



**Board of Speech-Language Pathology, Audiology, and Hearing Aid
Dispensing Practices**

Apprentice in Speech Language Application Manual

Table of Contents

Application for Apprentice in Speech Language

Introduction Page	3
Basic Information Page	3
Jurisprudence Exam	6
Questions Page	7
Upload Documents Page	9
Attestation Page	10
Payment Page	11

Application for Apprentice in Speech Language

1. Click the “Select” button to the right of the Apprentice in Speech Language license type.

Apprentice in Speech Language

Person working toward full licensure in speech-language pathology who meets the requirements for licensure as an apprentice in speech and language pursuant to the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practices Act.

Select

2. At any time of the application, you can select the “Save for later” option to save a draft of the application that you can return to and complete at your convenience. This will ensure you don’t lose any progress you have made if you can’t complete the application in one sitting.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

* Do you hold an active Dentist license that is current and in good standing, issued by another Jurisdiction (other than New Mexico)?

☐ Yes ☐ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

Save for later

Start Application

3. On the Introduction page, read through the information and select the “Next” button on the bottom right of the screen when you are done.

- Pre-Screening
- Introduction**
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Introduction

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 Next button to begin your application

warning.png

Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

Save for later

Previous

Next

4. On the Basic Information page, verify that all information is valid and up to date.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully 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 email and 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.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

▼ **Applicant Information**

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

▼ **Mailing Address**

* Mailing Street

* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

[Save for later](#) [Previous](#) [Next](#)

a. If **Yes**, select the “Next” button at the bottom right of the page.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully 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 email and 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.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

▼ **Applicant Information**

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

▼ **Mailing Address**

* Mailing Street

* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

[Save for later](#) [Previous](#) [Next](#)

b. If **No**, select the “My Profile” button at the top left to update your information.

RLD Intake

- Pre Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewal 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 email and 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.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

▼ **Applicant Information**

*First Name Middle Name *Last Name

Any other name(s)

*Phone Number *Email Address

▼ **Mailing Address**

*Mailing Street

*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

Save for later Previous Next

- Select the “Edit” button at the bottom right of the page.

My Profile

▼ **Person Information**

*First Name Middle Name *Last Name

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

Race Ethnicity Preferred Language Are you a New Mexico Resident?

Date of Birth Gender

Primary Phone No Business Phone No

Identifier Type Identifier Number

▼ **Mailing Address**

Mailing Street

City State/Province

Country Zip Code County (if in New Mexico)

Edit

- Enter in all relevant updated data and select “Save” at the bottom right when completed.

My Profile

✓ **Person Information**

*First Name Middle Name *Last Name

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

*Race *Ethnicity *Preferred Language *Are you a New Mexico Resident?

*Date of Birth *Gender

*Primary Phone No Business Phone No

*Identifier Type *Identifier Number

SSN

✓ **Mailing Address**

*Mailing Street

*City State/Province

Country *Zip Code County (If in New Mexico)

- iii. You will need to restart your application to ensure the updated data is listed. Return to “Step1: Select Apprentice in Speech Language Application” to continue.

5. On the Jurisprudence Exam page, select the “Launch New” button on the page.

RLD Intake

Pre-Screening
Introduction
Basic Information
● **Jurisprudence Exam**
Questions
Upload Documents
Attestation
Payment
Confirmation

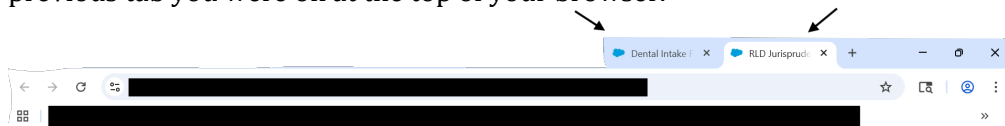
Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 0

Attempt	Name	Examination Date	Score in %	Result
Save for later				

- a. A new page will open up for the exam, once the exam is complete you can select the previous tab you were on at the top of your browser.



- b. You will be able to view the attempt you made at the exam by selecting the orange “Refresh” button at the top right to view the score of your attempt to verify that you passed.

RLD Intake

Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 0

Launch New Refresh

Attempt	Name	Examination Date	Score in %	Result

Save for later

Previous Next

- c. You are allowed 3 attempts to pass the JP Exam. If you do not score a passing grade within the 3rd attempts, your application, once submitted, will be placed on hold and you will be contacted by the Speech-Language Pathology, Audiology, and Hearing Aid Dispensing Practices Board.

Note: You can make 3 attempts of the exam to receive a passing grade. To make a new attempt select the "Launch New" button again.

RLD Intake

Pre-Screening Introduction Basic Information Jurisprudence Exam

Warning

Is Exam Passed? false

Please complete your exam before moving into next step

Save for later

Previous

- d. Once you have passed the exam you can select the "Next" button at the bottom right of the page.

