

**TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 27 COUNSELORS AND THERAPISTS**  
**PART 3 APPLICATION PROCEDURES, INITIAL LICENSES, AND LICENSE PERIOD**

**16.27.3.1 ISSUING AGENCY:** Regulation and Licensing Department Counseling and Therapy Practice Board  
[16.27.3.1 NMAC - Rp 16 NMAC 27.3.1, 6/15/2001]

**16.27.3.2 SCOPE:** All professional clinical mental health counselors, marriage and family therapists, professional art therapists, ~~professional mental health counselors,~~ licensed associate marriage and family therapist, licensed mental health counselors, alcohol and drug abuse counselors, and substance abuse associate.  
[16.27.3.2 NMAC - Rp 16 NMAC 27.3.2, 6/15/2001; A, 7/1/2004; A, 2/10/2006]

**16.27.3.3 STATUTORY AUTHORITY:** These parts are promulgated pursuant to the Counselor and Therapist Practice Act, ~~[Section 61-9A-3, 5, 11, 12, 13, 14, 15, and 22 NMSA 1978]~~ Sections 61-9A-1, 61-9A-3, 61-9A-5, 61-9A-9, 61-9A-11, 61-9A-15, and 61-9A-24, NMSA 1978.  
[16.27.3.3 NMAC - Rp 16 NMAC 27.3.3, 6/15/2001]

**16.27.3.4 DURATION:** Permanent  
[16.27.3.4 NMAC - Rp 16 NMAC 27.3.4, 6/15/2001]

**16.27.3.5 EFFECTIVE DATE:** June 15, 2001 unless a later date is cited at the end of a section.  
[16.27.3.5 NMAC - Rp 16 NMAC 27.3.5, 6/15/2001]

**16.27.3.6 OBJECTIVE:** The objective of Part 3 is to outline what constitutes a complete application ~~[and to outline the initial license process and the]~~ for the initial licensing process and initial licensing period.  
[16.27.3.6 NMAC - Rp 16 NMAC 27.3.6, 6/15/2001]

**16.27.3.7 DEFINITIONS:** [RESERVED]

**16.27.3.8 APPLICATIONS FOR LICENSURE**

- A.** All applicants must submit the following documentation to the board:
- (1) a completed application, signed by the applicant ~~[, and notarized (applied date, is the date the application is received and stamped in board office)];~~
  - (2) a ~~[two-inch by two-inch]~~ 2" x 2" photograph of the applicant taken within the preceding six months ~~[, affixed to the application];~~
  - (3) an application fee of \$75 ~~[as provided in Part 10];~~
  - (4) an official transcript in their original and sealed envelope or electronically sent directly to the board's e-mail address from each institution where the applicant completed an [associate, baccalaureate, master's or doctoral] appropriate degree for [licensure] for the license type sought;
  - (5) if required, a statement from each supervisor on a form provided by the board verifying the applicant's supervised experience and setting forth the nature and extent of each supervision; the forms must be submitted in a sealed envelope to the board office;
- ~~[(4)]~~ 6. other documentation required in Parts 4 through 8 and Parts 18 through 23 to document supervision, any additional training or coursework, work experience and client contact hours.
- ~~[B. — The applicant is required to submit an official transcript in a sealed envelope from each institution contributing to the applicant's master or doctoral degree, or associate, baccalaureate, masters degree for substance abuse licensure. The transcript must be submitted with the application. Also required is a statement from each supervisor in a sealed envelope on a form provided by the board (attachment B) verifying the applicant's supervised experience and setting forth the nature and extent of such supervision must be submitted with the application (unopened).]~~
- ~~[C.]~~ B. Applications will be valid for a period not to exceed ~~[six]~~ 12 months ~~[after the first initial review]~~ from the date it is received at the board's office. An applicant wishing to re-apply after ~~[six]~~ 12 months must submit a new application, including the application fee and all documentation.
- ~~[D.]~~ C. Applicants who are ~~[found]~~ deemed ineligible because of experience or ~~[education]~~ educational deficiencies may request licensure at ~~[another]~~ a lower level. This request ~~[shall be from]~~ from the applicant shall

be in writing ~~[from the date the applicant was notified they are ineligible for which the original level applied. A]~~ and include a \$25 application re-review fee ~~[is required]~~ as provided for in Part 17 of 16.27 NMAC. [16.27.3.8 NMAC- Rp 16 NMAC 27.3.8, 6/15/2001; A, 7/1/2004; A, 2/10/2006]

