

NMRLD

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**Applying for a New License
(Board of Social Work Examiners)
Quick Reference Guide**

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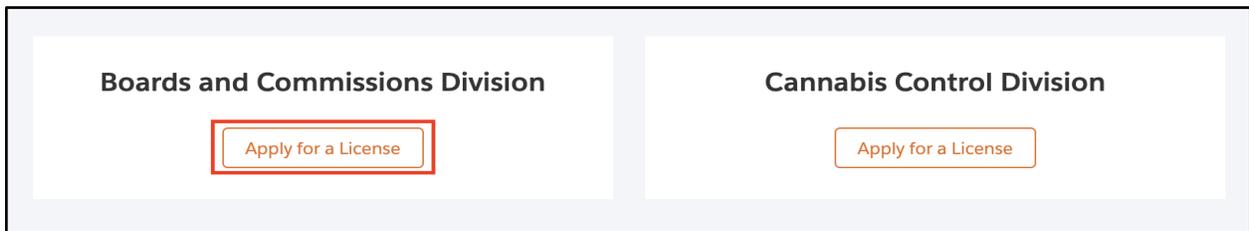
OVERVIEW

The **'Applying for a New License'** Quick Reference Guide will guide on how to use the portal to create a new license for the New Mexico Regulation and Licensing Department

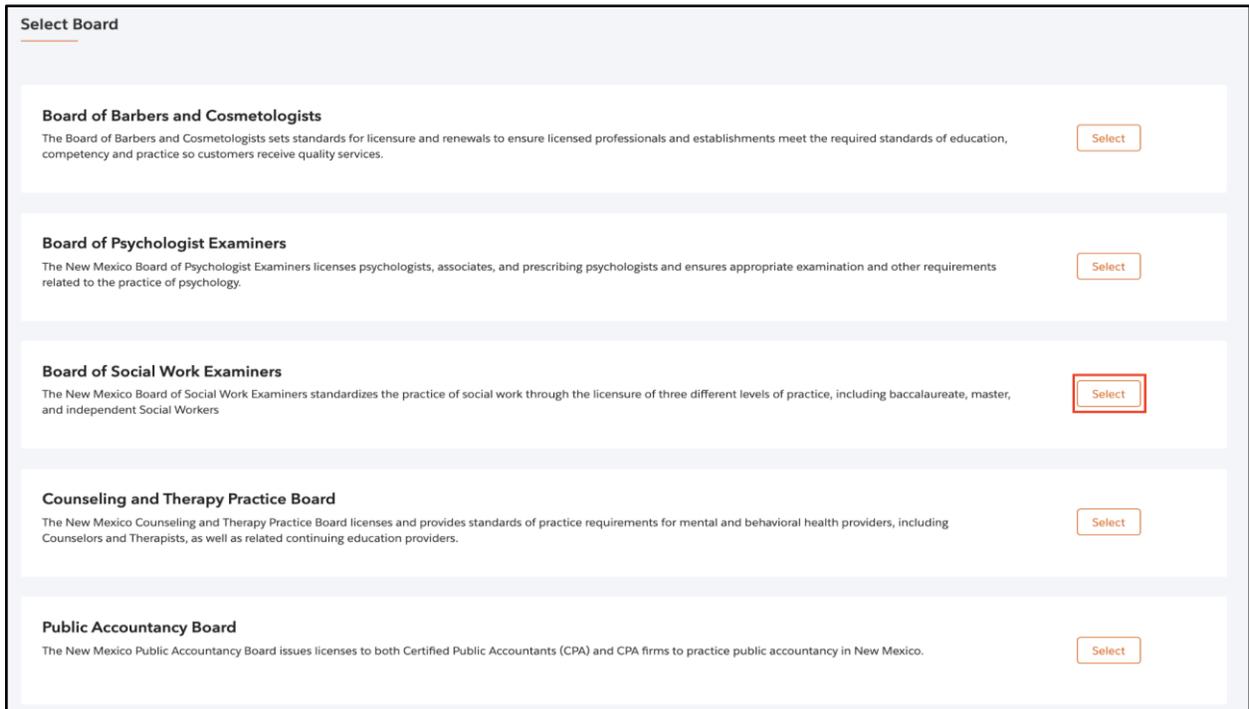
APPLYING FOR A NEW LICENSE

Login to the BCD Licensing Portal. Scroll down to the **'My Licenses'** section on the Home Page or click the **'License'** tab and **Apply for a License**.

Click **Apply for a License** under **'Boards and Commissions Division'**.



Click **Select** next to the **'Board of Social Work Examiners'** option from the Select Board list.



