

Exit Instructions & Application

1. Go to: <http://vovici.com/wsb.dll/s/2f52g4936d> and complete the program evaluation. The intent of this survey is to help us assess the effectiveness of our Teacher Academy programs. Plan to spend about 30 minutes completing the survey.

2. Submit the Exit Application (page 2) as hard copy to the SFCC Education Department, Atten: Audrey Lucero, 6401 Richards Ave, Santa Fe, NM 87508. You must include the following:
 - Petition to Graduate (pages 3-4). Check the box marked “certificate” and under major write, “Teacher Education” and then the appropriate area (elementary, secondary, special education, or early childhood). Submitting this petition does not mean that you plan to attend the graduation ceremony. It is the paperwork required for the registrar to indicate on your transcript that you have completed your licensure program. You are certainly welcome to attend the graduation ceremony as well.

 - Updated Contact Information form (page 5)

 - SFCC unofficial advisement transcript
(You may access this from the records office through your SFCC online account.)

 - NMTA score reports for Basic Skills, Content Knowledge and Teacher Competency if not already on file (copies are sufficient)

 - A self-addressed and stamped envelope if you want the verification of completion letter to be mailed to you. (If you do not include a self-addressed and stamped envelope you will be notified by e-mail or phone when your verification of completion letter is ready to be picked up and it will be left in the student pick-up box in the Teacher Education Department.)

3. Once you have completed the online exit survey and submitted the exit application along with all of the items listed in #2, your paperwork will be reviewed. You will be notified as to the status of your application. If it is approved, you will be provided with the verification of completion letter form required by the NM Public Education Department (PED) to receive your level-1 license. The SFCC Records Department will also receive verification of completion to post on your transcripts (this can take 2-3 weeks). If your application is denied, you will be notified and provided with reasons and recommendations.

4. Once you receive your verification of completion letter, you will need to submit this along with your application for licensure, as outlined on the PED website. To access an application for licensure go to:
<http://www.ped.state.nm.us/Licensure/2010/apps/Initial%20Application%20121510.pdf>
For additional licensure questions go to: <http://www.ped.state.nm.us/Licensure/2010/forms.html>
SFCC’s Teacher Academy is not responsible for submitting the verification of completion form directly to the NM Public Education Department. The NMPED requires that you submit one complete application packet. Therefore, this letter needs to be included along with your other application materials. Applying for a level-one license is **your** responsibility.

Exit Application

Candidate Name: _____ Date: _____

Seeking Licensure in: Elementary (K-8) Secondary (7-12) Special Ed. (K-12)

Seeking Endorsement(s) in: _____

Social Security #: _____ A#: _____

Attached to application:

- Petition to Graduate & receipt
- Unofficial SFCC Transcript
- Hard copy of NMTA Basic Skills report (if not already on file)
- Hard copy of NMTA Content report (if not already on file)
- Hard copy of NMTA Teacher Competency report (if not already on file)
- Self-addressed **Stamped** Envelope (if you want your verification of completion mailed to you)

Contact Information: Phone: _____ E-mail: _____

Signed: _____

For office use only:

- CGPA 3.0 or higher _____
- Grade of "P" for EDUC 214
- Passing Basic Skills Score _____
- Passing Content Knowledge Score _____
- Passing Teacher Competency Score _____
- Complete File

Received: _____

Application Denied

Reasons:

Application Approved

Director of Teacher Education: _____

Date: _____

PETITION TO GRADUATE

Name as is to appear on the diploma:			
Student ID Number (A#):			
Mailing Address:			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Telephone Numbers: Home:	Cell:	Work:	
EMAIL Address:			
Degree applying for:	Major:		
<input type="checkbox"/> DEGREE (e.g. A.A.S Paralegal Studies)			
<input type="checkbox"/> CERTIFICATE			
<input type="checkbox"/> LETTER OF QUALIFICATION			
Semester in which you wish to graduate (e.g. Spring 96)			
Specific catalog under which you wish to graduate (e.g. 1996-1997)			

PTK member: YES NO

Student's Signature (REQUIRED): _____ Date: _____

RECOMMENDATION OF DIVISION HEAD

The following course work and/or requirements need to be completed successfully in order to graduate as scheduled:

Comments:

Dean's Signature/Date:

Adviser/Chair's Signature:

CERTIFICATION OF REGISTRAR

Signature of Registrar/Date:

High Highest Honors PTK Transfer Credit

Status:

<input type="checkbox"/> PENDING	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
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Signature for diploma pick-up/Date:

Degree Posted: _____

Transfer Credit Posted:

Entered in Computer: _____

I/RECDOCU/PROCED/FORMS/PETFORM/0206

Candidate

Updated Contact Information

Name:

Last First Middle

Address

Street City State Zipcode

Telephone

Home Business/Daytime

Email Address: _____

Fax Number: _____

Place of current employment:

Name: _____

Address

Street City State Zipcode

Would you like to be on our graduate email distribution list?

Yes

No