NMRLD

NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

Board of Dental Health Care

Expanded Function Dental Auxiliary

Application User Guide

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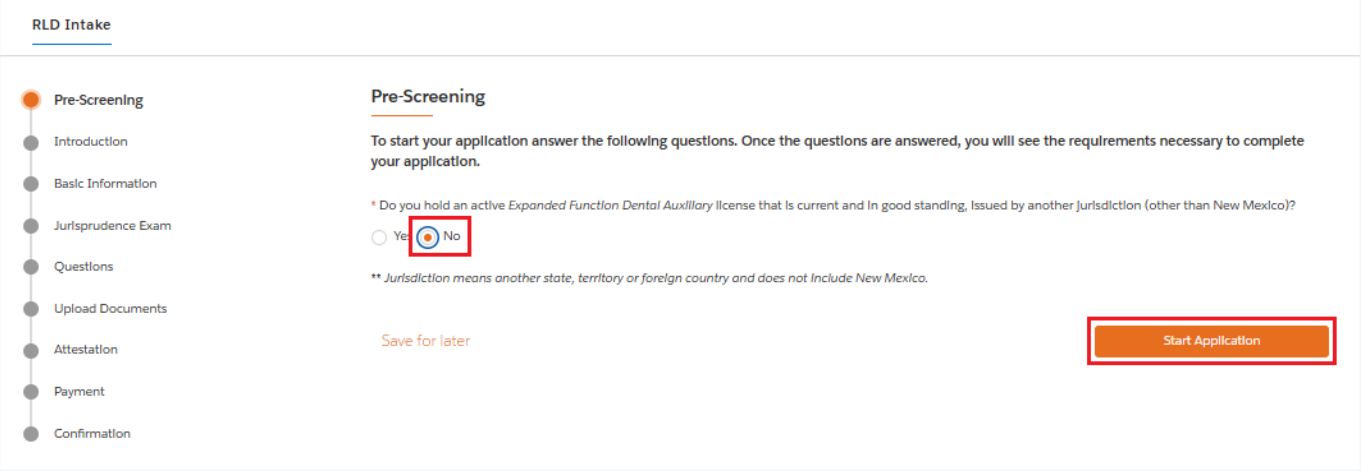
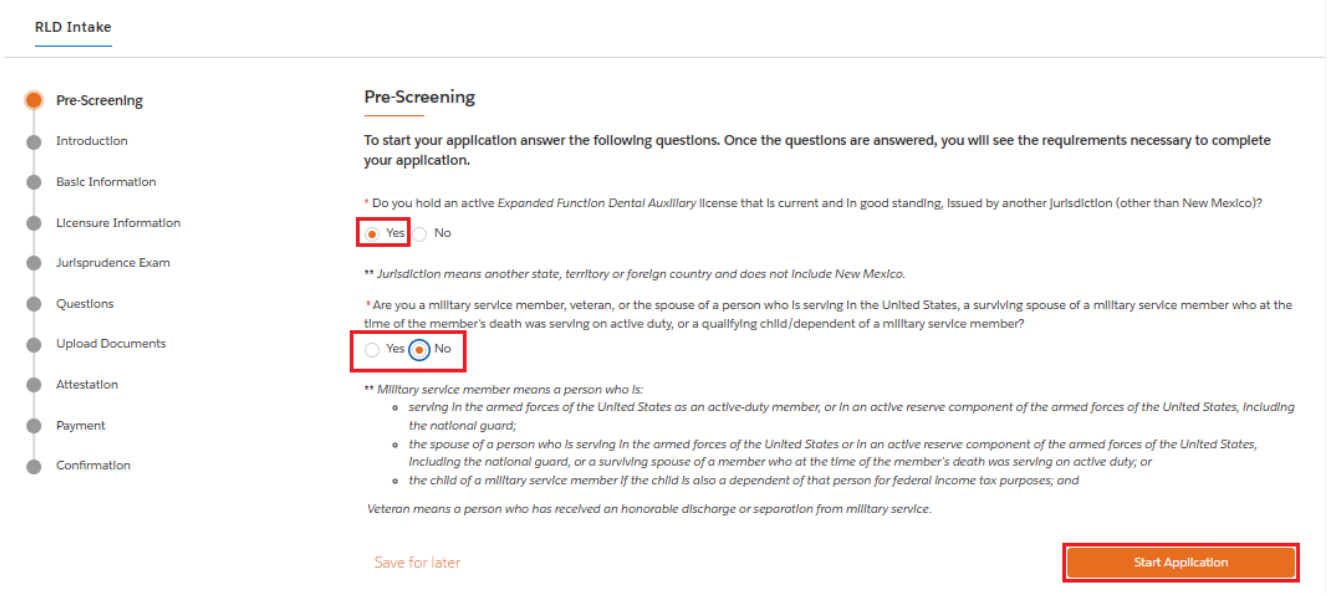
Application for Expanded Function Dental Auxiliary

In the Pre-Screening, you will answer questions pertaining to your **Reciprocity** and **Military** status.

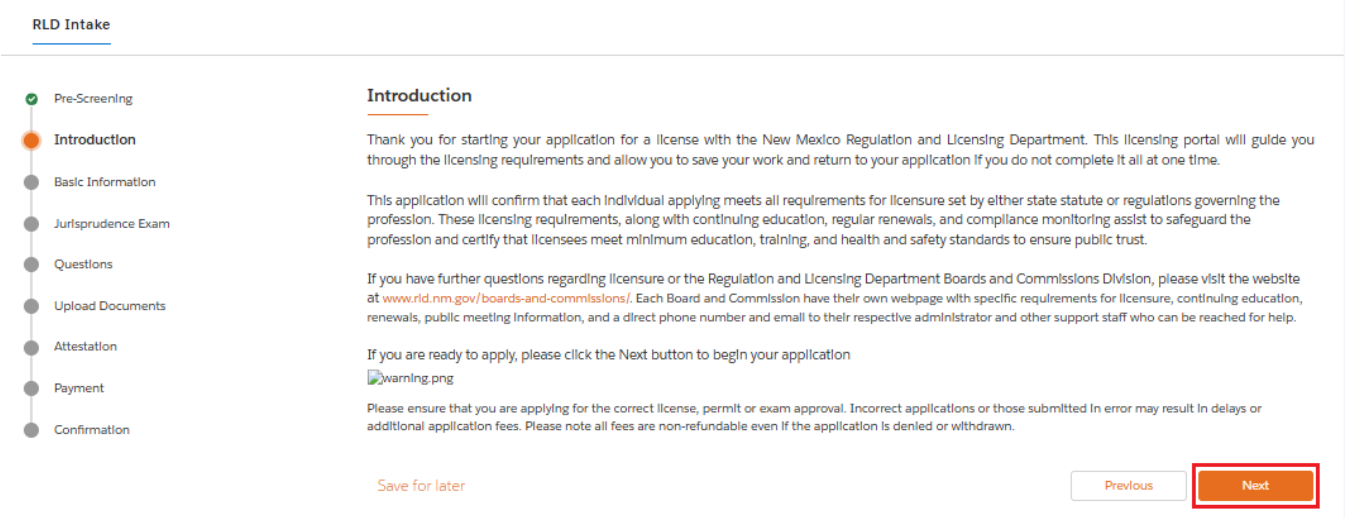
1. The first question of the **Pre-Screening** asks if you hold a license anywhere <u>other than</u> New Mexico. If you select "**No**" using the radio button, you may then proceed using the "**Start Application**" button.