Click **Select** next to the desired license from the '**Select License**' list.

Select License

[← Back](#)

Licensed Baccalaureate Social Worker (LBSW)	Select
Licensed Clinical Social Worker (LCSW)	Select
Licensed Independent Social Worker (LISW)	Select
Licensed Master Social Worker (LMSW)	Select

APPLICATION STEPS

1. You are now going to initiate the application process. Read the **'Getting Started'** section carefully. Click **Save & Next**.

Board of Social Work Examiners: Licensed Independent Social Worker (LISW)
PAR-000007674

- Getting Started
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- Attestation
- Payment

Getting Started

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or regulations governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at www.rld.nm.gov/boards-and-commissions/. Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Save & Next button to begin your application.

Save & Next

2. Select **'Yes/No'** under **'Reciprocity'** and **'Expedited Military License'**. Based on your selection, you will need to input the required text fields or completed required selections.

Click **Save & Next** once all the required fields are populated.

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Requirements for Licensure

REQUIREMENTS FOR LICENSED SOCIAL WORKER:

- Initial license fee (all fees are non-refundable). Payment can be made with credit or debit card
- Be at least 18 years of age
- Complete the Application
- Proof of completion of Social Work degree program accredited by the Council on Social Work Education (CSWE).
- Official Transcript must be sent directly to the Board Office from your University
- Proof of successfully passing the Association of Social Work Board examination (ASWB)
- Proof of successfully passing the Jurisprudence Examination
- Proof of completion of the required course in New Mexico Cultures for initial licensing
- Verification of licensure for applicants who hold or held a license in another state or jurisdiction. The verification must be mailed directly from the issuing state directly to the New Mexico Board Office. Please check with the issuing state, they may charge a fee

If applying for a Clinical or Independent Social Worker (LCSW/LISW) license, you will need to submit the following:

- Proof of 3,600 hours of supervision from the board approved supervisor. Please make sure you complete the "Verification of Supervision" portion of the application
- NM Supervisor Verification Form, must be submitted by supervisor(s). Supervisor must send directly to the board office or email to socialworkboard@state.nm.us

PROVISIONAL LICENSURE:

If applicant has met all requirements, with the exception of the New Mexico Cultural component or **not** taken and passed the national examination, the applicant may be eligible for a one-time provisional license for each level. Provisional license is valid for one year from the date of issuance, no has extension will be granted. We recommend applicants schedule the examination as early as possible.

NATIONAL EXAMINATION:

Once provisional license is issued:

- Instruction of how to register to take the national exam through ASWB will be included with the provisional license.
- Applicant will pay all examination fees directly to ASWB.
- ASWB will email examination scores directly to the Board Office, we do not accept unofficial exam scores from applicants.
- Once official exam scores are received, the license will be issued within 3 days (all other requirements must be met).
- If applicant fails exam:
- A 90-day period is required before the applicant can retake the exam; if the applicant has a valid provisional license the applicant will need to contact ASWB to register and pay fee to retake the exam.
- Once the provisional license expires, the applicant will need to refrain from practicing under that scope and reapply with the board office to take the examination. Application will remain in pending status until he/she passes the exam to be upgraded to the permanent license.
- Applicants are encouraged to call the board office for additional information.

Licensure By Credentials/Reciprocity

Do you currently hold an active license or certification in good standing in another state, territory, or foreign nation? Has this license been in good standing with no disciplinary action pending or brought against you within the past two (2) years? If you answered yes to these questions AND you possess a Master's or Doctoral degree in social work or a social work-related field you may be eligible for reciprocal licensure in New Mexico by credentials. You may select YES if you believe that you satisfy the requirements and would like to apply for a license by credentials.

* Reciprocity?

No

Please continue and complete your application, and it will be reviewed to determine if you qualify and satisfy the requirements for license by credentials.

Expedited Military Licensure

* Are you a military service member, veteran, or a military spouse or child/dependent?

No

Previous Save & Next

2.1 If you select 'Yes' for 'Reciprocity', you must answer the questions that follow:

Licensure By Credentials/Reciprocity

Do you currently hold an active license or certification in good standing in another state, territory, or foreign nation? Has this license been in good standing with no disciplinary action pending or brought against you within the past two (2) years? If you answered yes to these questions AND you possess a Master's or Doctoral degree in social work or a social work-related field you may be eligible for reciprocal licensure in New Mexico by credentials. You may select YES if you believe that you satisfy the requirements and would like to apply for a license by credentials.

* Reciprocity?

Yes

* What state do you hold an active license in?

