

NMRLD

NMRLD

**Renewals Quick Reference Guide
Real Estate Commission**

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OVERVIEW

For the New Mexico Regulation and Licensing Department, Renewals Quick Reference Guide will explain how to use the portal to renew a license.

Note: If you are renewing your license after it has expired, you may have to pay a late fee.

ACCESSING A LICENSE FOR RENEWAL

1. Login to the BCD Licensing Portal. Scroll down to the **My Licenses** section on the Home Page.

The screenshot shows the NMRLD portal home page. At the top left is the NMRLD logo. A navigation menu includes: Home, License, Inspection, Amendment, Complaint, Search License, Board Meeting, Course & Schedule, and My Applicant's Records. The main content area is titled 'Licenses & Applications'. Under 'My Applications', there is a table with two rows of application data. Below that, a red box highlights the 'My Licenses (3)' section, which contains a table with one row of license data. The 'Renew' link in this row is highlighted with a red circle.

Application ID	License Type	Application Type	Applied Date	Status	Action	Issuance
PAR-000008877	Psychologist License	New	12/10/2021	Draft	Continue	
PAR-000008772	Psychologist License	New	12/9/2021	Approved	View	

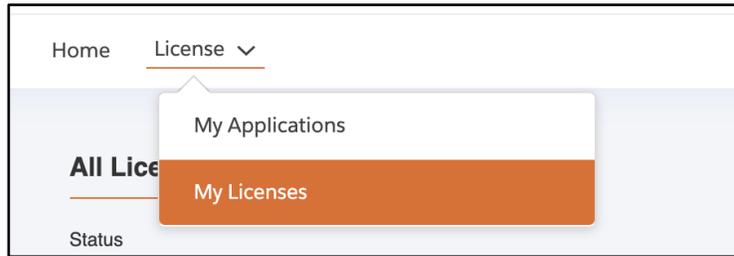
License Number	License Type	Issued Date	Expiration Date	Status	Print	Renew	Request Inspection
REC-2021-0290	Associate Broker	11/30/2021	12/23/2021	Expired		Renew	

2. Identify the license that required renewal and click on **Renew** link.

This is a close-up of the 'My Licenses (3)' table. The first row, representing the expired Associate Broker license (REC-2021-0290), is highlighted with a red border. The 'Renew' link in this row is also circled in red.

License Number	License Type	Issued Date	Expiration Date	Status	Print	Renew	Request Inspection
REC-2021-0290	Associate Broker	11/30/2021	12/23/2021	Expired		Renew	
PSY-2021-0135	Psychologist License	11/30/2021	12/8/2021	Expired		Renew	
PSY-2021-0131	Psychologist License	12/8/2021	7/1/2023	Active	Print		

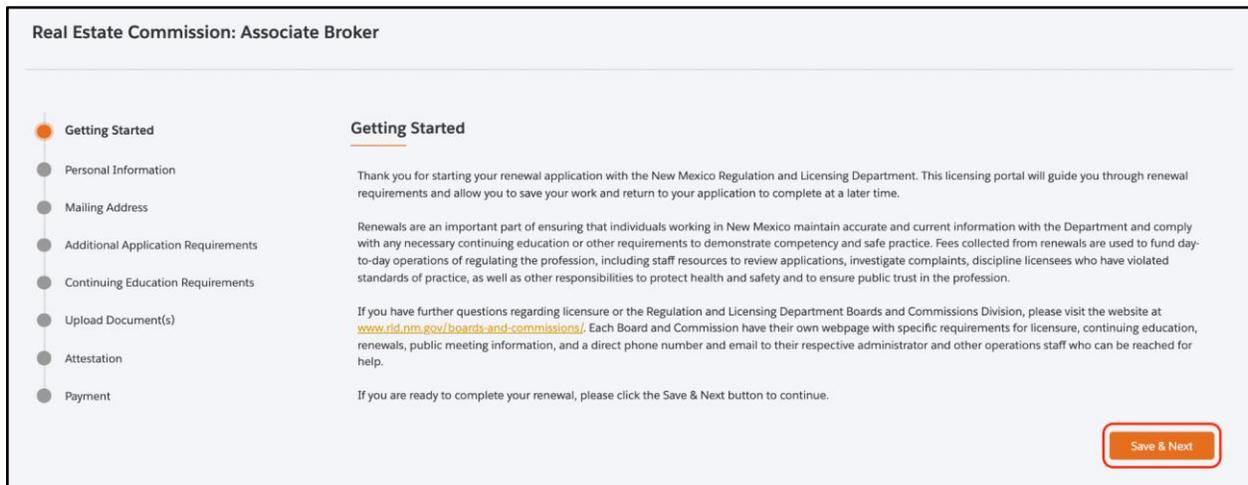
NOTE: The same license can be accessed from the **License > My Licenses**.