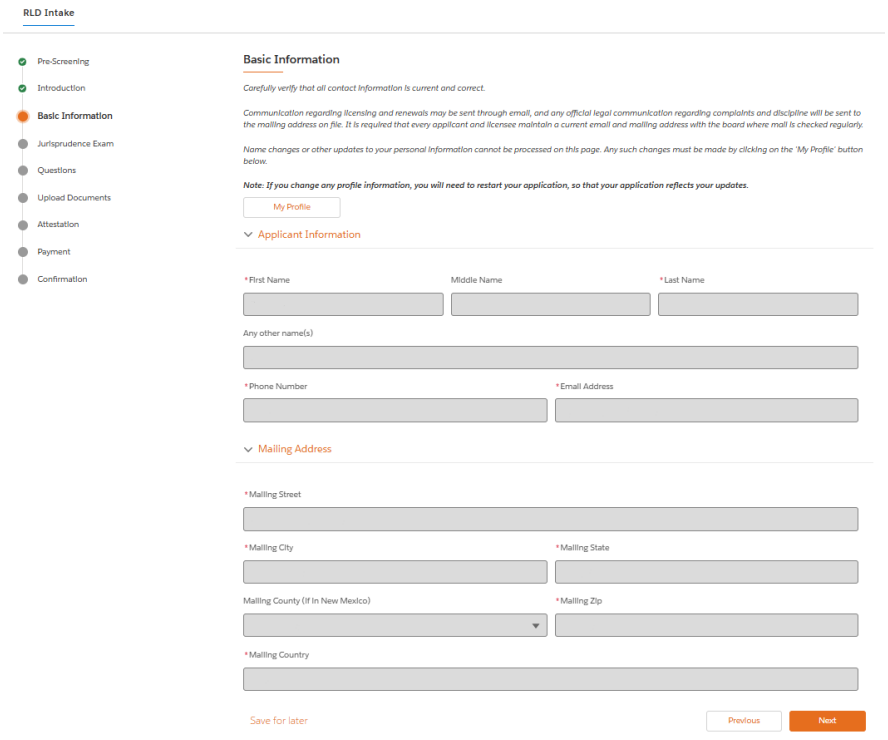
2. If you do hold a Dental Hygienist license outside of New Mexico and select "**Yes**", you will be prompted with another question regarding your **Military Status**. If you have any Military associations matching the question, select the "**Yes**" radio button. Otherwise, you can select "**No**". You may then proceed using the "**Start Application**" button.



3. In the **Introduction** step, read the information carefully, then click "**Next**".



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



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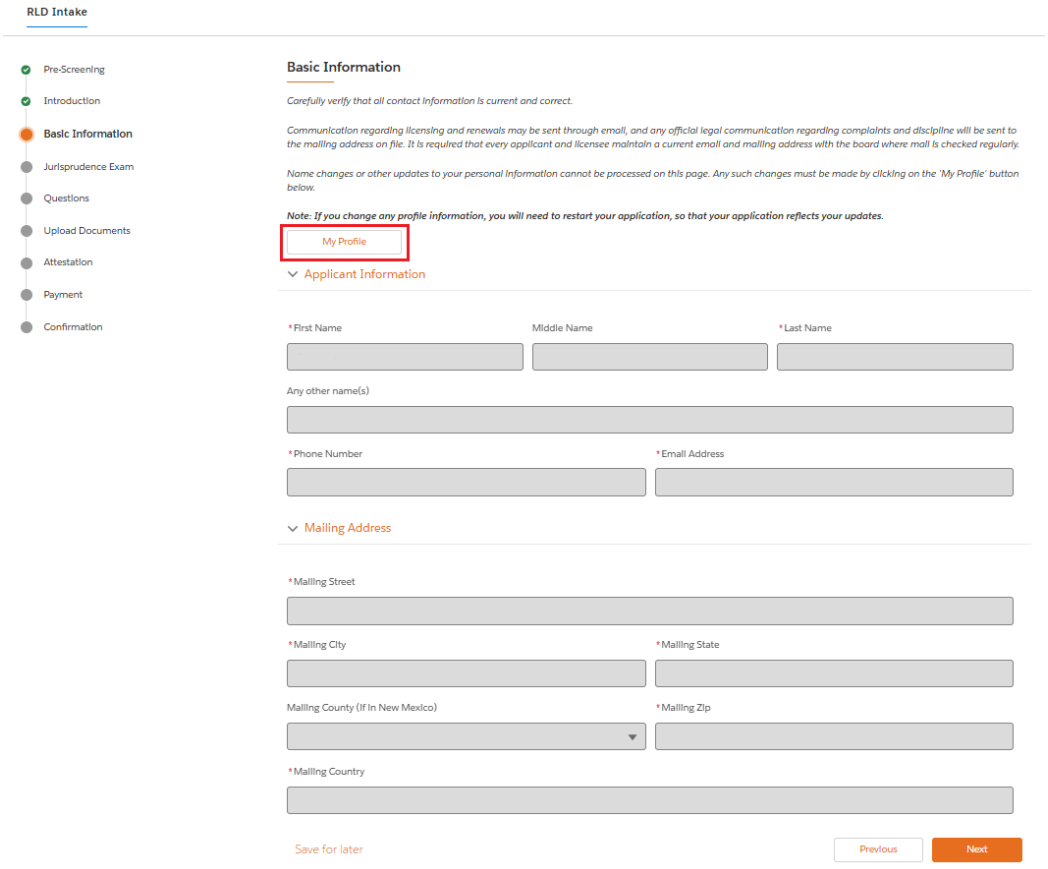
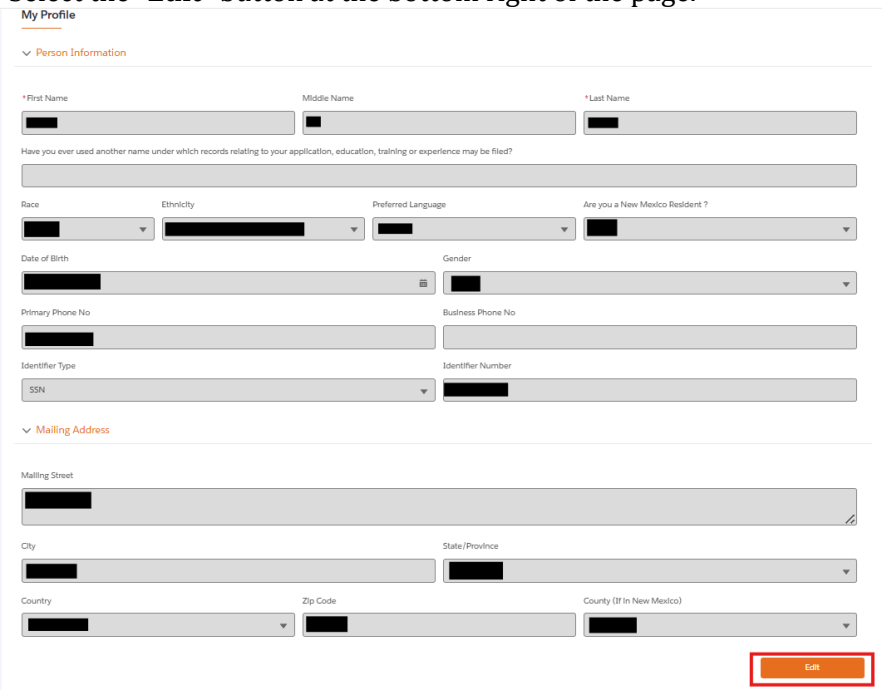
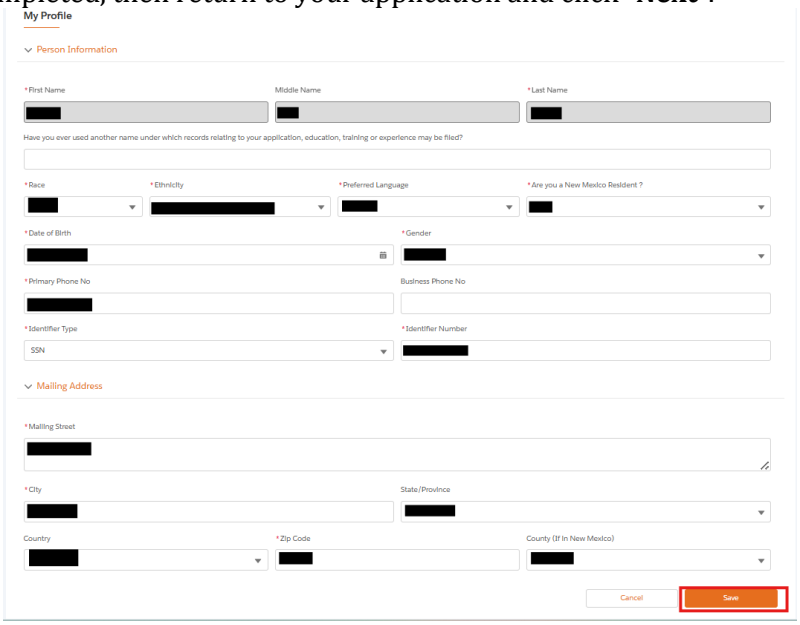
a. If your information is **Not Up to Date**, select the "**My Profile**" button at the top left to update your information.



