



DOSSIER NEWSLETTER

NOVEMBER
2021



The Dossier Process

Inform your administrator
that you will be starting the
Dossier process.

Download
Guides/Templates.

Consider Contacting a PED
Coach & Look for Upcoming
Coaching Sessions.

Collect Data and Permission
Slips.

Register with the
Licensure Bureau Portal

Edit/Complete Strands

Upload your Strands to the
Portal.

Contact your Administrator to
Approve your Dossier.

Check your Email for Results

Meet the Dossier Coaching Team

CANDICE
BARRERA



Candice, the Deputy Director of PVREC 8, has been in education for 26 years. She received her Bachelor of Arts in Education from West Texas A&M University. After teaching for seven years, she received her Master's in Education from Grand Canyon University. In 2018, she received her Level 3-B Administrative License. Her education journey began as a classroom teacher in the elementary grades- teaching 1st, 3rd, and 4th grades, with a heavy focus and interest in reading.

This interest led to a job at the REC working under the Reads to Lead grant as a Reading Coach for our member districts. From there, Candice then took a job as a District Instructional Coach with Carlsbad schools. Always hoping to return to the REC, Candice was able to come back on board as a Regional Dossier Consultant/Coach. The following year, in 2020, Candice moved into the Deputy Director position, still servicing districts with Dossier coaching, as well as providing Professional Development in LETRS, as part of PED Structured Literacy Initiative.

BEAT THE RUSH

Welcome everyone to our Monthly Newsletter. We hope to bring you updates, helpful tips and general information relating to the Professional Development Dossier Process.

WE ARE CURRENTLY EXPERIENCING A LOW NUMBER OF SUBMISSIONS AND WOULD ENCOURAGE EDUCATORS TO SUBMIT DURING THIS TIME PERIOD.

-Thank you

Tips to a Successful Submission

- Let your administrator know that you have submitted so they can do their part of approving Strands D & E.
- Upload your documents all at once, not in multiple sessions.
- Ensure you are using the correct templates (<https://www.rec9nm.org/Educator-Quality>)
- Double-check all links and embedded items to ensure/confirm they work.
- Is your license number on your dossier?
- Did you include the cover page?

UPCOMING COACHING SESSIONS

- 11/4/2021 @ 4:30 - Cleo Mow - Dossier Overview w/Q&A
- 11/10/2021 @ 4:15 - Pamela Hunicutt - OPAL - Q&A Strand C; Review Strand A
- 11/9/2021 @ 3:30 - Deborah Villalba - Dossier Review Q&A
- 11/11/2021 @ 7:30 - Cleo Mow - Admin Dossier Overview
- 11/18/2021 @ 4:15 - Pamela Hunicutt - OPAL - Q&A Strand A; Review Strand B
- 11/30/2021 @ 7:30 - Cleo Mow - Dossier Overview Q&A

DOSSIER COACHING SESSION GUIDE: [CLICK HERE](#)



CRITICAL TIMELINE



July 15 to May 15

- Resubmissions ONLY will be accepted from May 16 until June 1.
- Dossiers submitted and scored after October 15 will result in license dated the following year.