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia
<input type="checkbox"/> Guam	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois
<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri
<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire
<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina
<input type="checkbox"/> North Dakota	<input type="checkbox"/> Northern Mariana Islands	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma
<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> U.S. Virgin Islands
<input type="checkbox"/> Texas	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia
<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Other Country			

* Please include the license(s) name/type, status, and number.

Please continue and complete your application, and it will be reviewed to determine if you qualify and satisfy the requirements for license by credentials.

2.2 If you select 'Yes' for 'Expedited Military Licensure', you must answer the questions that follow:

Expedited Military Licensure

* Are you a military service member, veteran, or a military spouse or child/dependent?

Yes

* Military Status

Active Duty

* Do you hold an active license that is current and in good standing, issued by another jurisdiction, including a branch of the armed forces of the United States?

Yes

* What state do you hold an active license in?

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia
<input type="checkbox"/> Guam	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois
<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri
<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire
<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina
<input type="checkbox"/> North Dakota	<input type="checkbox"/> Northern Mariana Islands	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma
<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas
<input type="checkbox"/> U.S. Virgin Islands	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia
<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Licensed by a branch of the US Armed Forces			

* Please include the license(s) name/type, status, and number.

In order to determine if you satisfy for expedited military licensure under state law, you will be required to submit documents to show your status as a military service member, veteran, or military spouse or child; as well as information of your current license in good standing.

If you satisfy these requirements and submit the necessary supporting documents, the licensing fee will be waived for three (3) years and the license will be issued within thirty (30) days of submitting a complete application. Incomplete applications will not be accepted, and rejected applications may have to apply through reciprocity or as a new applicant.

* Please select YES if you would like to proceed with your application under Expedited Military Licensure, NMSA 1978, Section 61-1-34.

NOTE: Selecting 'Yes' for 'Expedited Military Licensure' will waive the application fees.

- The '**Personal Information**' section will be pre-populated. To edit personal information, click **My Profile**.

Board of Social Work Examiners: Licensed Independent Social Worker (LISW)
PAR-000007674

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Personal Information

Please carefully input and verify that all contact information is current and correct. Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current mailing address with the board where mail is checked regularly. Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My profile' button below.

My Profile

First Name	Middle Name	Last Name
<input type="text" value="Anushka"/>	<input type="text"/>	<input type="text" value="Bansal"/>
Date of Birth	Primary Phone Number	Cell Phone Number
<input type="text" value="09/26/2021"/>	<input type="text" value="(111) 111-1111"/>	<input type="text" value="(222) 222-2222"/>
Business Phone Number		
<input type="text" value="(333) 333-3333"/>		
Email		
<input type="text" value="anushka.bansal+21@mtxb2b.com"/>		
Have you ever used another name under which records relating to your application, education, training or experience may be filed?		
<input type="text" value="test"/>		

3.1 Click the ***Edit tab*** to edit personal information.

My Profile
Professional Education

My Profile

▼ **Personal Information**

Pronoun
First Name
Middle Name
Last Name
Suffix

To update your email address, click Edit, enter the new email address, and click Save then check your inbox for a confirmation email and click the link to confirm this change.

Email Address
Date of Birth

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

▼ **Mailing Address**

Mailing Address Line 1
Mailing Address Line 2

Mailing City
Mailing State
Mailing County
Mailing Zip Code

Mailing Country
Primary Phone Number

Cell Phone Number
Business Phone Number

3.2 Click **Home** and then click **Continue** next to the desired application from the ***'My Applications'*** list.

Application ID	License Type	Application Type	Applied Date	Status	Action	Issuance
PAR-000008230	Continuing Education Units Provider	New	12/7/2021	Draft	Continue	
PAR-000008169	Unrestricted Prescription	New	12/6/2021	Draft	Continue	
PAR-000008167	Licensed Master Social Worker (LMSW)	New	12/6/2021	Draft	Continue	
PAR-000007674	Licensed Independent Social Worker (LISW)	New	11/30/2021	Draft	Continue	
PAR-000007648	CE Instructor	New	11/29/2021	Submitted	View	

[View All](#)

3.3 Click *Save & Next*.

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Personal Information

Please carefully input and verify that all contact information is current and correct. Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current mailing address with the board where mail is checked regularly.
Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My profile' button below.