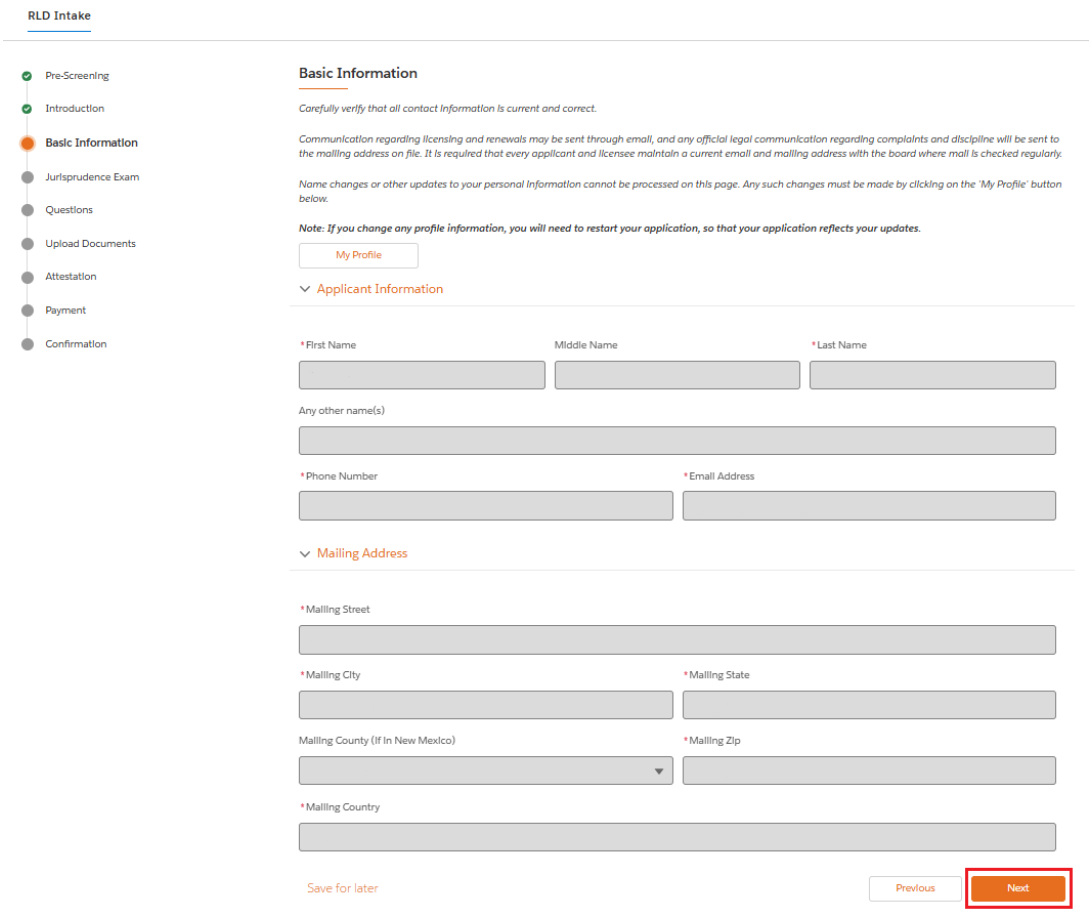
i. Select the "**Edit**" button at the bottom right of the page.



ii. Enter in all relevant updated data and select "**Save**" at the bottom right when completed, then return to your application and click "**Next**".



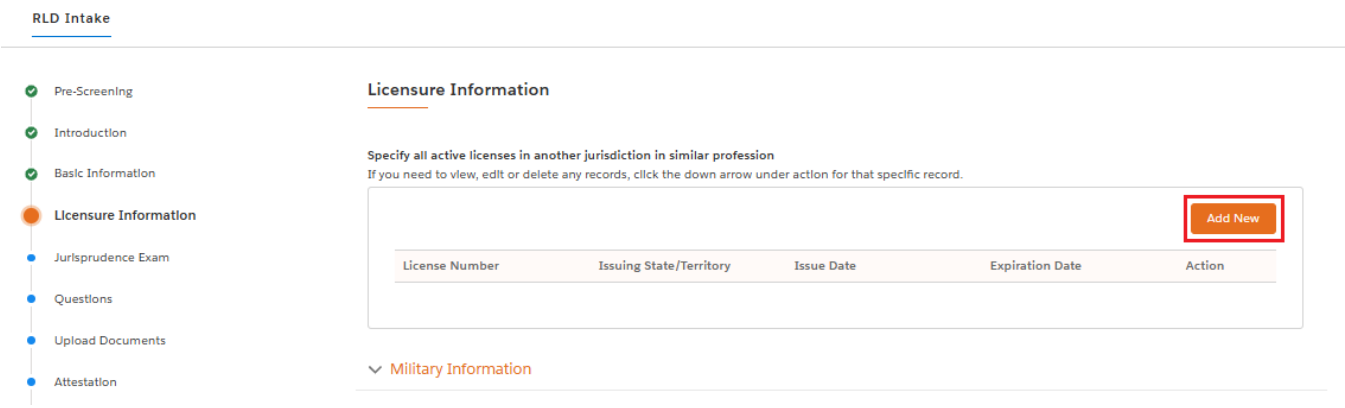
b. If your information is **Up to Date**, select the "**Next**" button at the bottom right of the page.



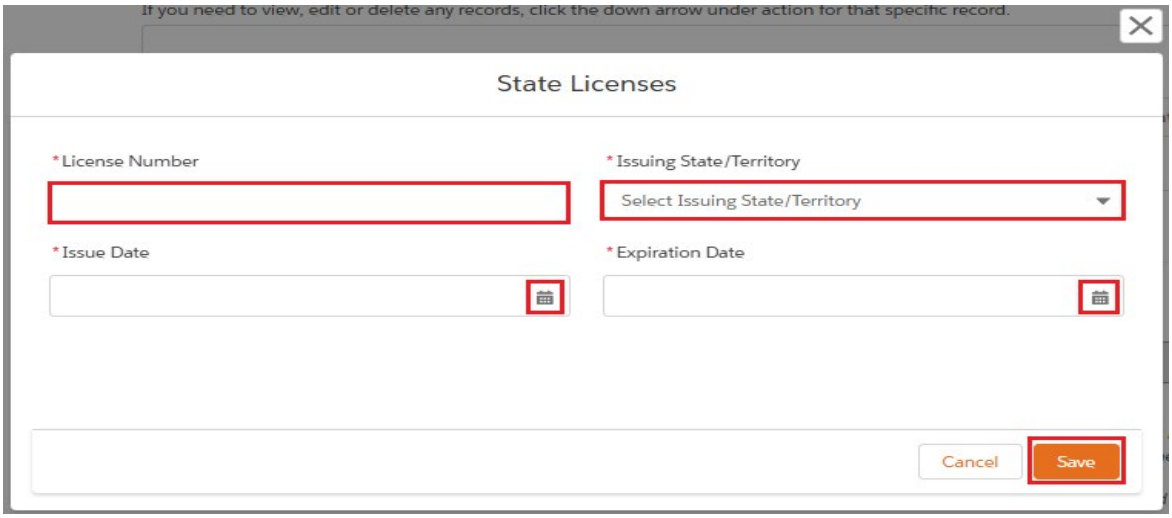
Licensure Information (Reciprocity and Military)

If you selected "**Yes**" to any of the questions in the **Pre-Screening**, you will have an additional application section for **Licensure Information**.