RENEWAL STEPS

You must fill in the details for all steps before submitting your renewal application.

1. In the **Getting Started** step, read the information carefully and click **Save & Next**.



2. In the **Personal Information** step, your information will be pre-populated. However, if you need to edit the details, click on **My Profile**. The renewal application will then open the My Profile page.

Real Estate Commission: Associate Broker
PAR-000010706

- Getting Started
- Personal Information**
- Mailing Address
- Additional Application Requirements
- Continuing Education Requirements
- Upload Document(s)
- Attestation
- Payment

Personal Information

Please carefully review and verify that all personal information below is current and correct. This information is an official record. Communication regarding licensing and renewals will be sent through email, and any official legal communication will be mailed to the address on file.

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](#)

Named Owner Completing Application

First Name	Middle Name	Last Name
<input type="text" value="Mythri"/>	<input type="text"/>	<input type="text" value="K"/>
Date of Birth	Primary Phone Number	Cell Phone Number
<input type="text" value="12-07-1994"/>	<input type="text" value="(888) 888-8888"/>	<input type="text"/>
Business Phone Number		

- Scroll to the bottom of the My Profile page and click **Edit**.
- Update the **Email Address** and click **Save**.
You will receive an email requesting confirmation about changing the email address. Once you confirm, the RLD application will update your email address.

Home License Inspection Amendment Complaint Search License Board Meeting Course & Schedule My Applicant's Records

My Profile Professional Education

My Profile

Personal Information

Pronoun	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text" value="Mythri"/>	<input type="text"/>	<input type="text" value="K"/>	<input type="text"/>

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
<input type="text" value="mythri.kukkala@mtxb2b.com"/>	<input type="text" value="12/07/1994"/>

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

Mailing Address

Note: You cannot update any other information in your profile except the email address. And you can only update your email address once.

- After you update the profile details, click **Home**.
- Identify your application in the **My Renewals** section and click **Continue** under the Action column.

My Renewals

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000010706	Associate Broker	Renewal	12/23/2021	Draft	Continue
PAR-0000008930	Psychologist License	Renewal	12/10/2021	Draft	Continue
PAR-0000008789	Psychologist License	Renewal	12/9/2021	Approved	View

[View All](#)

- e. The application will open from the Getting Started step. You must click **Save & Next** to navigate to the **Mailing Address** step.
3. In the **Mailing Address** step, update the address information, if required and click **Save & Next**.

Real Estate Commission: Associate Broker
PAR-0000010706

- ✓ Getting Started
- ✓ Personal Information
- **Mailing Address**
- Additional Application Requirements
- Continuing Education Requirements
- Upload Document(s)
- Attestation
- Payment

Mailing Address

Please carefully review and verify that all address information below is current and correct. Any official legal communication will be mailed to your address on file. Any changes made on this page to your address information will be updated and saved in your user profile.

* Mailing Address Line 1

* Mailing City

* Mailing State

* Mailing Country

Mailing Address Line 2

* Mailing County

* Mailing Zip

4. In the **Additional Application Requirements** step, select **Yes** or **No** options as applicable and fill in the required details.

Note: New Mexico has written licensure recognition agreements with Louisiana, Massachusetts, and Georgia. If you qualify, you are eligible for licensure in New Mexico without having to take the licensure examination. You must be in compliance with all aspects of the current state’s licensure requirements, and the status of the license can either be active or inactive.

- a. If you have selected Yes for **Reciprocity**, you will be prompted to select your current state's licensure. If Reciprocity doesn’t apply to you, select **No**.