[My Profile](#)

First Name	Middle Name	Last Name
<input type="text" value="Anushka"/>	<input type="text"/>	<input type="text" value="Bansal"/>
Date of Birth	Primary Phone Number	Cell Phone Number
<input type="text" value="09/26/2021"/>	<input type="text" value="(111) 111-1111"/>	<input type="text" value="(222) 222-2222"/>
Business Phone Number		
<input type="text" value="(333) 333-3333"/>		
Email		
<input type="text" value="anushka.bansal+21@mbx2b.com"/>		
Have you ever used another name under which records relating to your application, education, training or experience may be filed?		
<input type="text" value="test"/>		

- The **'Mailing Address'** section is pre-populated. You may update the information if required. Click **Save & Next**.

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Mailing Address

Please confirm that your contact information is accurate and up to date. Licensees are required to maintain a current mailing address for receiving official and legal mail.

* Mailing Address Line 1

Mailing Address Line 2

* Mailing City

Mailing State

* Mailing County

* Mailing Zip

* Mailing Country

- The **'Education Information'** field will be pre-populated with your information. In case you need to add further information, click **My Profile**. Click **Save & Next**.

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Education Information

Proof of completion of Social Work Degree Program accredited by the COUNCIL on SOCIAL WORK education (CSWE) is required. Official Transcripts must be sent directly to the Board Office from your University. Click on the 'My profile' button below to add or to make changes to your education information. Once done, refresh the page to reflect your changes.

[My Profile](#)

If you did not graduate from a New Mexico School of Social Work:

- You may take the board approved course for initial licensure. Click this link for the approved course: <https://www.rid.nm.gov/boards-and-commissions/individual-boards-and-commissions/social-work/>
- The New Mexico Cultural course must be taken one time for any level of licensure.
- If you have already taken the course, please provide a copy of the certificate of completion

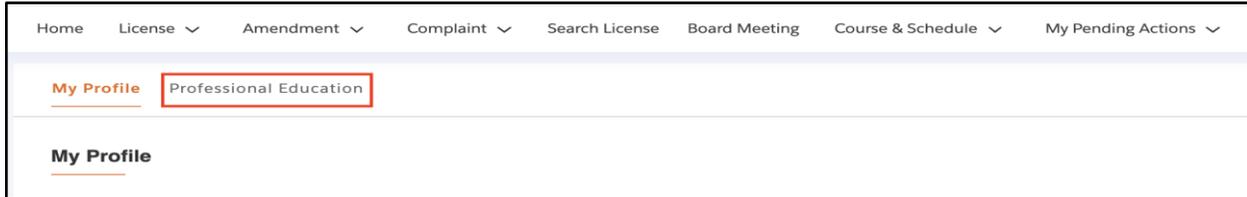
Please note:

- The course approved for initial licensure cannot be used for continuing education
- Courses approved for continuing education cannot be used for initial licensure.

Name of Institution/College/University	Major field of Study	Degree	Degree/Date Conferred	Location
sad	sd	Associates Degrees		sd
gfd	gh	Bachelor's Art		fgg
cdsav	vsda	Bachelor's Art		asdv

NOTE: To add '*Education Information*', switch to the '*Professional Education*' tab and click *Add New*.

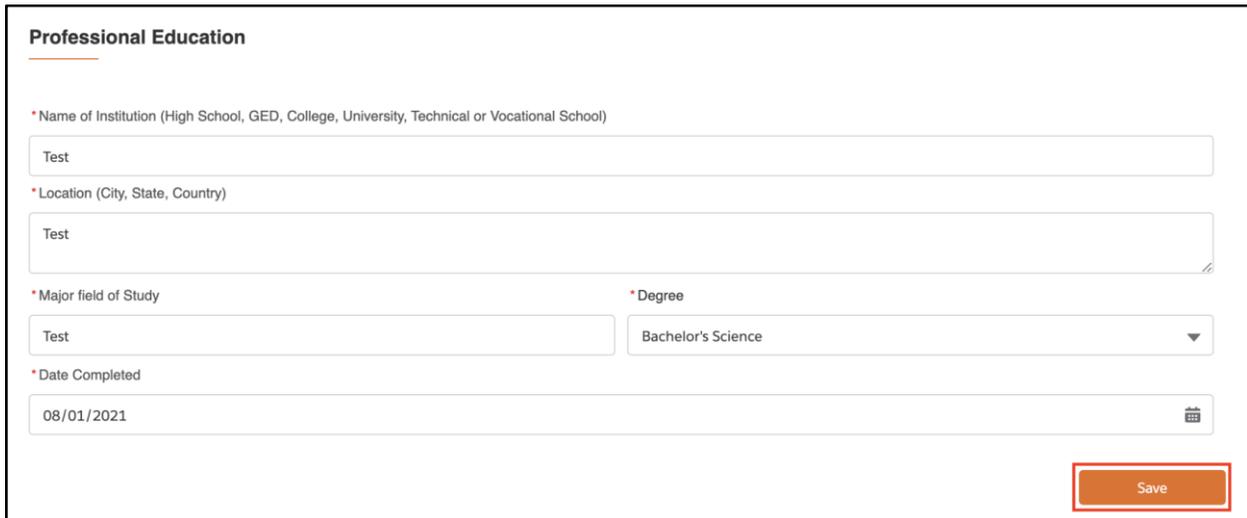
5.1 Click *Professional Education*.