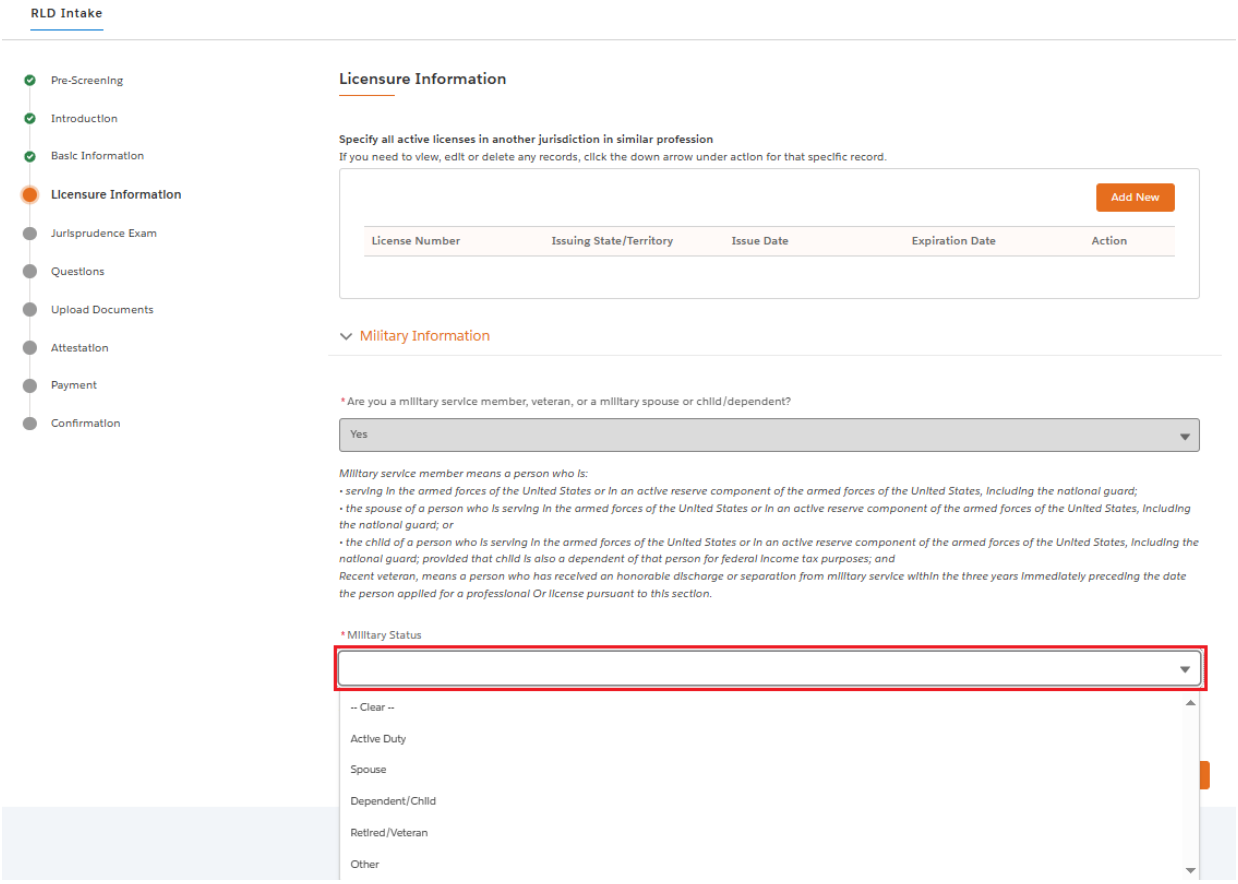
A. Select the "**Add New**" button to begin entering your license information. A smaller window will then open asking for additional information.



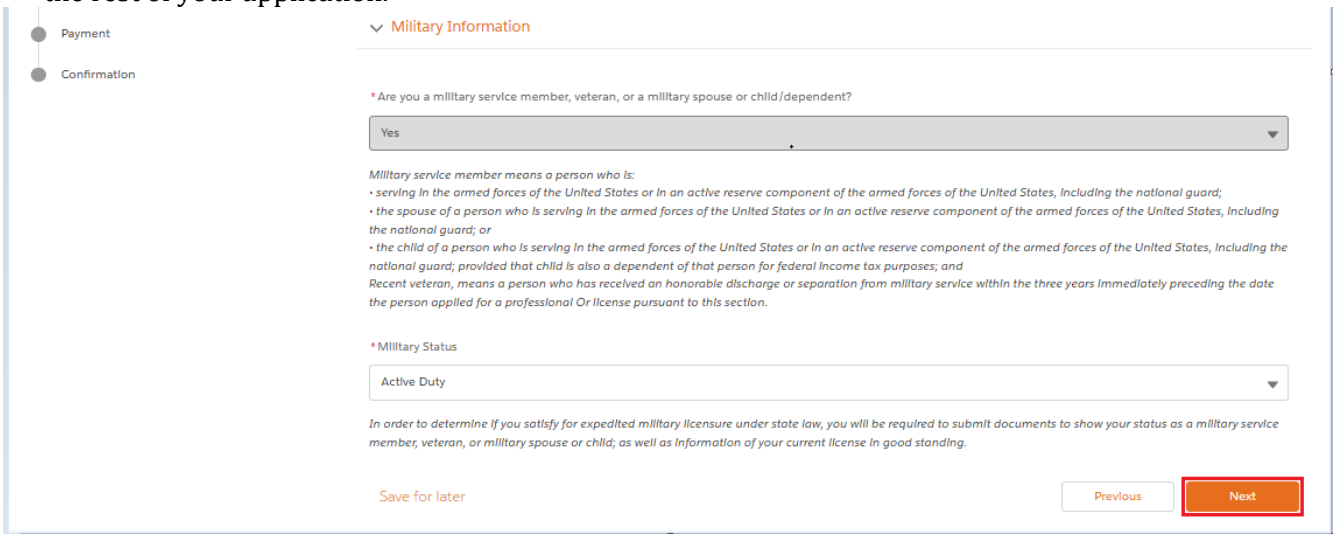
B. In the newly opened window, enter your full **License Number** exactly as it appears on your out-of-state license. Then use the dropdown to select the **State/Territory** that issued your license. You can then enter the **Issue Date** and **Expiration Date** in their respective fields by using the calendar icon. The format for dates is MM/DD/YYYY. Once your information is entered, select "**Save**".



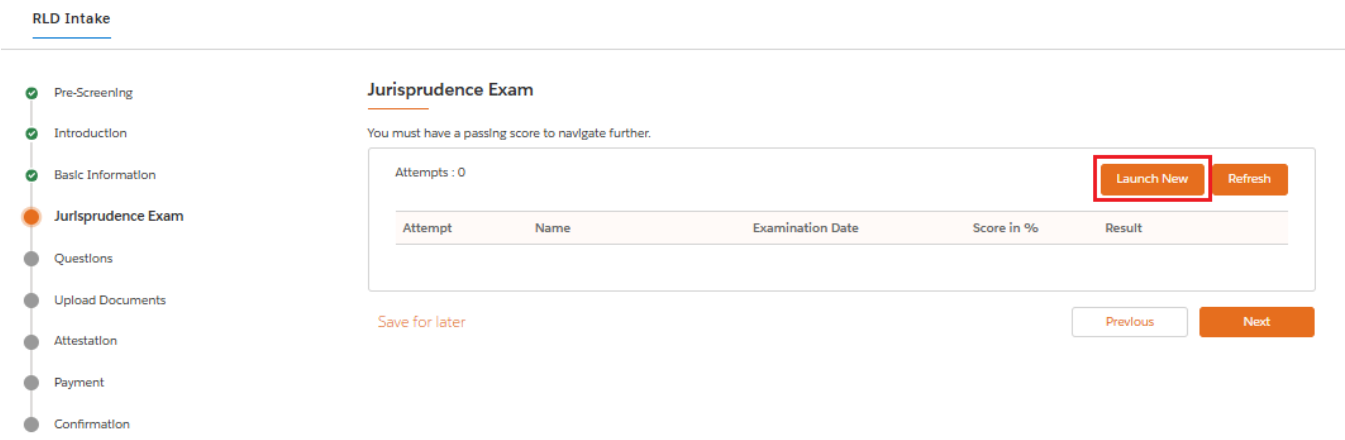
C. If you selected "**Yes**" to the military question in your **Pre-Screening**, a secondary question will populate in the **Licensure Information** section. Use the dropdown to select your **Military Status** among the options listed.



D. With your license information added and your **Military Status** selected, click "**Next**" to proceed with the rest of your application.