RLD Intake View

Introduction Basic Information Jurisprudence Exam

Jurisprudence Exam

Attempts : 1

Attempt	Name	Examination Date	Score in %	Result
1	PEX [REDACTED]	[REDACTED]	[REDACTED]	Pass

Previous Next

6. On the Questions page, please answer all questions accurately with the most recent information.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions**
- Upload Documents
- Attestation
- Payment
- Confirmation

Questions

* Do you certify that you have completed the mandatory education requirements by:

☐ A baccalaureate degree in speech language pathology or communication disorders

☐ A baccalaureate degree in another field with 30 semester hours in speech language pathology or communication disorders

☐ I am enrolled in a master's degree program in speech language pathology or communication disorders and I have completed a minimum rate of nine semester hours per year of graduate courses in communication disorders.

* Do you certify that you will upload a duly filled copy of your Employment Verification form in the document upload portion of this application?

☐ Yes

[Click the link to download the Employment Verification Form.](#)

* Do you certify that your work as an apprentice in speech language (ASL) will be under the supervision of a qualified supervisor?

☐ Yes

Work of the apprentice in speech language must be supervised by a speech language pathologist or audiologist licensed by this act and who has a minimum two years of experience in the field.

* Specify the Name and License Number of the New Mexico licensed Speech Language Pathologist/Audiologist who will be acting as your supervisor. Search by entering an active Speech Language Pathologist/Audiologist license number below.

* Supervisor Name * Supervisor License Number

* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes

☐ No

* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in 16.26.7.8 (E) NMAC?

☐ Yes

☐ No

* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☐ Yes

☐ No

A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

[Save for later](#) [Previous](#) [Next](#)

- a. To complete the Questions page, select the “Next” button at the bottom right of the page.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions**
- Upload Documents
- Attestation
- Payment
- Confirmation

Questions

* Do you certify that you have completed the mandatory education requirements by:

☐ A baccalaureate degree in speech language pathology or communication disorders

☐ A baccalaureate degree in another field with 30 semester hours in speech language pathology or communication disorders

☐ I am enrolled in a master's degree program in speech language pathology or communication disorders and I have completed a minimum rate of nine semester hours per year of graduate courses in communication disorders.

* Do you certify that you will upload a duly filled copy of your Employment Verification form in the document upload portion of this application?

☐ Yes

[Click the link to download the Employment Verification Form.](#)

* Do you certify that your work as an apprentice in speech language (ASL) will be under the supervision of a qualified supervisor?

☐ Yes

Work of the apprentice in speech language must be supervised by a speech language pathologist or audiologist licensed by this act and who has a minimum two years of experience in the field.

* Specify the Name and License Number of the New Mexico licensed Speech Language Pathologist/Audiologist who will be acting as your supervisor. Search by entering an active Speech Language Pathologist/Audiologist license number below.

* Supervisor Name * Supervisor License Number

* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes

☐ No

* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in 16.26.7.8 (E) NMAC?

☐ Yes

☐ No

* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☐ Yes

☐ No

A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

[Save for later](#) [Previous](#) [Next](#)

7. On the Upload Documents page, attach all requested and relevant documents to their designated column.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Official Transcripts	A baccalaureate degree in speech-language pathology or communication disorders or baccalaureate degree in another field with 30 semester hours of credit in speech-language pathology or communication disorders.			
* Verification of Experience				
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

a. Select the blue upload icon in each section to upload a document.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Official Transcripts	A baccalaureate degree in speech-language pathology or communication disorders or baccalaureate degree in another field with 30 semester hours of credit in speech-language pathology or communication disorders.			
* Verification of Experience				
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

b. Review the document size and type requirements before uploading, then select the Upload File button.

Upload

Please attach a copy of the required document.

Note that:

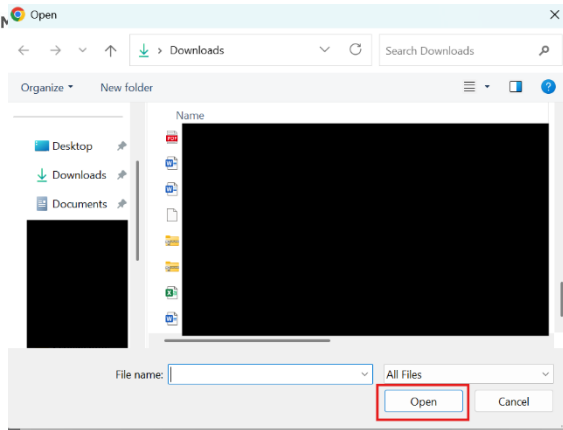
- 1. File size should not exceed 10MB.
- 2. File extensions will be accepted only of type doc, docx, pdf, png, ttf, jpg, jpeg, txt, xls.
- 3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload File

