2
 - ☐ 3
 - ☐ 4
 - ☐ 5
 - ☐ 6
 - ☐ 7
 - ☐ 8
 - ☐ 9
 - ☐ 10
 - ☐ 11
 - ☐ 12
- # of Students Served

Step Five

If you have not yet done so, download and complete two forms: **BMEP Endorsement Consent Form for Administration** and either **Initial BMEP Endorsement Waiver Teacher Information** or **Renewal BMEP Endorsement Waiver Teacher Information**.

- ◆ BMEP Endorsement Consent Form for Administration
- ◆ Initial BMEP Endorsement Waiver Teacher Information
- ◆ Renewal BMEP Endorsement Waiver Teacher Information

Step Six

Initial Applicants: List all courses and assessments to be taken during the school year of the waiver in this section. Initial waiver applicants should have a plan to take nine credit hours of endorsement coursework during the school year of the waiver (by June 30).

Year 1 (check box one) ☐ 2025-2026 ☐ 2026-2027 ☐ 2027-2028 ☐ 2028-2029		
Fall	Spring	Summer
List the title, number, and location of courses to be taken this school year (3 classes per year per waiver).		
1.	1.	1.
2.	2.	2.
3.	3.	3.
List the name and month of any assessment(s) to be taken this school year.		
1.	1.	1.
2.	2.	2.
3.	3.	3.

Step Seven

Renewal Applicants: List all courses and assessments to be taken in the school year of the waiver (nine credit hours by June 30) and all courses and assessments that were taken during the previous school year (as listed in the previous year's waiver application). You will need to upload supporting documentation of completed coursework (transcripts) and assessments.

☐ Year 2 ☐ Year 3 (check one)		☐ 2025-2026 ☐ 2026-2027 ☐ 2027-2028 ☐ 2028-2029
Fall	Spring	COMPLETED COURSES:
List course(s) and their titles to be taken below (3 classes per year)		
1.	1.	
2.	2.	
3.	3.	
Name and Month of Assessment(s) to be taken below		COMPLETED ASSESSMENTS:
1.	1.	
2.	2.	
3.	3.	

Step Eight

Upload the BMEP Endorsement Consent Form for Administration.

Bilingual Multicultural Education Program Endorsement Consent Form for Administration	
Summary of BMEP Endorsement Waiver Requests	
Please complete the table below for each teacher for whom a waiver is being requested. Note that waivers are granted by the Secretary of Education on a case-by-case basis.	
Employee Name	License Number
Consent by Superintendent/Charter School Administrator or Designee	
The authorized representative of the above-named applicant(s) certifies to the New Mexico Public Education Department that: 1) the information they have read in the application package is understood; 2) the information included is accurate; 3) the waiver application is complete; and 4) the request must be made before the 60 th calendar day (not school day) of the school year or employee work start date.	
Signature of District Superintendent, Charter Administrator, or Designee:	
Print Name:	Date:

Step Nine

Upload BMEP Endorsement Waiver Teacher Information to SharePoint.

5. Upload BMEP Endorsement Waiver Teacher Information

Edit  Name

There are no items to show in this view of the "UploadTeacherConsent" list.

[Upload BMEP Endorsement Waiver Teacher Information](#)

 **Attach File**

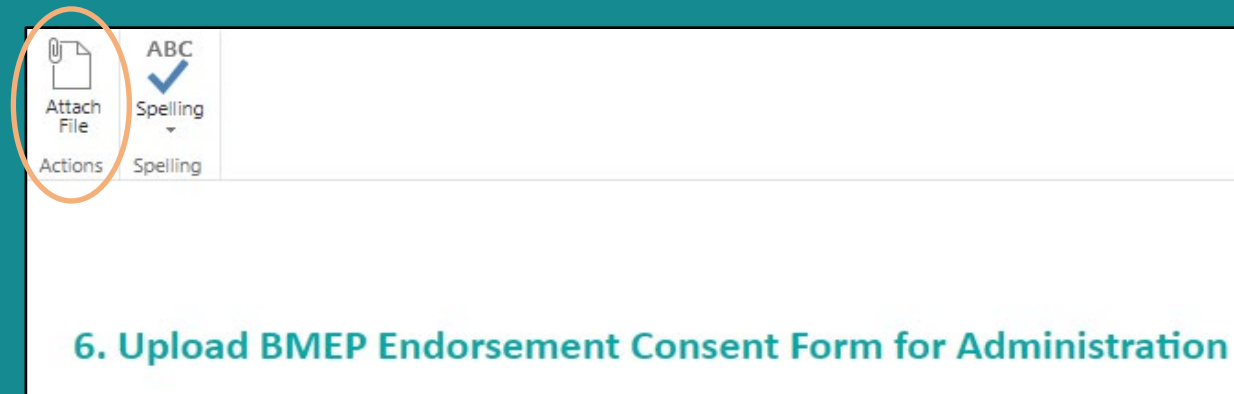
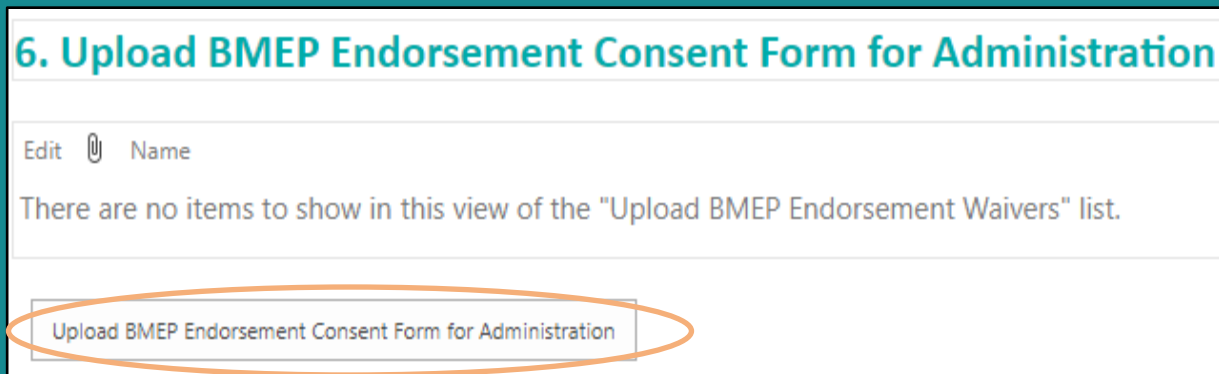
ABC
✓
Spelling
▼