5.2 Click *Add New*.



5.3 Populate the required fields and click *Save*.



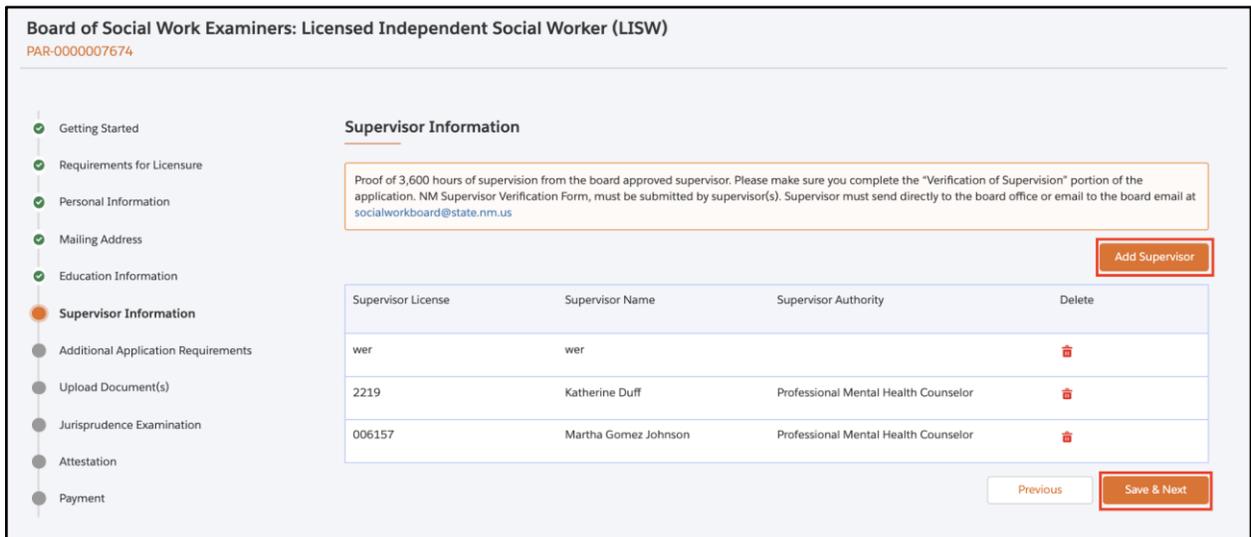
5.4 Following confirmation screen will appear. Click the "X" to close the window.



Refresh the previous page so that new details appear on the screen.

- Click **Add Supervisor** to add a supervisor, if required, under the **'Supervisor Information'** step.

Click **Save & Next** once the supervisor has been added.



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NOTE: Once you click on **Add Supervisor**, the following screen will appear:

- 6.1 Click **Search** to search a supervisor license by name or number.
Click **Add** once you have selected the required license. Select the appropriate option.



The screenshot shows a web form titled "Select Supervisor License". Below the title is the instruction "Search by License Number or by Licensee Name". There is a text input field with the placeholder text "Type text to search". To the right of the input field is an orange button labeled "Search". Below the input field and to the right is another orange button labeled "Add".

- 6.2 The following confirmation screen will appear. Click the "X" to close the following window:



The screenshot shows a confirmation window with a dark gray header bar containing a white "X" icon in the top right corner. The main content area is white and contains a green message box with the text: "Supervisor has been added successfully. Close the window to return to the form."

7. Answer the required questions on the '**Additional Application Requirements**' step and click **Save & Next**.

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Additional Application Requirements

This page includes information and questions specific to your selected license type. Please review and answer each carefully. You will be able to upload required documents on the Upload Document(s) step.

* Have you ever received a provisional license at this level?

* I am a recent graduate from a New Mexico School, and I have already taken New Mexico Cultures as part of my school curriculum?

* Have you held a provisional license before?

* Have you or will you have your university send in your official transcripts?

8. Upload or select an existing document under '**Upload Document(s)**' and click **Save & Next**.

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Upload Document(s)

Below is a list of documents that you must upload to the portal in order to submit your application. Please carefully review and confirm that the documents you upload are the correct file and that each is complete and legible. Documents that cannot be viewed may result in delay or rejection of your application.