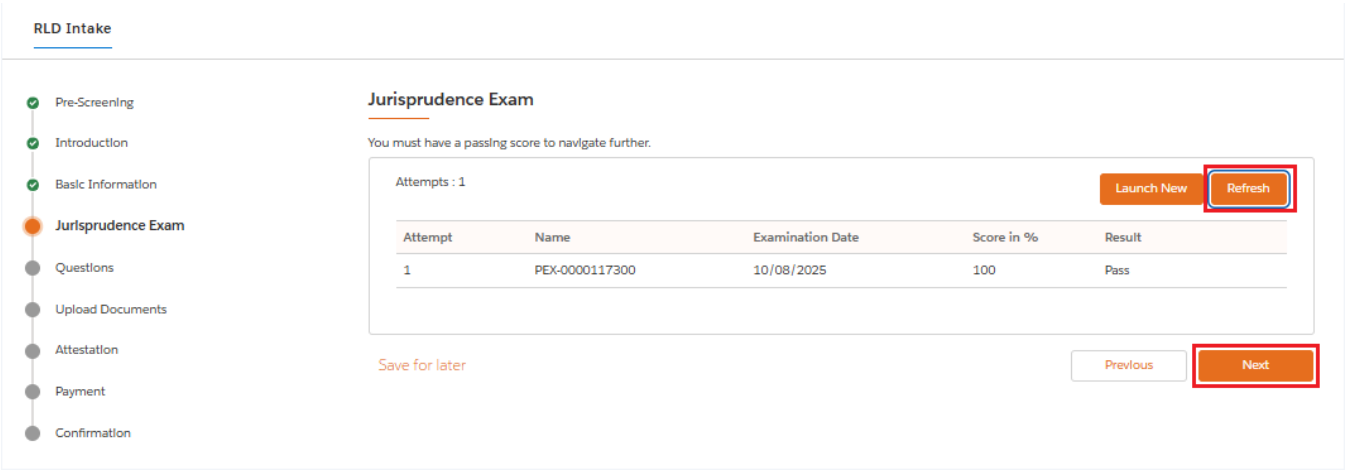


5. On the **Jurisprudence Exam** page, select the "**Launch New**" button on the page.

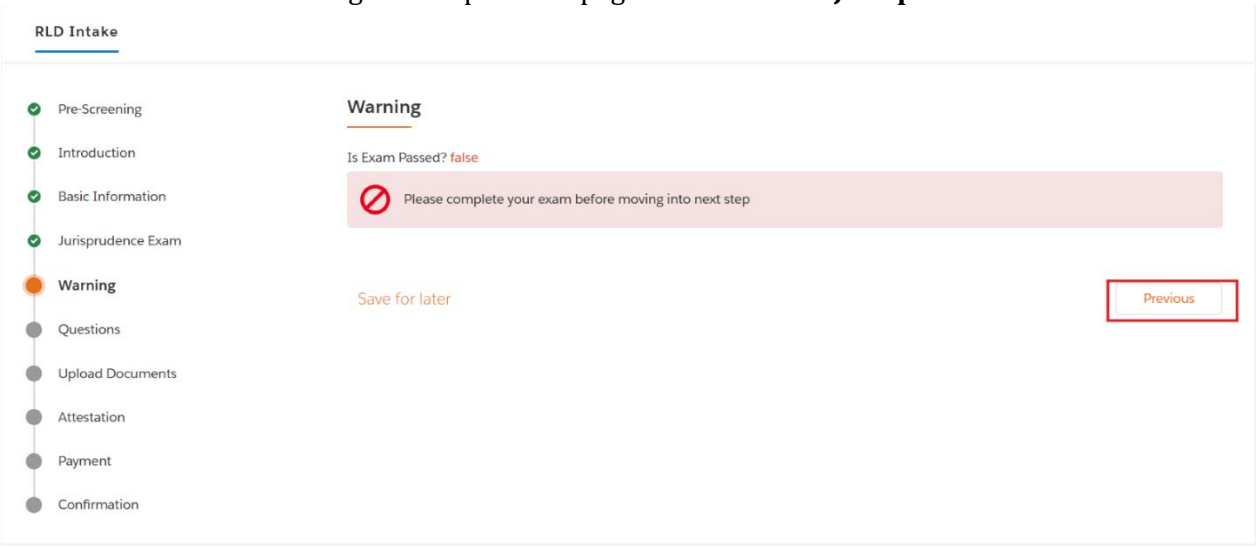


a. A new **Tab** will open containing the exam, once the exam is complete you can select the previous tab you were on at the top of your browser.

b. You will be able to view your **Exam Score** by selecting the orange "**Refresh**" button at the top right. If you passed the exam, a '**Pass'** will show under the **Result** section.

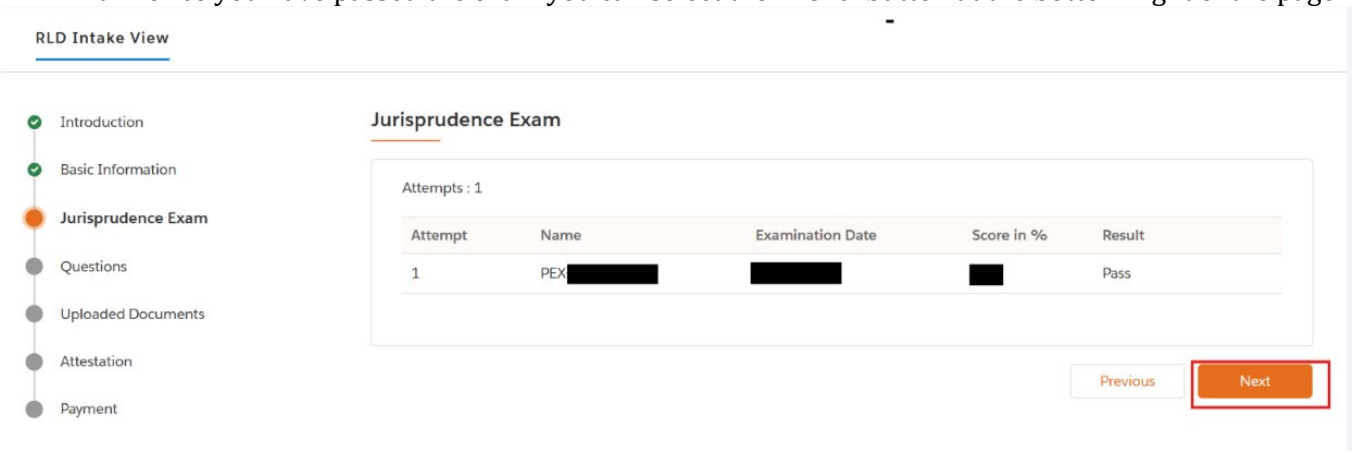


c. If you have not passed, you will receive a **Warning** and not be able to continue the application. Click "**Previous**" to go to the previous page and retake the **Jurisprudence Exam**.



