



Board of Counseling and Therapy Practice

Exam Approval

Application Manual

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Application for Exam Approval

1. Click the “Select” button to the right of the Exam Approval license type.

Exam Approval

Apply here if you have completed your supervised hours and are ready to move towards Independent licensure: LPCC, LPAT or LADAC, by taking the next level exam.

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.

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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 Save & Next button to begin your application.

If you have Substance Abuse Associate (LSAA) license and you want to qualify for Alcohol and Drug Abuse Counselor (LADAC) license, you can request approval for NCAC Level 1 Exam.

If you have Associate Marriage and Family Therapist (LAMFT) license and you want to qualify for Marriage and Family Therapist (LMFT) license, you can request approval for NMFT Exam.

If you have Mental Health Counselor (LMHC) license and you want to qualify for Professional Clinical Mental Health Counselor (LPCC) license, you can request approval for NCMHCE Exam.

If you have Mental Health Counselor - Art Therapy Specialty (LMHC- AS) license and you want to qualify for Professional Art Therapist (LPAT) license, you can request approval for NATE Exam.

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

Next

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.

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Introduction

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If you have Mental Health Counselor (LMHC) license and you want to qualify for Professional Clinical Mental Health Counselor (LPCC) license, you can request approval for NCMHCE Exam.

If you have Mental Health Counselor - Art Therapy Specialty (LMHC- AS) license and you want to qualify for Professional Art Therapist (LPAT) license, you can request approval for NATE Exam.

warning.png

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Save for later

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

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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

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

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Basic Information

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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.

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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

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

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Basic Information

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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)

- 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 Country (If in New Mexico)

[Save](#)

- 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

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 “Step 1: Exam Approval Application” to continue.

- On the Questions page, please answer all questions accurately with the most recent information. Please provide any relevant details in the box below any questions marked with “Yes.” You are also required to upload any related documentation and other supporting documents on the Uploaded Documents page, later in this application.

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Questions

*Do you certify that you are minimum 21 years old?
☐ Yes

*Specify the exam for which you are requesting approval:
☐ NCAC Level 1
☐ NMFTTE
☐ NCMHCE
☐ NATE

*If you have Substance Abuse Associate (LSAA) license and you want to qualify for Alcohol and Drug Abuse Counselor (LADAC) license, you can request approval for NCAC Level 1 Exam.
If you have Associate Marriage and Family Therapist (LAMFT) license and you want to qualify for Marriage and Family Therapist (LMFT) license, you can request approval for NMFTTE Exam.
If you have Mental Health Counselor (LMHC) license and you want to qualify for Professional Clinical Mental Health Counselor (LPCC) license, you can request approval for NCMHCE Exam.
If you have Mental Health Counselor - Art Therapy Specialty (LMHC-AS) license and you want to qualify for Professional Art Therapist (LPAT) license, you can request approval for NATE Exam.*

*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 16.27.1.18 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.

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

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Questions

* Do you certify that you are minimum 21 years old?

☒ Yes

* Specify the exam for which you are requesting approval:

☒ NCAC Level 1
☐ NMFTT
☐ NCMAACE
☐ NATE

If you have Substance Abuse Associate (SAA) license and you want to qualify for Alcohol and Drug Abuse Counselor (LADAC) license, you can request approval for NCAC Level 1 Exam.
If you have Associate Marriage and Family Therapist (LMFT) license and you want to qualify for Marriage and Family Therapist (LMFT) license, you can request approval for NMFTT Exam.
If you have Mental Health Counselor (LMHC) license and you want to qualify for Professional Clinical Mental Health Counselor (LPC) license, you can request approval for NCMAACE Exam.
If you have Mental Health Counselor - Art Therapy Specialty (LMHC-AS) license and you want to qualify for Professional Art Therapist (LAP) license, you can request approval for NATE Exam.

* Do you certify that you have held an active Substance Abuse Associate (SAA) license for a minimum of 1 year?

☒ Yes

* Please select your highest level of education:

☒ Associate degree in counseling, counseling related field or a substance abuse related field from an accredited institution.
☐ Baccalaureate degree in counseling, a counseling related field or a substance abuse related field from an accredited institution.
☐ Masters or doctoral degree in counseling, a counseling related field or a substance abuse related field from an accredited institution.

* Do you certify that you have completed the required supervision hours as determined by your level of education?

☒ Yes

Associate degree requires a minimum of three years and 3,000 client contact hours under appropriate supervision of experience in the practice of alcohol and drug abuse counseling and 200 hours of appropriate supervision.
Baccalaureate degree requires a minimum of two years and 2,000 client contact hours under appropriate supervision of experience in the practice of alcohol and drug abuse counseling and 100 hours of appropriate supervision.
Masters or doctoral degree requires a minimum of one year and 1,000 client contact hours under appropriate supervision of experience in the practice of alcohol and drug abuse counseling and 50 hours of appropriate supervision.

* 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 16.27.1.18 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.

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

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Upload Documents

Document Name	Document Description	Uploaded Files
* Attachment B	Proof of completion of the required supervision hours. Attachment B must be signed by your board approved supervisor. You can find the forms to upload at this link: https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/counseling-and-therapy-practice/licensing-registration-and-renewal/	
* Official Transcripts	Official Transcripts for highest level of education.	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

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- Select the orange upload icon in each section to upload a document.