Document Name	Description	Upload a New File	Select Existing File	Uploaded Files	Delete
* New Mexico Cultural Course				Screenshot 2021-10-13 at 10:33:40 PM	
* Official Transcripts With A Master's Degree In Social Work From An Accredited School Or University				Screenshot 2021-10-13 at 10:33:40 PM	
* Passport Quality Photo	Attach a recent passport size, color, front-view of face (chest or higher) photograph. Please attach a JPG or PNG file type for this upload.			Screenshot 2021-10-13 at 10:33:40 PM	
* Proof Of Passing The National Examination Through Association Of Social Work Board Examination				Screenshot 2021-10-13 at 10:33:40 PM	
* Supervision Form	This form must be verified, signed and submitted by your supervisor(s) to the Board office by email or via regular mail.			VA DOE Test Classes - VA DOE Test Classes	
Other Supporting Documents	Other documentation required for licensure only if requested by RLD staff for adding records				

NOTE: If you click **Upload Files**, the following screen will appear.

QRG

Upload

Please attach copy of valid CEU certifications.

Note that:

1. File size should not exceed 10MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt.

Upload Files Or drop files

Close

8.1 Click **Done**.

Upload Files

certificate.jpeg

55 KB

1 of 1 file uploaded

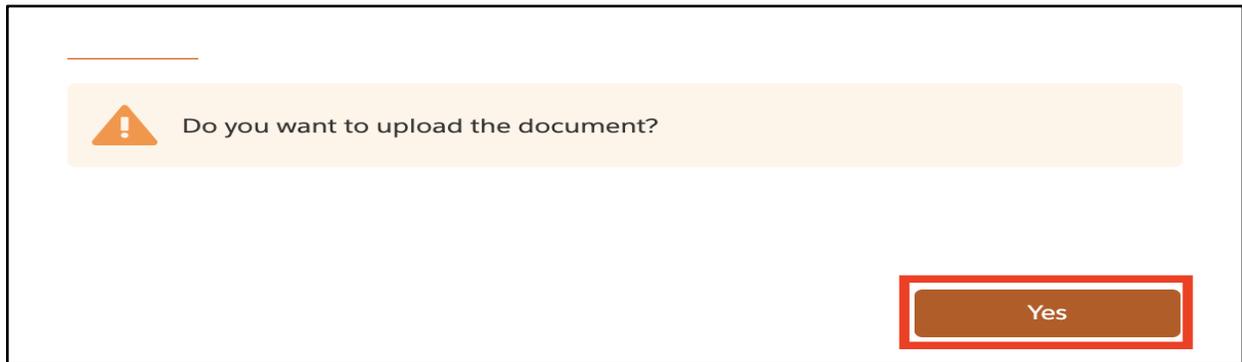
Done

8.2 If you click **Select Existing**, the following screen will appear. Click **Use** to select the required file.

Choose

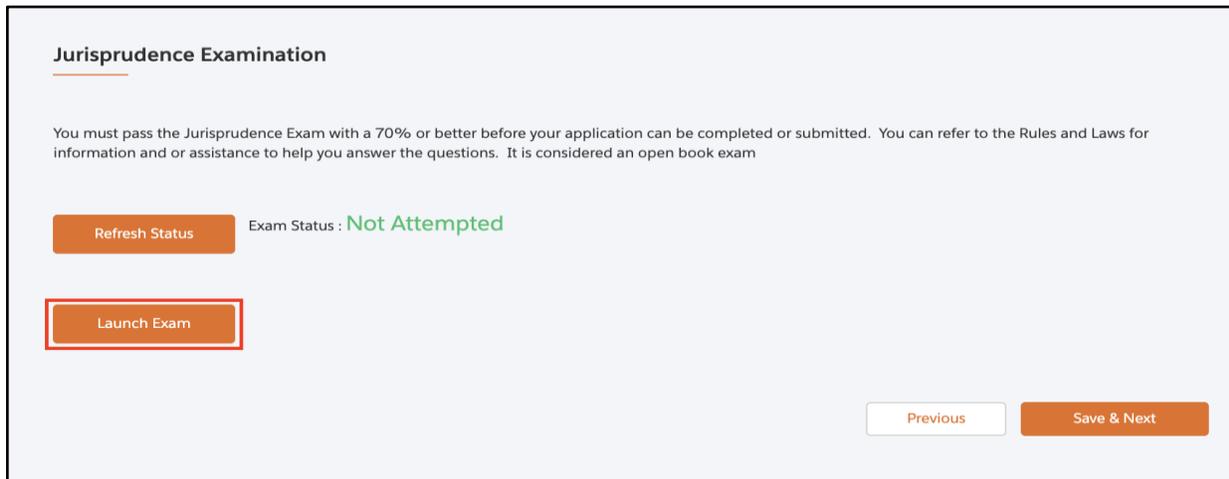
File Name	File Type	Action
External_License_CTB-2021-0013.pdf	PDF	Use
External_License_CTB-2021-0013.pdf	PDF	Use