Real Estate Commission: Associate Broker
PAR-0000010706

- Getting Started
- Personal Information
- Mailing Address
- Additional Application Requirements**
- Continuing Education Requirements
- Upload Document(s)
- Attestation
- Payment

Additional Application Requirements

All questions below must be answered in order to complete your renewal.

Licensure By Credentials/Reciprocity
New Mexico has such written licensure recognition agreements with Louisiana, Massachusetts, and Georgia. Those who qualify are eligible for licensure in New Mexico without having to take the licensure examination. Applicants must be current with all aspects of their current state's licensure requirements and can be either active or inactive status.
Please select your current state's licensure and upload an original certified certificate of license history(s) from all the jurisdiction(s) in which the applicant is currently or has been previously licensed. (Uploads for required documents are on the documents upload page)

* Reciprocity?
 Yes No

* Please select your current state's licensure and upload an original certified certificate of license history(s) from all the jurisdiction(s) in which the applicant is currently or has been previously licensed that is no more than six (6) months old. (Uploads for required documents at the end of this application).
 Massachusetts Louisiana Georgia

* 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.

b. Select **Yes** or **No** for the rest of the questions as applicable.

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

* Are you exempt from continuing education by virtue of having reached the age 65 with 20 years of continuous licensure prior to July 1, 2011?
 Yes No

* Do you want your license renewed with an inactive status?
 Yes No

* Do you have a current Errors and Omissions (E&O) insurance policy? (If your license is Inactive, E&O is not needed, please answer "No".) ⓘ
 Yes No

* Do you offer property management services?
 Yes No

* As an associate broker in your first cycle of licensure, have you taken the New Broker Business Practices course OR CCIM-101? (Inactive Associate Brokers must take this course as a prerequisite to becoming active if they have not taken it in their first cycle of licensure.)
 Yes No

Previous

Save & Next

c. Click **Save & Next**.

5. In the **Continuing Education Requirements** step, select **Yes** or **No**.
 - a. If you have selected **Yes**, then you must add 36 hours of the continuing education information.

- ✓ Getting Started
- ✓ Personal Information
- ✓ Mailing Address
- ✓ Additional Application Requirements
- Continuing Education Requirements
- Upload Document(s)
- Attestation
- Payment

Continuing Education Requirements

Continuing education is a necessary part of protecting public health and safety by ensuring that members of the profession retain skills and information related to their practice.

Requirements for continuing education are provided by law, and must be completed as part of this renewal. Follow the instructions below and, using the "Add New" button, please input all completed continuing education information. If you have not completed your required continuing education hours, please do so before submitting your renewal.

Please use the button below to add new entries for each Continuing Education course completed. If you have not completed your required Continuing Education yet, please complete them before renewing your license unless you have sought a waiver

Required for Associate Brokers 36 hours of Commission approved courses to include:

- 4 hour annual Core Course required every year = 12 hours total in 3 year cycle
- 4 hour Core Elective course every 3 years - more than 4 hours of core electives are allowed and counted as electives
- 4 hours of Ethics Elective course every 3 years - more than 4 hours of ethics are allowed and will be counted as electives
- 16 additional CE hours every 3 years - IF providing Property Management services, of these 16 additional CE hours broker must obtain either 6 hour NM Uniform Owner Resident Relations Act course OR 6 hour Commercial Property Management course, AND 6 hours of Property Management courses.

* No course title may be taken more than once in a single 3-year cycle.

ALL Continuing Education certificates of completion must be uploaded

Additional Electives, Core Electives, Ethics, or up to 4 hours attendance at NMREC Meeting or NMREC Disciplinary Hearing (for at least 3 hours OR until meeting/hearing has moved to "Executive Session" or adjournment, whichever is first) to reach total 36 hours of Commission approved courses.

NOTE Within First Year of Active Associate Broker licensure requirement: The approved course titled "New Broker Business Practices" is required within the first year and is applied towards your additional Electives, Core Electives, Ethics, or Commission Meeting/Hearing to reach the total of 36 CE Hours.

Please select "No" below if your hours are less than required in order to proceed.

*Please confirm whether you have successfully completed all required continuing education for this renewal period.