**16.27.3.9 INITIAL LICENSE:** The board shall inform an applicant who has been approved for licensure of the required fees. If the applicant fails to pay all required fees within 60 days of notification of approval, the application shall be deemed ~~[withdrawn]~~ null and void. ~~[The applicants shall then be required to reapply and pay [the] application fee.]~~ The applicant shall then be required to submit a new application to include all supplemental documentation and fees. [16.27.3.9 NMAC- Rp 16 NMAC 27.3.9, 6/15/2001; A, 2/10/2006]

**16.27.3.10 INITIAL LICENSE PERIOD:** The initial license will be issued for a period not to exceed 24 months. ~~[The expiration date will be no more than 24 months after the application is approved. The date of approval will be the end of the month in which the applicant was notified.]~~ The issue date of the license will be the date the initial license fee and all other requirements are received at the board office and shall expire on September 30 of the appropriate year to establish the license in a renewal cycle. [16.27.3.10 NMAC- Rp 16 NMAC 27.3.10, 6/15/2001]

**16.27.3.11 RETIREMENT STATUS:**

A. A ~~[licensed person]~~ licensee may ~~[request]~~ place their license into retirement status by notifying the board in writing before the expiration of ~~[the]~~ their current New Mexico license.

B. A retired license may be restored to active status within five years ~~[after]~~ of being placed ~~[on]~~ into retirement status by notifying the board in writing.

C. Upon receipt of the reinstatement application, the licensee shall submit the completed reinstatement application, with the renewal and reinstatement fees, and proof of the required continuing education courses

(1) ~~[A long with the completed]~~ reinstatement application, ~~[the licensee must include]~~ the renewal fees, ~~[reinstatement fee,]~~ and proof of ~~[40 hours of]~~ continuing education courses ~~[to include six hours of ethics].~~

~~(2) Reinstatement of a retired license that has been less than one year shall submit 20 hours of continuing education, to include six hours of ethics.~~

~~(3) Continuing education must be acquired after the license has been placed on retirement status and must comply with the continuing education requirements.]~~

[16.27.3.11 NMAC- Rp 16 NMAC 27.3.11, 6/15/2001; A, 7/1/2004; A, 2/10/2006]

**16.27.3.12 INACTIVE STATUS:**

~~[A.]~~ A ~~[licensed person]~~ licensee may request inactive status by notifying the board in writing before the expiration of the retirement status of the license. To be restored to active status, the licensee shall complete the renewal application and comply with current continuing education requirements pursuant to section 8 of 16.27.16 NMAC.

~~[B. A long with the completed inactive renewal application, the licensee must show proof of 10 hours of continuing education and an inactive fee of \$100.00.~~

~~[C. Inactive renewals expire on September 30 of your licensing year.]~~

[16.27.3.12 NMAC- N, 11/19/2007]

**16.27.3.13 RENEWAL REQUIREMENTS:**

A. All licenses must be renewed biennially by September 30 by completing the following requirements:

1. A completed renewal application provided by the Board Office;
2. Submission of the renewal license fee;
3. Completion of the mandatory University of New Mexico health professions survey;
4. Completion of 40 CEUs with 12 of those hours being in ethics related to counseling and therapy obtained between October 1 and September 30 of the current licensing period; and
5. Completion of six CEUs specific to counseling and therapy supervision if providing supervision to licensees obtained between October 1 and September 30 of the current licensing period.

B. A grace period of 30 days, ending October 31 of the renewal year will be available for late renewal and will require completion of all requirements outlined in Subsection A of 16.27.3.13 NMAC and the submission of an additional \$100 late penalty fee as required under 16.27.17.14 NMAC.

C. Failure to renew a license by the end of the grace period will result in the license expiring and will require submission of the following documentation in order to obtain licensure again, pursuant to 61-9A-23(D) NMSA 1978:

1. Submission of a new and complete application packet, to include all required supplemental documentation;

2. Meeting the current requirements for licensure at the time of completion of the new application packet; and

3. Submission of the application fee and initial license fees as outlined under 16.27.17 NMAC.

[16.27.3.13 NMAC - N, xx/xx/xxxx]

**HISTORY OF 16.27.3 NMAC:**

**Pre-NMAC History:** The material in this part was derived from that previously filed with the State Records Center and Archives under:

Rule 3, Application Procedures, Initial Licenses, License Period, 3/24/1994

Rule 3, Application Procedures, Initial Licenses, License Period, 3/20/1995

**HISTORY OF REPEALED MATERIAL:**

16 NMAC 27.3, Application Procedures, Initial Licenses, License Period - Repealed 6/15/2001