Actions Spelling

5. Upload BMEP Endorsement Waiver Teacher Information

Step Ten

Upload BMEP Endorsement Consent Form for Administration to SharePoint.



Step Eleven

Submit endorsement waiver application, then click Save.

7. Submit Application

Edit Status

There are no items to show in this view of the "SubmitapplicationWaivers" list.

Submit Your Application

7. Submit Application

Status

Submit ▼

Save

LCD BMEP Endorsement Waiver Review

The LCD reviews the waiver application and checks licenses.

Language and Culture Division - Bilingual Multicultural Education Program LCD Review Sheet			
District/ Charter School Information			
District/ Charter School			
Bilingual Director			
Reviewer	Date of Review		
LCD Staff			
BMEP Endorsement Waiver Requirements			
Requirement	Yes	No	Comments
Program Design: Rationale/ Justification Questions	X		
Recruitment of Teachers with Bilingual, TESOL or MCNL Endorsements	X		
Staffing Patterns: Current Teachers that Hold Bilingual, TESOL or MCNL Endorsements	X		
Review of Initial & Renewal BMEP Endorsement Waiver Requests	X		
Uploaded BMEP Endorsement Waiver Teacher Information to SharePoint	X		
Uploaded BMEP Endorsement Consent Form for Administration to SharePoint	X		
Recommendation for Approval			
	Yes	No	Rationale
LCD recommends approval: will be sent to Secretary of Education for final approval/denial	X		Requirements met.

LCD BMEP Endorsement Waiver Review

The LCD makes a recommendation to the Secretary of Education, who decides whether to approve or deny the application.

Language and Culture Division - Bilingual Multicultural Education Program Endorsement Waiver Approval	
For PED Internal Use Only	
Reviewed by: Daisy Barnard	Date Reviewed: 1/26/2025
BMEP endorsement waiver request met requirements – recommend approval	
Name of Teacher	PED rationale for recommending approval
Concur with staff recommendations for approval:	
Mariana D. Padilla Secretary of Public Education	
Date:	
BMEP endorsement waiver request did not meet renewal requirements – recommend approval due to "Good Cause"	
Name of Teacher	PED rationale for recommending approval with "Good Cause"
Concur with staff recommendations to approve the endorsement renewal based on a determination of "good cause" for unmet requirements, in accordance with 6.61.9.10(C) NMAC. While endorsement renewals may not be approved when a candidate fails to complete required college coursework or assessment, the department has determined that good cause exists in this case.	
Mariana D. Padilla Secretary of Public Education	
Date:	
BMEP endorsement waiver request did not meet requirements – not recommended for approval	
Name of Teacher	PED rationale for not recommending approval
Concur with staff recommendations of "not recommended for approval":	
Mariana D. Padilla Secretary of Public Education	
Date:	

Additional Waiver Applications

If a district or charter school wishes to submit additional waiver applications over the course of a school year, a new waiver template must be requested in SharePoint for each application. Districts and charters may not add new applicants to a previous application. If you wish to submit an additional endorsement waiver application, contact Daisy Barnard at daisy.barnard@ped.nm.gov to request a new SharePoint template.

Next Steps

- ❑ Once the LCD has reviewed the waiver application and made a recommendation to the Secretary of Education, a decision will be made within one to two weeks.
- ❑ The district or charter's BMEP Director will receive email notification of the PED's decision regarding the endorsement waiver. At that point the BMEP Director must submit the waiver to the Licensure Bureau. If you need instructions, email daisy.barnard@ped.nm.gov
- ❑ Teachers who are hired mid-year must submit a waiver application before the 60th calendar day after the teacher's hire date.

Please direct any questions
about BMEP endorsement
waivers to Daisy Barnard in the
Language and Culture Division:
505-699-2085
daisy.barnard@ped.nm.gov