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

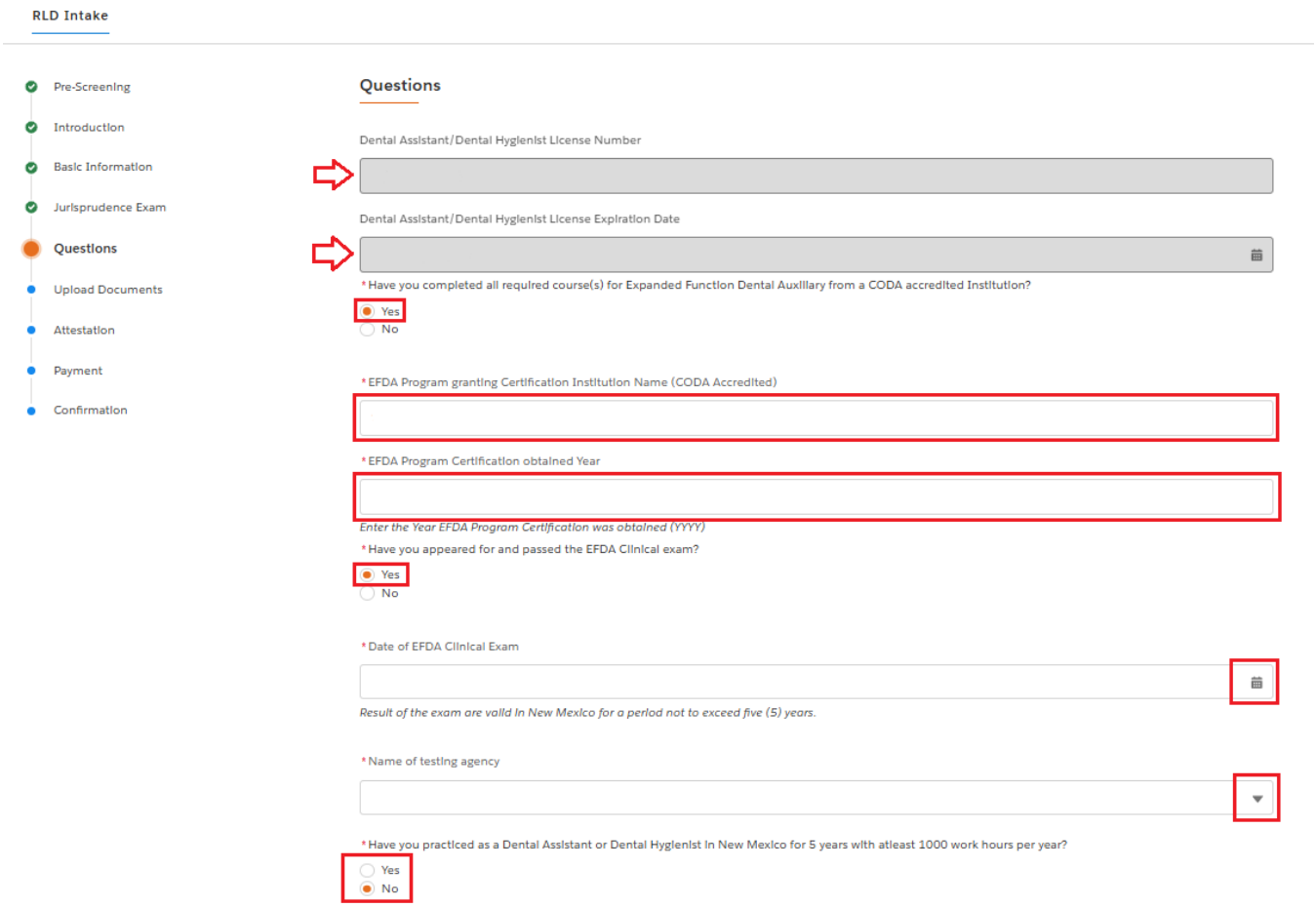
d. Once you have passed the exam you can select the "**Next**" button at the bottom right of the page.



6. In the **Questions** section, your **Dental Assistant/Hygienist License** and the license **Expiration Date** will automatically populate in the grey boxes at the top. Please answer every question, as they are all required to proceed to the next page.

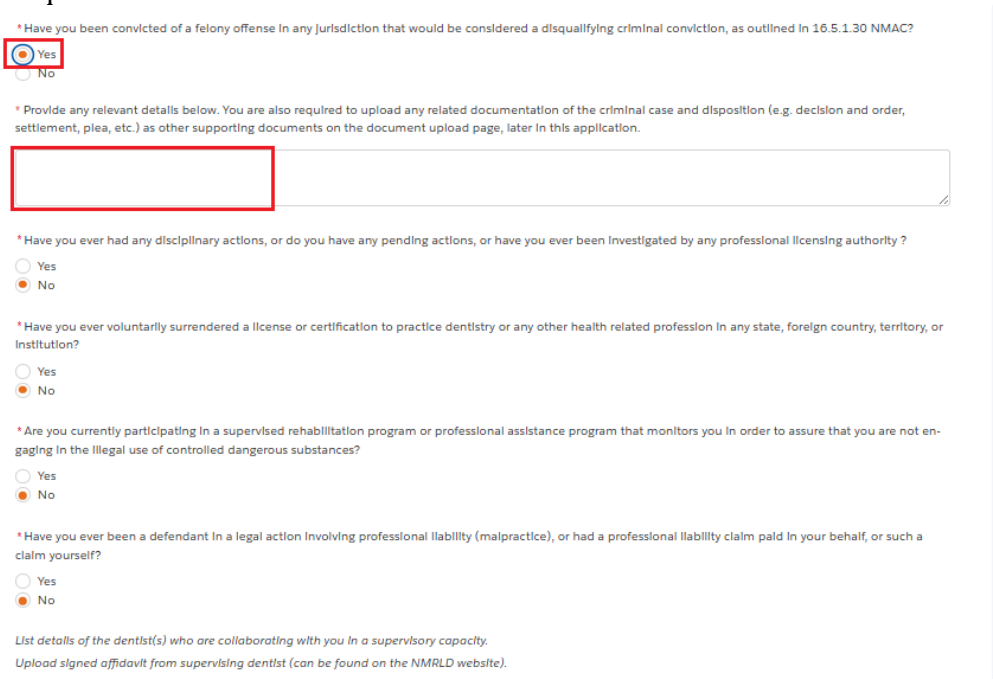
a. Selecting "**Yes**" to Question 1 will create additional text fields for you to enter your **Certification Institution Name,** and the **Year of Certification**.

b. Selecting "**Yes**" to Question 2 will create additional text fields for you to enter the **Date of Your Clinical Exam** in MM/DD/YYYY format, and the **Testing Agency** from the dropdown list.

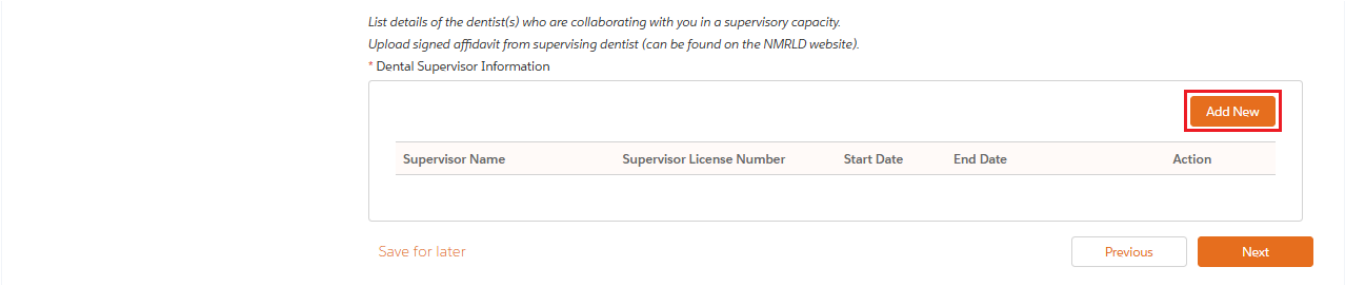


c. Answer Question 3 by selecting either the "**Yes**" or "**No**" radio buttons.

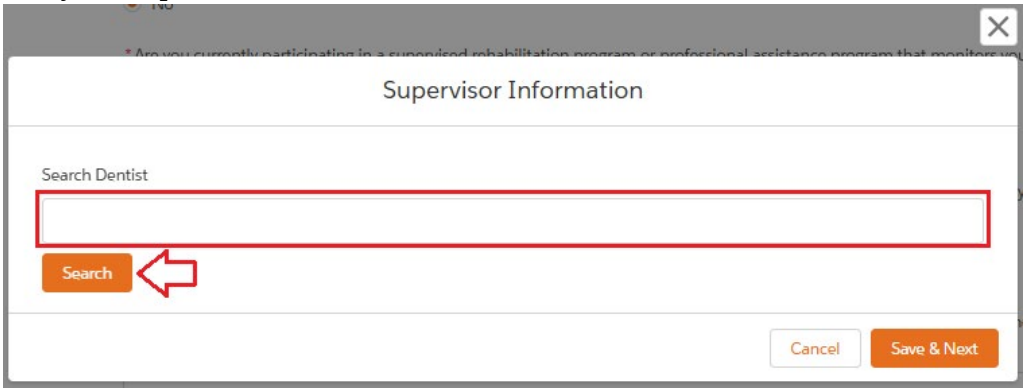
d. Selecting "**Yes**" to Questions 4-8 in this section will populate an additional text field for you to **Provide Any Relevant Details**. You will have an opportunity to upload **Supporting Documents** in a later section of the application. Selecting "**No**" to these questions will not create additional required fields.