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Upload Documents

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Official Transcripts	Official Transcripts for highest level of education.	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

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- 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.

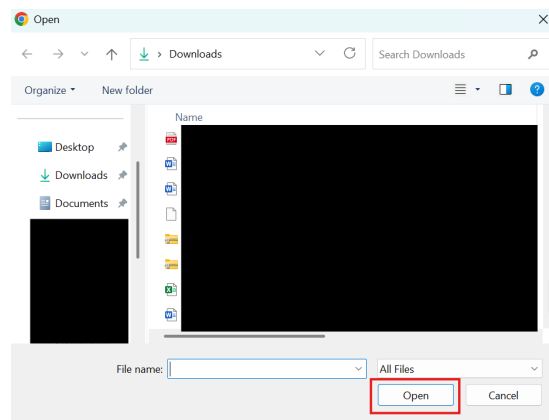
Note that:

1. File size should not exceed 20MB
2. File extensions will be accepted only of type doc, docx, pdf, png, jpg, jpeg, tiff, xlsx, xls
3. Documents may be uploaded as individual files or as a single merged file on this next page.

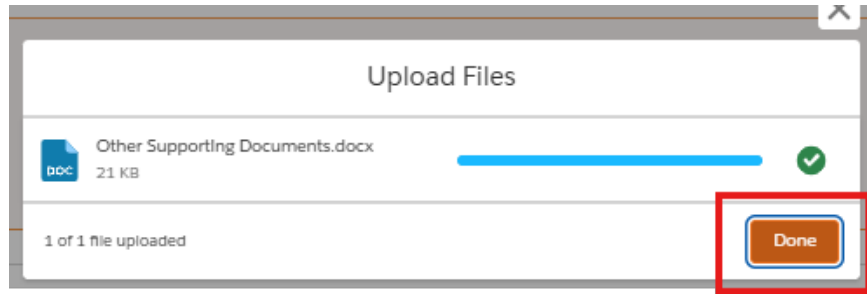
 

Cancel

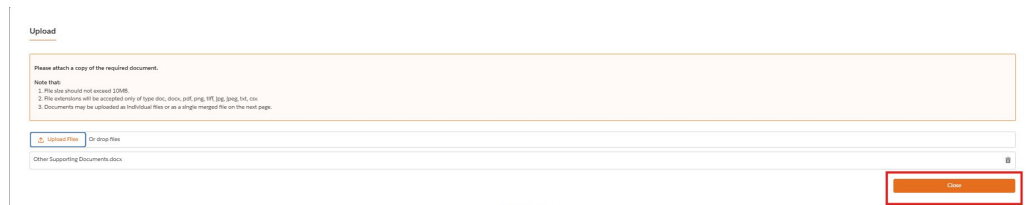
- c. Select the appropriate document from your files and then select “Open”



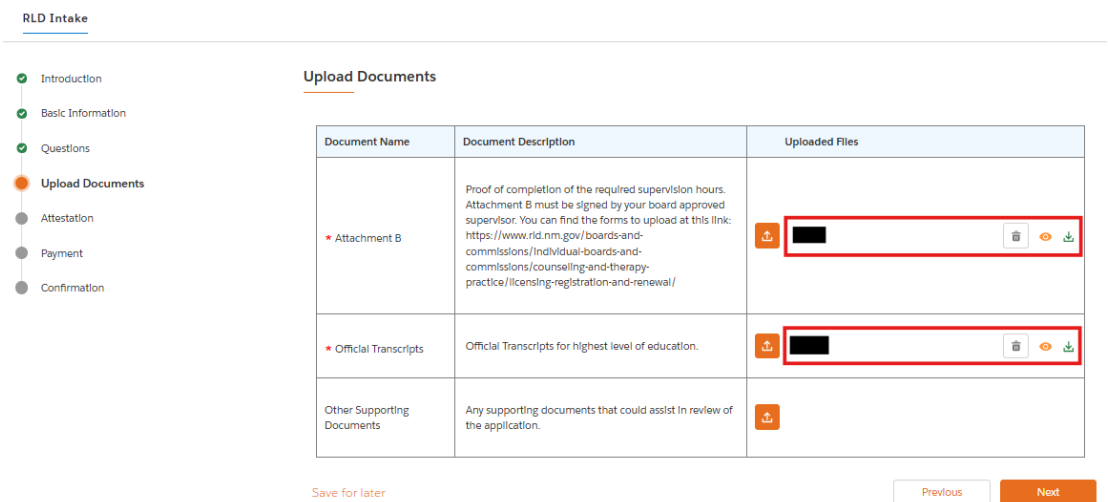
- d. The file will notify you when it's completed. Select the “Done” button when it's completed.



- 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.

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Official Transcripts	Official Transcripts for highest level of education.	  
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

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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.