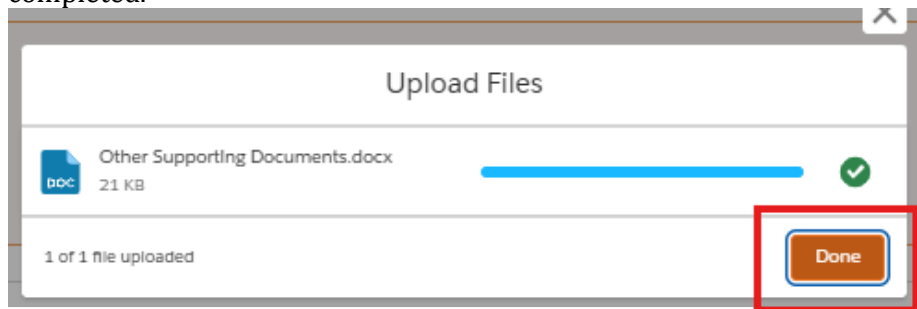
Drop files

Cancel

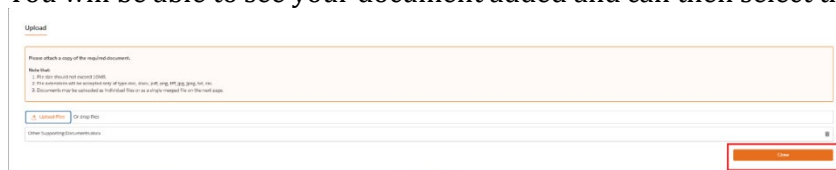
c. Select the appropriate document from your files and then select "Open"



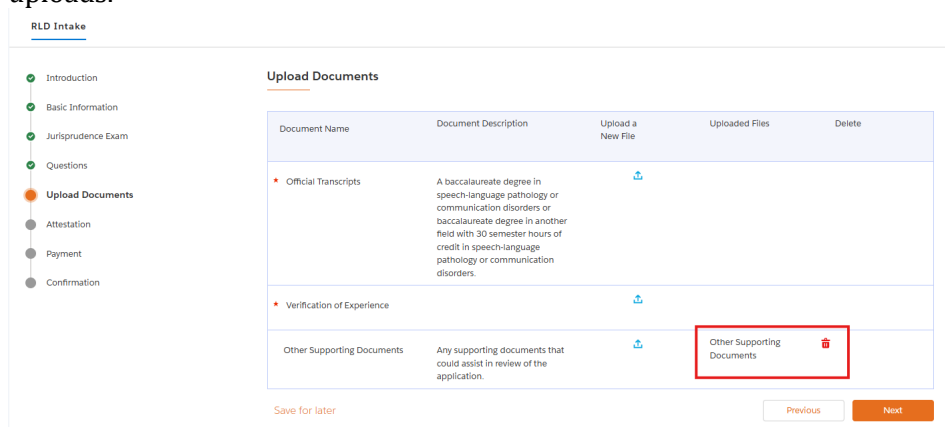
- d. The file will notify you when it's completed. Select the "Done" button when it's completed.



- e. You will be able to see your document added and can then select the "Close" option.



- f. You will be able to see the documents in each section once you have completed the uploads.



- g. Once all documents are added, select the orange "Next" button.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Official Transcripts	A baccalaureate degree in speech-language pathology or communication disorders or baccalaureate degree in another field with 30 semester hours of credit in speech-language pathology or communication disorders.			
* Verification of Experience				
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous

Next

8. On the Attestation page, review the statement on the screen. Then select the checkbox to certify your agreement. After, enter your name and select the “Next” button at the bottom right.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation**
- Payment
- Confirmation

Attestation

✓ Application Attestation

☐ I hereby certify that I am the person described and identified in this application; this application contains no willful misrepresentation; and the information given by me is true and complete to the best of my knowledge and belief.

I further certify I will, upon receipt, read the New Mexico Dental Health Care Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name

Date

10/07/2025

Save for later

Previous

Next

9. On the Payment page, review the notice before making any selections.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click “Pay and Submit” to input your payment information. 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 RLD. Payments made by e-check will not result in any transaction fee.

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.

* Mode of Payment

The amount to be paid is \$

Please click the Pay & Submit button to proceed with the payment.

Save for later

Previous

Pay and Submit

- a. Select a Mode of Payment then the “Pay and Submit” button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

Note: Payment is a separate system and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information. 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 RLD. Payments made by e-check will not result in any transaction fee.

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.

* Mode of Payment

The amount to be paid is \$ [REDACTED]

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

- b. Ensure all required fields are completed and click "Next" button to proceed through entire payment.

Billing Payment Review Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1

City

Country/Region

United States of America

State/Province

New Mexico

Zip/Postal Code

Phone Number *

Email *

Next

[Cancel Order](#)

Your Order

Total amount \$ [REDACTED]

10. Once your payment is completed, your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.

Board of [REDACTED]
PAR-0000 [REDACTED]

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Uploaded Documents
- Attestation
- Payment**

Payment

You have completed the payment.
The amount paid is \$ [REDACTED]

[Previous](#)

11. On the home page, the application will appear under My Applications with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [REDACTED]	[REDACTED]	New	10/7/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/29/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/28/2025	Submitted	View Review Checklist

[View All](#)