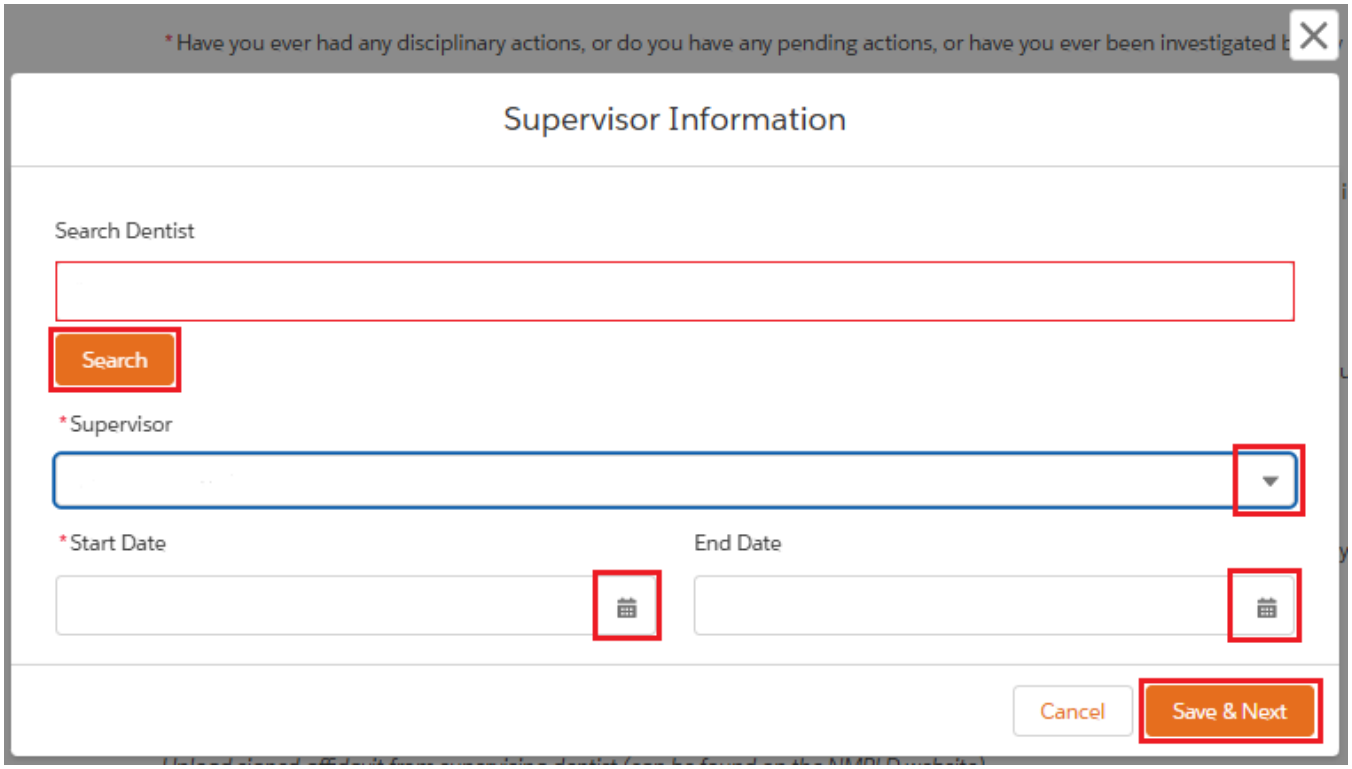
e. Once Questions 1-8 have been answered, select "**Add New**" to begin adding your **Supervisor Information**.



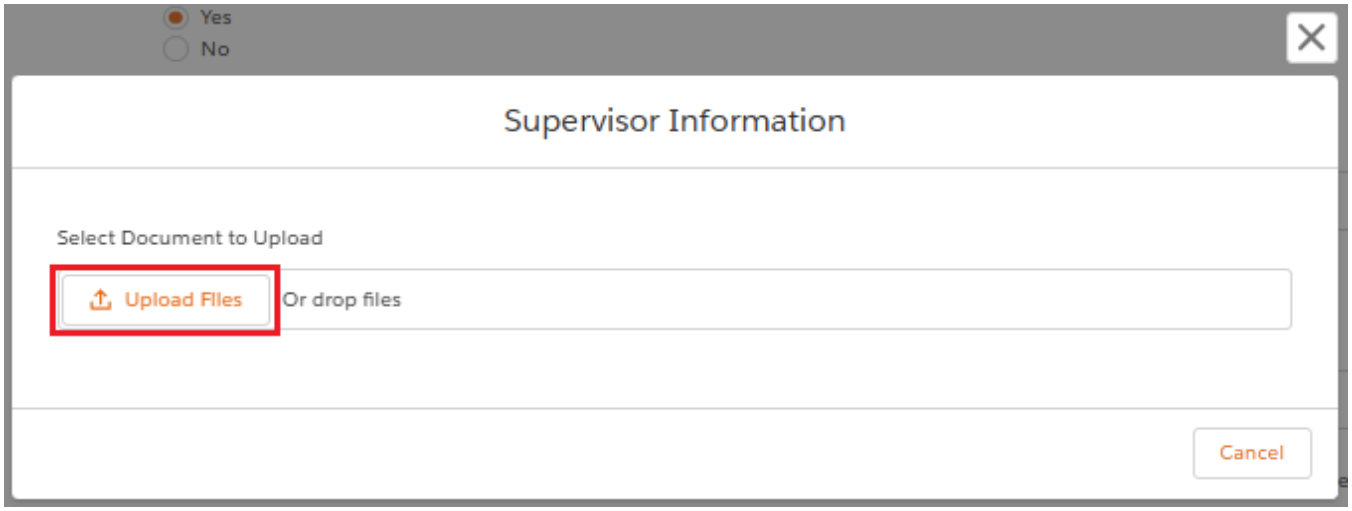
f. Enter your **Supervisor's License Number** in the **Search Box**, then click "**Search**".



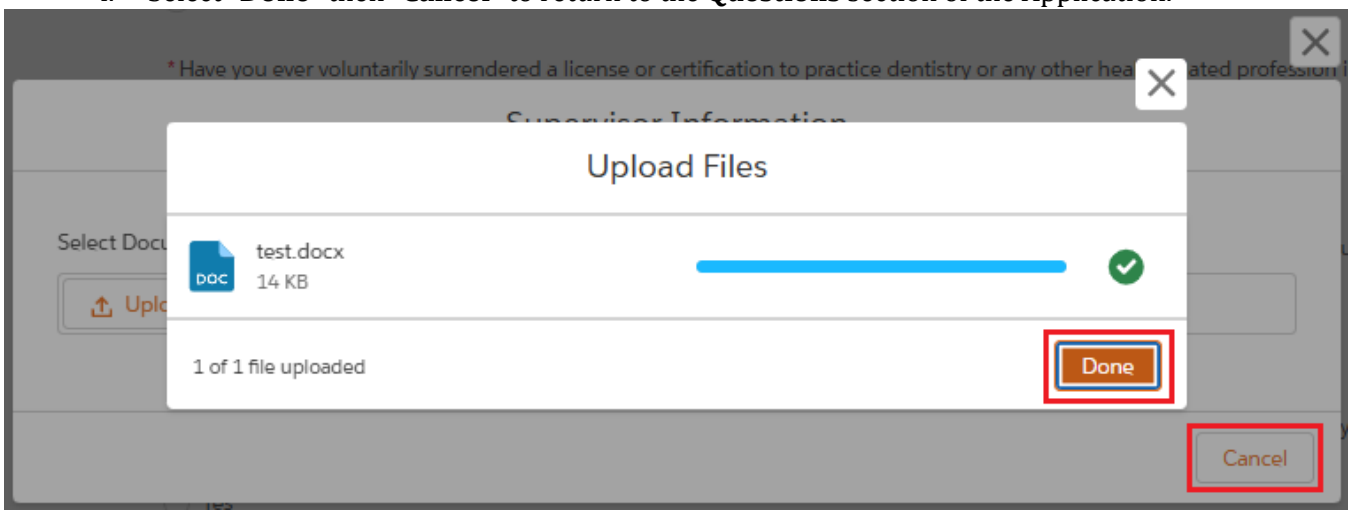
g. Use the **Supervisor dropdown** and select the **Full Name & License Number** of your **Supervisor**. Enter the **Start Date** and **End Date** of your Supervised period in MM/DD/YYY format, then select "**Next**".