8.3 Click **Yes**.

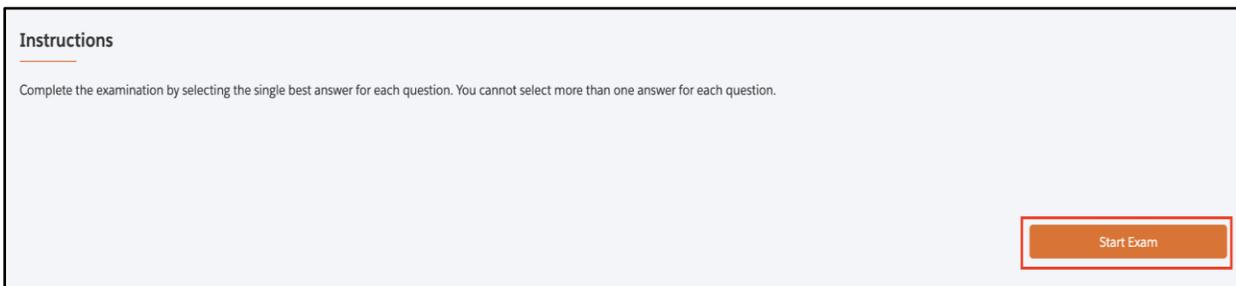


9. You must pass the Jurisprudence Exam with a 70% or better before your application can be completed or submitted. You must Launch the exam and after completion, refresh the status to check the exam's score.

9.1 Click **Launch Exam**. Exam opens in a new tab.



9.2 Click **Start Exam**.



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9.3 Answer all the questions. Click **Next Page** to go to the next page.

9.4 Click **Submit Exam**.

Page 4 of 4

Previous Page Submit Exam

9.5 Click **Confirm Submit**.

Are you sure?
Once submitted, you will not be able to make any changes.

Go Back To Exam Confirm Submit

9.6 The result and score will be displayed. Close the current tab.

Result : **Pass**
Score: 100%

Please close this tab and click on the "Refresh Status" button on your license application.

9.7 Click **Refresh Status**

Jurisprudence Examination

You must pass the Jurisprudence Exam with a 70% or better before your application can be completed or submitted. You can refer to the Rules and Laws for information and or assistance to help you answer the questions. It is considered an open book exam

Refresh Status Exam Status : **Not Attempted**

Launch Exam

Previous Save & Next

9.8 Click **Save & Next** once the status is changed.

Jurisprudence Examination

You must pass the Jurisprudence Exam with a 70% or better before your application can be completed or submitted. You can refer to the Rules and Laws for information and or assistance to help you answer the questions. It is considered an open book exam

Refresh Status

Exam Status : Pass

Previous

Save & Next

10. Under the '**Attestation**' step, populate the mandatory fields and click **Save & Next**.

Board of Social Work Examiners: Licensed Independent Social Worker (LISW)

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Attestation

I hereby depose and state under penalty of perjury, I am the person described and identified in this application, the information given by me is true, correct, and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

* Attestation Signature (Please type your full name to sign) Attestation Date

Anushka Bansal

01/11/2022

Previous

Save & Next

11. Under the **'Payment'** step, select the desired mode of payment and click **Pay and Submit**.

The screenshot shows the application portal for the Board of Social Work Examiners, specifically for a Licensed Independent Social Worker (LISW) with ID PAR-000007674. On the left, a vertical navigation menu lists the application steps: Getting Started, Requirements for Licensure, Personal Information, Mailing Address, Education Information, Supervisor Information, Additional Application Requirements, Upload Document(s), Jurisprudence Examination, Attestation, and Payment. The 'Payment' step is currently selected and highlighted with an orange circle. The main content area is titled 'Payment' and contains the following text: 'Select your method of payment and click "Pay and Submit" to input your payment information.' Below this, it states: 'Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the Regulation and Licensing Department.' It also notes: 'Payments made by E-Check will not result in any transaction fee.' A dropdown menu labeled '* Mode of Payment' is present, with a red asterisk and the word 'Required' below it. At the bottom right of the form area, there are two buttons: 'Previous' and 'Pay and Submit'.