Yes
▼

- b. Click **Add New** to add CEU hours.

*Please confirm whether you have successfully completed all required continuing education for this renewal period.

Yes
▼

Please add all classes for the current reporting cycle using the "Add New" button. If you have not completed your Continuing Education, please complete it before submitting your renewal application. You will also be required to upload all certificates of completion for each course on the next screen.

Enter Completed Continuing Education Information

Course Name or Title	Certificate/Approval Date	Hours	Type	Delete
Total Continuing Education - 0				

Add New

It appears that you have not completed the minimum number of continuing education hours required to renew. Please review your entered information and click the "Add New" button to input all completed continuing education. Continuing Education must be specific to the field licensure.

Previous

Save & Next

8

c. Fill in all the details and click **Save**.

Continuing Education

Please provide all the required (*) inputs in order to proceed.

*Course Title
Ethics

*Course #
Ethics

*Course Provider
Provider

*Course Category
Ethics

*Continuing Education Hours Earned
12

*Completion Date
12/15/2021

Save

d. Once done, click **Save & Next**.

Please add all classes for the current reporting cycle using the "Add New" button. If you have not completed your Continuing Education, please complete it before submitting your renewal application. You will also be required to upload all certificates of completion for each course on the next screen.

Enter Completed Continuing Education Information Add New

Course Name or Title	Certificate/Approval Date	Hours	Type	Delete
Core Elective	12/10/2021	12	Core Elective	
Ethics	12/15/2021	12	Ethics	
Core Course	12/21/2021	12	Core Course	

Total Continuing Education - 36

Previous Save & Next

Note: Every tenth Real Estate Commission renewal application may be audited. However, every Associate Broker renewal application is audited.

- In the **Upload Document(s)** step, click the **Upload a New File** icon to upload new documents or click the **Select Existing File** icon to select already uploaded documents. The document names with a red asterisk (*) are mandatory.

Real Estate Commission: Associate Broker
PAR-0000010706

- Getting Started
- Personal Information
- Mailing Address
- Additional Application Requirements
- Continuing Education Requirements
-
Upload Document(s)- Attestation
- Payment

Upload Document(s)

Below is a list of documents that you may be required to upload to the portal in order to complete your renewal. Documents listed with an asterisk (*) are mandatory and must be provided.

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 renewal.

Document Name	Description	Upload a New File	Select Existing File	Uploaded Files	Delete
* All Continuing Education Certificates of Completion for each course					
* Continuing Education	You may, but are not required to, upload documentation of your continuing education (e.g. Certificates of Completion). You may complete your renewal without uploading documents.				

- If you click on **Upload Files**, the following screen will appear.

Below is a list of documents that you must upload to the portal in order to submit your application.

Upload

Please attach a copy of the required document.

Note that:

