



**BA in Elementary Education
Student Requirement Checklist**

Name: _____ Banner ID: _____ Concentration: _____

Part I. Admission Requirements	Date:	Staff Initials:
1) Application		
2) Letter of Intent		
3) Philosophy of Education		
4) Copy of Transcripts showing degree requirements		
5) Candidate Admissions Interview I		
6) Signed Assurance Form *signed after receiving Acceptance Letter		
7) Acceptance Letter		
8) Passing of: NMTA	Score	Date
• Teacher Basic Skills		
9) Background Check:		
10) Forms		
1) ED 213 Documented hours and signatures		
2) ED 311 Documented hours and signatures		
3) ED 411 Documented hours and signatures		
4) ED 423 Documented hours and signatures		
Part II: Student Teaching Requirements		
1) Teacher Site Request Form.		
2) Copy of Transcripts showing degree requirements.		
3) Candidate Admissions Interview II.		
4) Resume		
5) Letter of Recommendation I.		
6) Letter of Recommendation II.		
7) Letter of Recommendation III.		
8) Passing of: NMTA	Score	Date
• Reading Competency/Elementary		
• Teacher Competency/Elementary		
• Content Knowledge		
9) ED 479 Site Request Form		
Part III: Final Assessment		
1) Petition to Graduate.		
2) Exit Interview		



**ALP Teacher Candidate
Folder Requirement Checklist**

Name: _____

Banner ID: **0000** _____

Reflections filed with course

Section I. Entrance Requirements	Complete:	Initials:	Date:
1) Acceptance Letter			
2) Passing of NMTA			
Teacher Basic Skills	Score:		
3) Background Check or New Mexico Teacher License			
4) Application			
5) Letter of Intent			
6) Philosophy of Education			
7) Two letters of recommendation			
8) Copy of Transcripts*			
9) Signed Assurance Form			
Section II: Field Lab Experience Documentation			
ALP Elementary (K-8)			
ED 401 Site Form/Time Log/Dispositions			
ED 412 Site Form/Time Log/Dispositions			
ED 493 Site Form/Time Log/Dispositions			
ED 495 Site Form/Time Log/Dispositions			
or ALP Secondary (7-12)			
ED 401 Site Form/Time Log/Dispositions			
ED 462 Site Form/Time Log/Dispositions			
ED 474 Site Form/Time Log/Dispositions			
ED 495 Site Form/Time Log/Dispositions			
or ALP SPED (K-12)			
SPED 401 Site Form/Time Log/Dispositions			
SPED 465 Site Form/Time Log/Dispositions			
SPED 480 Site Form/Time Log/Dispositions			
SPED 485 Site Form/Time Log/Dispositions			
Section III: Student Teaching Requirements			
Passing of the required State of New Mexico teacher assessments			
NMTA or NES National Assessments**			
NMTA Basic Skills or NES Teacher Academic Skills	Score:		
NMTA Teacher Competency or NES Assessment of Professional Knowledge	Score:		
NMTA Content Knowledge or NES Knowledge	Score:		
NES® Essential Components of Elementary Reading Instruction	Score:		
Site Request Form			
ED 496L or SPED 497L: Observational Assessments & Dispositions (Pre/Post) Pre=3, Post=3, Total 6			
Section IV: Exit Requirements			
1) Degree Check Form			
2) Transcripts			
3) Petition to Graduate			
4) Advisor Exit Interview: Completion Letter			
5) Advising Notes			
6) Miscellaneous			

* Transcripts located in Section IV

**The State of New Mexico is transitioning to a new teacher assessment structure in the future.