NOTE:

- *If you select **Credit Card or E-check**, a pop-up window for payment gateway, Cybersource, will be displayed.
Payment is a separate system, credit card info not stored/saved by RLD.
Cybersource is a SoNM billing platform and this is not phishing or other malware.*

PAYMENT GATEWAY

- a. Enter the billing information and click **Next**.

cybersource
A Visa Solution

Billing Payment Review Receipt

Billing Information

* Required field

First Name
Counseling Portal

Last Name
User

Company Name

Address Line 1 *
123

City *
New York

Country/Region *
United States of America

State/Province *
New Mexico

Zip/Postal Code *
11111

Phone Number

Email *
pauline.varela@state.nm.us

Next

[Cancel Order](#)

Your Order

Total amount

b. Enter Payment details and click **Next**.

The screenshot displays a payment interface with a top navigation bar containing 'Billing', 'Payment' (selected), 'Review', and 'Receipt'. The main content is divided into two panels. The left panel, titled 'Payment Details', contains the following fields: 'Card Type *' with radio buttons for 'VISA Visa' (selected) and 'Mastercard'; 'Card Number *' with a masked input field showing '.....1111'; 'Expiration Month *' with a dropdown menu set to '01'; 'Expiration Year *' with a dropdown menu set to '2022'; and 'CVN *' with a masked input field and a magnifying glass icon over the number '123'. Below these fields are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red rectangular box. A 'Cancel Order' link is located at the bottom left of the panel. The right panel, titled 'Your Order', shows a 'Total amount' label next to a blacked-out value.

c. Review the Order and click **Pay**.

The screenshot shows a 'Review your Order' page with a navigation bar at the top containing 'Billing', 'Payment', 'Review' (highlighted), and 'Receipt'. The main content area is divided into three sections: 'Billing Address', 'Payment Details', and 'Your Order'. The 'Billing Address' section lists: Counseling Portal User, 123, New York, New Mexico, 11111, United States of America. The 'Payment Details' section shows: Card Type: Visa, Card Number: xxxxxxxxxxx1111, Expiration Date: 01-2022. The 'Your Order' section shows: Subtotal, Service fee, and Total amount (partially obscured by a black box). Below the 'Total amount' is a link for 'Service Fee Terms & Conditions'. At the bottom, there is a 'Back' button, a 'Pay' button (highlighted with a red box), and a 'Cancel Order' link.

d. You will be shown a confirmation message once the payment is complete.

The screenshot shows a confirmation page with the NMRLD logo and a navigation menu. The main content area features a green confirmation message with a checkmark icon: 'Thank you! Your application has been submitted successfully. If you paid by credit card or E-Check then you will receive a receipt from the payment processor, CyberSource, via email.' Below the message is a 'Back to Home' button.

NOTE: A payment receipt will be delivered to the email address entered in the Payment Gateway.

QRG

From: <support@cybersource.com>
Date: Thu, Nov 11, 2021 at 7:33 AM
Subject: Order Confirmation
To: <george.li@>

cybersource
A Visa Solution

Receipt

Date: 11-11-2021
Order Number: 0go35000004d1FAAQ1636576379853

Billing Information

Jennifer Cady
Jennifer Cady
6916 Sandalwood PINE
Albuquerque
NM
US
87111

george.li@

Payment

Details

Visa
xxxxxxxxxxxx1111

Order Total

Subtotal
Service fee
Total amount

Please keep a copy of this receipt for your records

CHECKING APPLICATION SUBMISSIONS

On the Home Page, the application will appear under the **My Applications** with submitted status.

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action	Issuance
PAR-0000008230	Continuing Education Units Provider	New	12/7/2021	Draft	Continue	
PAR-0000008169	Unrestricted Prescription	New	12/6/2021	Draft	Continue	
PAR-0000008167	Licensed Master Social Worker (LMSW)	New	12/6/2021	Draft	Continue	
PAR-0000007674	Licensed Independent Social Worker (LISW)	New	11/30/2021	Submitted	View	
PAR-0000007648	CE Instructor	New	11/29/2021	Submitted	View	

[View All](#)

Once the application is approved, its status will change to **Approved**.

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action	Issuance
PAR-0000008230	Continuing Education Units Provider	New	12/7/2021	Draft	Continue	
PAR-0000008169	Unrestricted Prescription	New	12/6/2021	Draft	Continue	
PAR-0000008167	Licensed Master Social Worker (LMSW)	New	12/6/2021	Draft	Continue	
PAR-0000007674	Licensed Independent Social Worker (LISW)	New	11/30/2021	Approved	View	