1. File size should not exceed 25MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

Upload Files

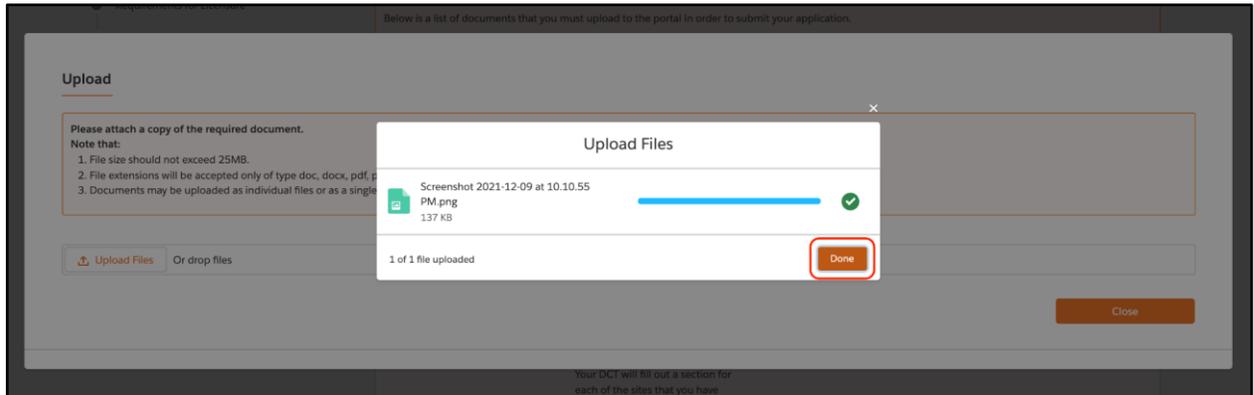
Or drop files

Close

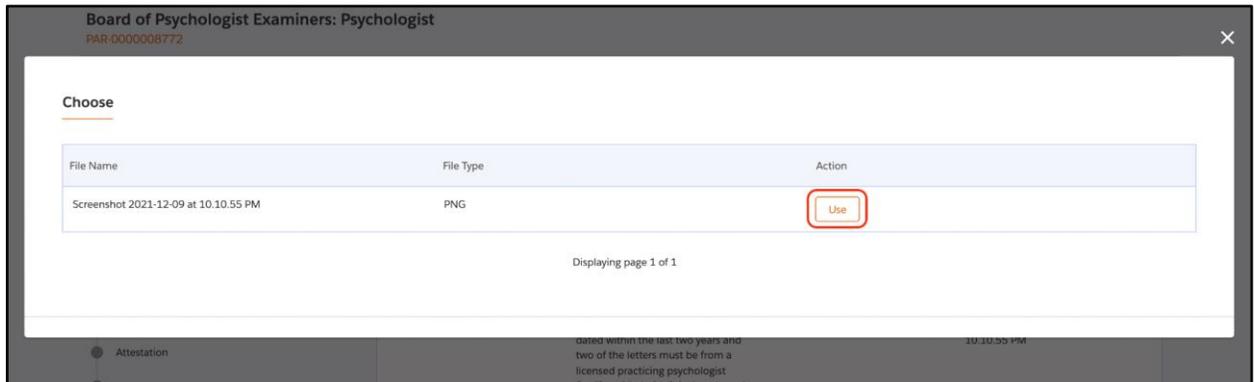
Your DCT will fill out a section for...

10

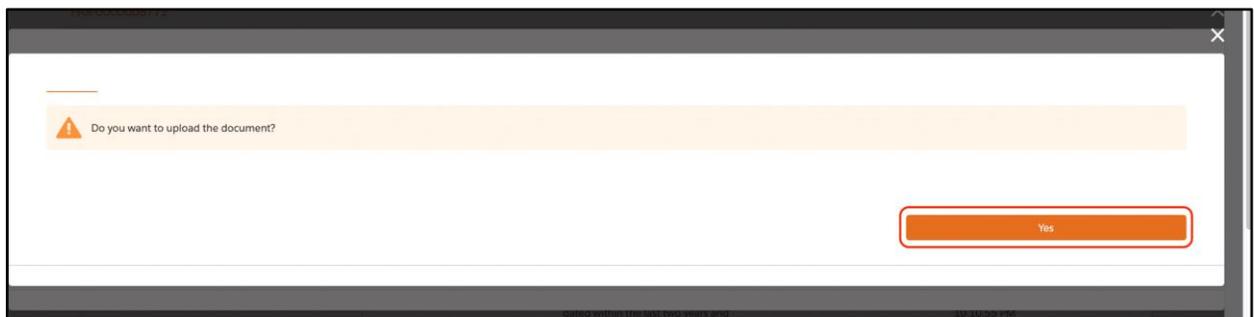
- b. Click **Upload Files**, select the file, then click **Done** and click **Close**.



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



- d. Click **Yes**.



- e. Once you upload all documents, click **Save & Next**.
4. Select the **Attestation** checkbox to give your consent, enter your name in the **Attestation Signature** field, and click **Save & Next**.

The screenshot shows the 'Attestation' step of the application process. On the left, a progress bar lists steps: Getting Started, Personal Information, Mailing Address, Additional Application Requirements, Continuing Education Requirements, Upload Document(s), **Attestation** (highlighted in orange), and Payment. The main content area is titled 'Attestation' and contains a checkbox with a red asterisk and a red arrow pointing to it. The checkbox is checked and contains the text: '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. I agree that I meet all requirements for this license.' Below this is a text input field for 'Attestation Signature (Please type your full name to sign)' containing 'Allen D', with a red arrow pointing to it. To the right is an 'Attestation Date' field containing '12-24-2021'. At the bottom right are two buttons: 'Previous' and 'Save & Next' (highlighted in orange).