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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

Save for later

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

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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

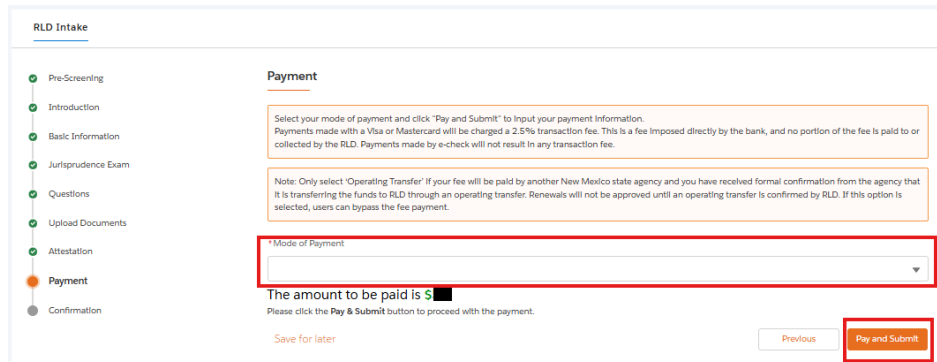
The amount to be paid is \$

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

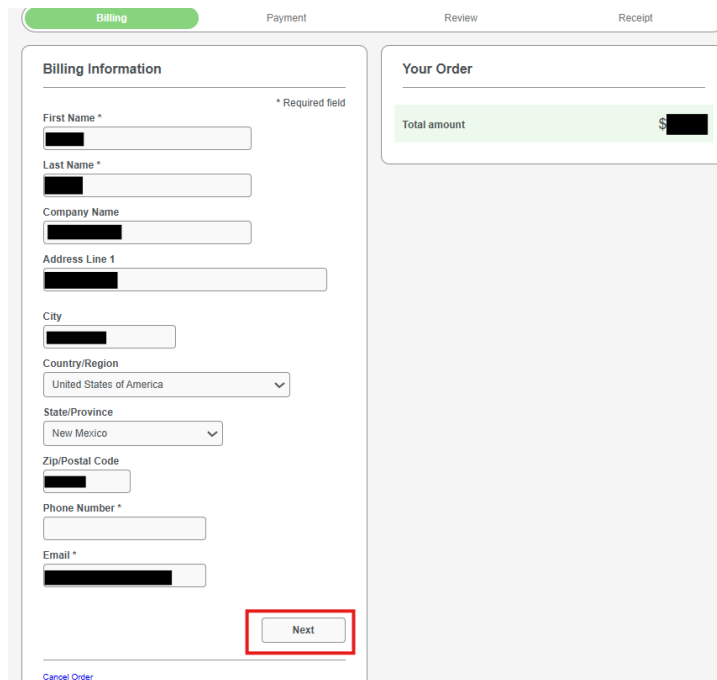
Save for later

Previous **Pay and Submit**

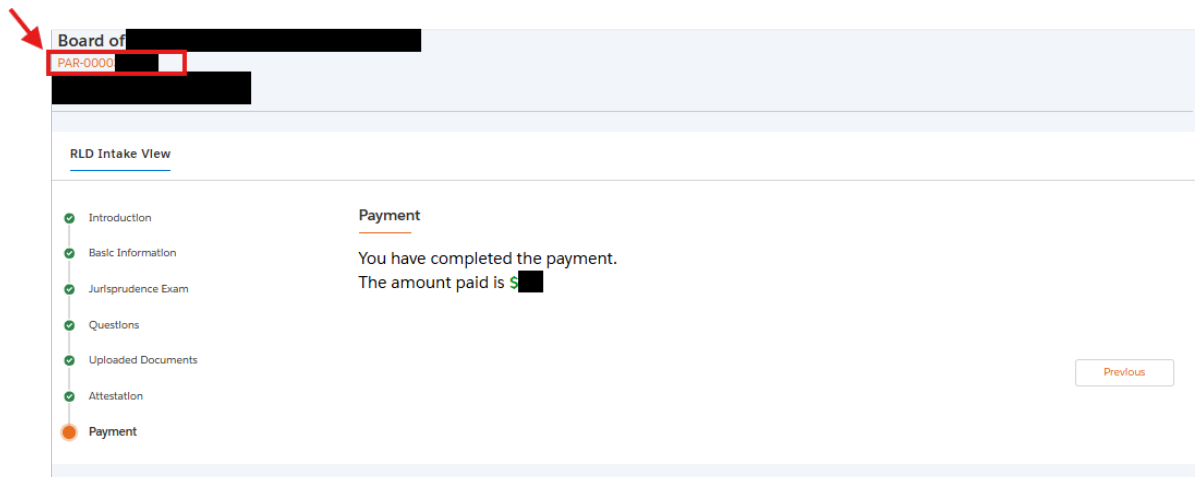
- a. Select a Mode of Payment then the “Pay and Submit” button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly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



- c. Ensure all required fields are completed and click “Next” button to proceed through entire payment.



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.



The screenshot shows the 'RLD Intake View' page. At the top, a red arrow points to the 'Board of' dropdown menu, which is currently set to 'PAR-0000'. Below this, the 'Payment' section is highlighted, showing a message: 'You have completed the payment. The amount paid is \$[REDACTED]'. A 'Previous' button is visible on the right side of the page.

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