5. In the **Payment** step, read the information in orange and then select a payment mode from the **Mode of Payment** drop-down. You can make payment in one of the following methods.
 - a. **Operating Transfer:** Select this payment method if the payment will be made by any agency. Enter the **Name of New Mexico State Agency, Operating Transfer Number**, and click **Pay and Submit**.

The screenshot shows the 'Payment' step of the application process. On the left, the progress bar highlights 'Payment' in orange. The main content area is titled 'Payment' and contains a note in an orange box: 'Note: Only select "Operating Transfer" if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.' Below the note is a 'Mode of Payment' dropdown menu with 'Operating Transfer' selected, with a red arrow pointing to it. Below the dropdown, it says 'The amount to be paid is \$810.' and 'Please click the Pay & Submit button to proceed with the payment.' There are two more text input fields: '* Name of New Mexico State Agency' containing 'Mexico Agency' and '* Operating Transfer Number' containing '76309', both with red arrows pointing to them. At the bottom right are two buttons: 'Previous' and 'Pay and Submit' (highlighted in orange).

- b. **Credit Card or E-Check:** Select either Credit Card or E-Check payment method, and you will be directed to the Payment Gateway page to complete the payment process. For more information, see Payment Gateway topic.
- c. Click **Pay and Submit**.

NOTE:

- *Payment is a separate system; credit card info is not stored/saved by RLD.*
- *Cybersource is a SoNM billing platform, and this is not phishing or other malware.*

PAYMENT GATEWAY

1. Review the information and click **Next**.

The screenshot displays the Cybersource payment gateway interface. At the top, the Cybersource logo is visible with the tagline "A Visa Solution". Below the logo is a navigation bar with four tabs: "Billing" (highlighted in green), "Payment", "Review", and "Receipt".

The main content area is divided into two columns. The left column is titled "Billing Information" and contains several input fields:

- First Name**: Input field with "Mythi" entered. A small asterisk and "Required field" text are to the right.
- Last Name**: Input field with "K" entered.
- Company Name**: Empty input field.
- Address Line 1 ***: Input field with "1613 S 2nd St" entered.
- City ***: Input field with "Gallup" entered.
- Country/Region ***: Dropdown menu with "United States of America" selected.
- State/Province ***: Dropdown menu with "New Mexico" selected.
- Zip/Postal Code ***: Input field with "87301" entered.
- Phone Number**: Empty input field.
- Email ***: Input field with "kmaithree@gmail.com" entered.

The right column is titled "Your Order" and contains a summary table:

Total amount	\$270.00
---------------------	-----------------

2. Enter the billing information and click **Next**.

cybersource
A Visa Solution

Billing | **Payment** | Review | Receipt

Payment Details

* Required field

Card Type *

Visa Mastercard

Card Number *

.....1111

Expiration Month * **Expiration Year ***

04 2025

CVN *
This code is a three or four digit number printed on the back or front of credit cards.

455

[Back](#) [Next](#)

[Cancel Order](#)

Your Order

Total amount \$270.00

CHECKING RENEWALS SUBMISSIONS

1. On the Home Page, the Renewal submission will appear under **My Renewals** with submitted status.

My Renewals

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000010706	Associate Broker	Renewal	12/23/2021	Submitted	View
PAR-0000008930	Psychologist License	Renewal	12/10/2021	Draft	Continue
PAR-0000008789	Psychologist License	Renewal	12/9/2021	Approved	View

[View All](#)

2. Click on the **Print** link to generate a digital certificate (PDF) under **My Licenses**.

My Licenses (3)

License Number	License Type	Issued Date	Expiration Date	Status	Print	Renew	Request Inspection
REC-2021-0290	Associate Broker	11/30/2021	1/31/2024	Active	Print		
PSY-2021-0135	Psychologist License	11/30/2021	12/8/2021	Expired		Renew	
PSY-2021-0131	Psychologist License	12/8/2021	7/1/2023	Active	Print		

[View All](#)