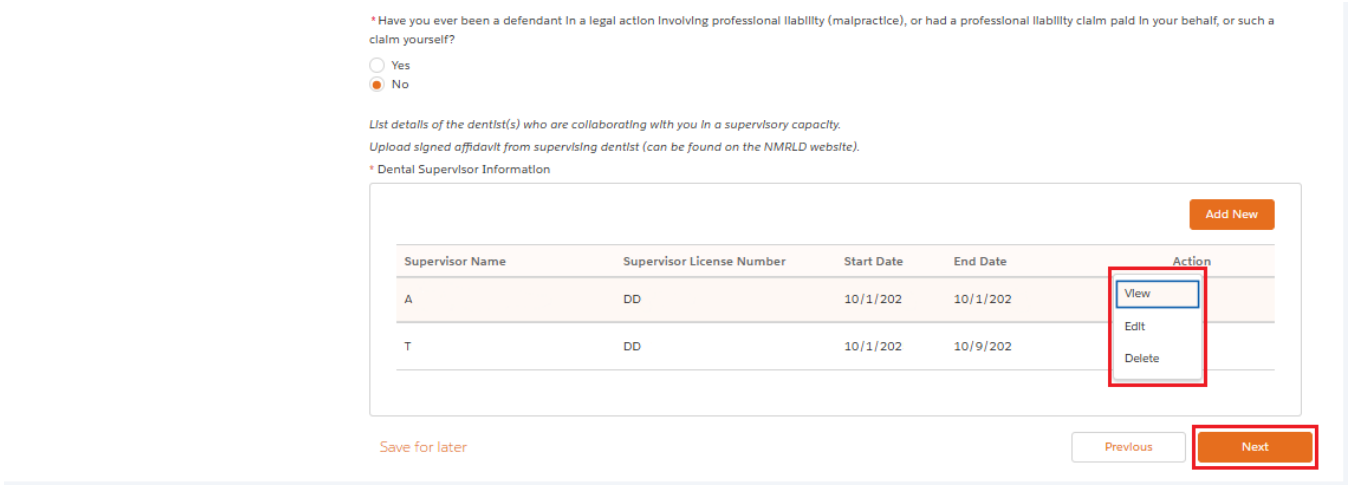
h. You'll then be prompted to upload your **Supervisor Information** as a document to your application. Select the "**Upload Files**" option to open your system's File Explorer and select the relevant document.



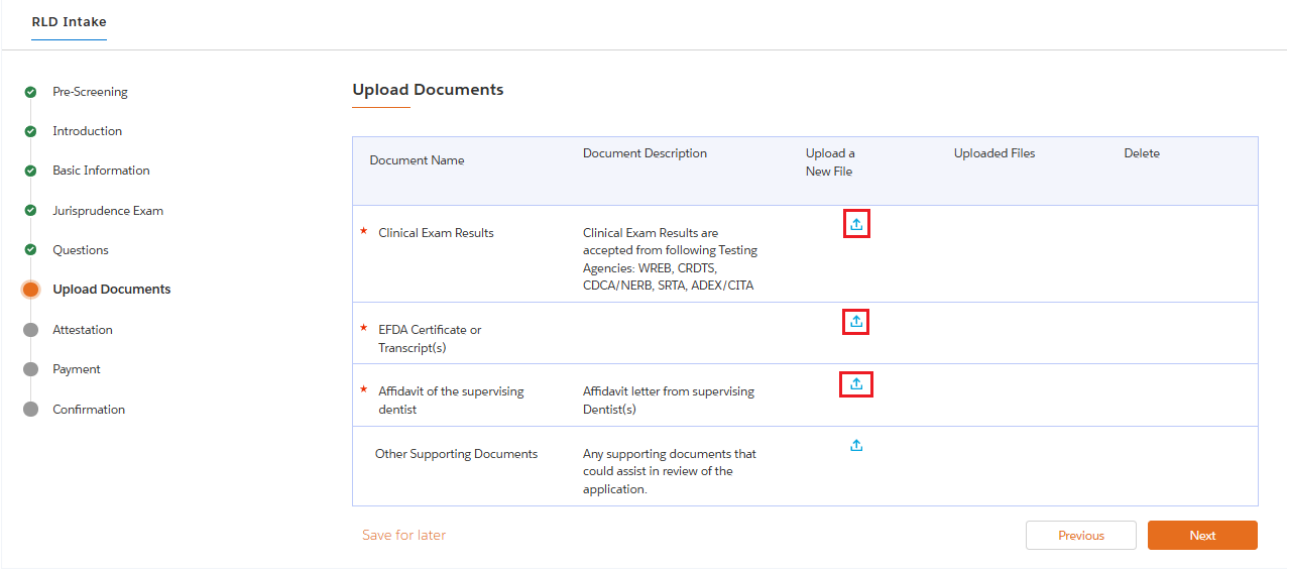
i. Select "**Done**" then "**Cancel**" to return to the **Questions** section of the Application.



j. Use the Action dropdown if you need to **View**, **Edit**, or **Delete** your **Supervisor Entry**. If all the information looks correct, select the "**Next**" button to continue.

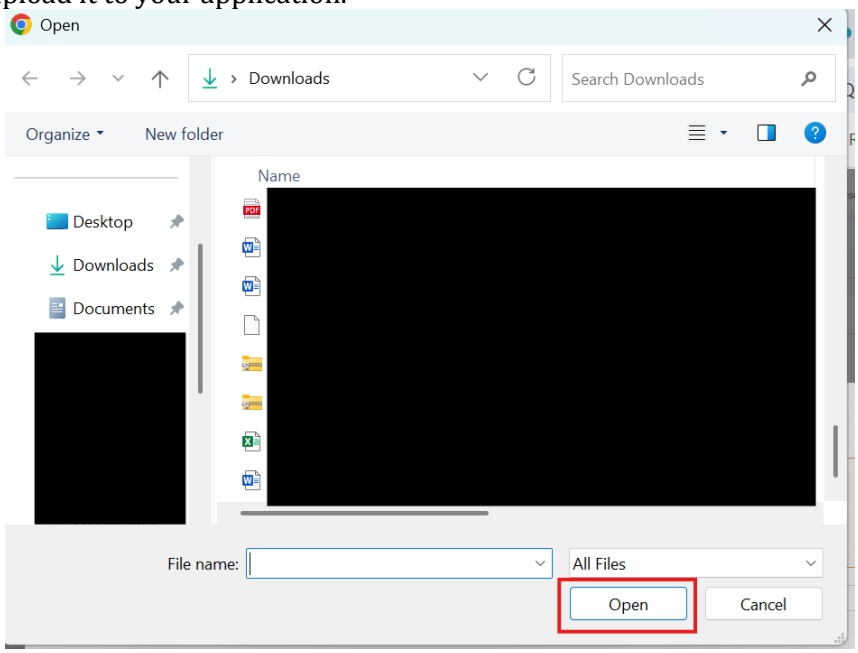


7. In the **Uploaded Documents** section, click the blue "**Upload"** icon to begin select the document to upload. All fields marked with a red asterisk (*) are mandatory for your application.



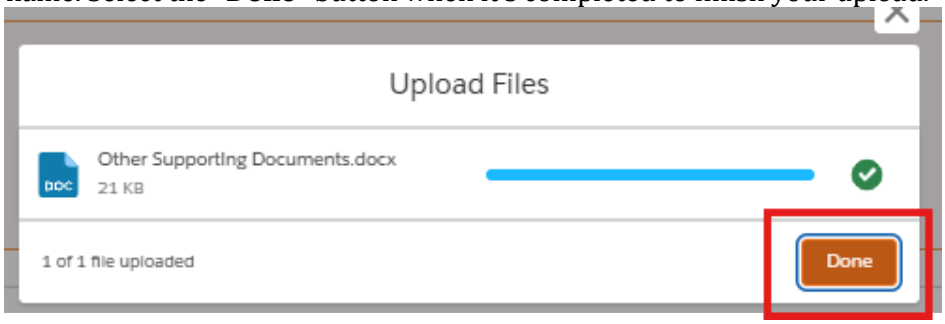
a. Select the "**Upload Files**" button to open the file directory of your computer.

b. Select the appropriate document requested by the Dental Board from your files and then select "**Open**" to upload it to your application.



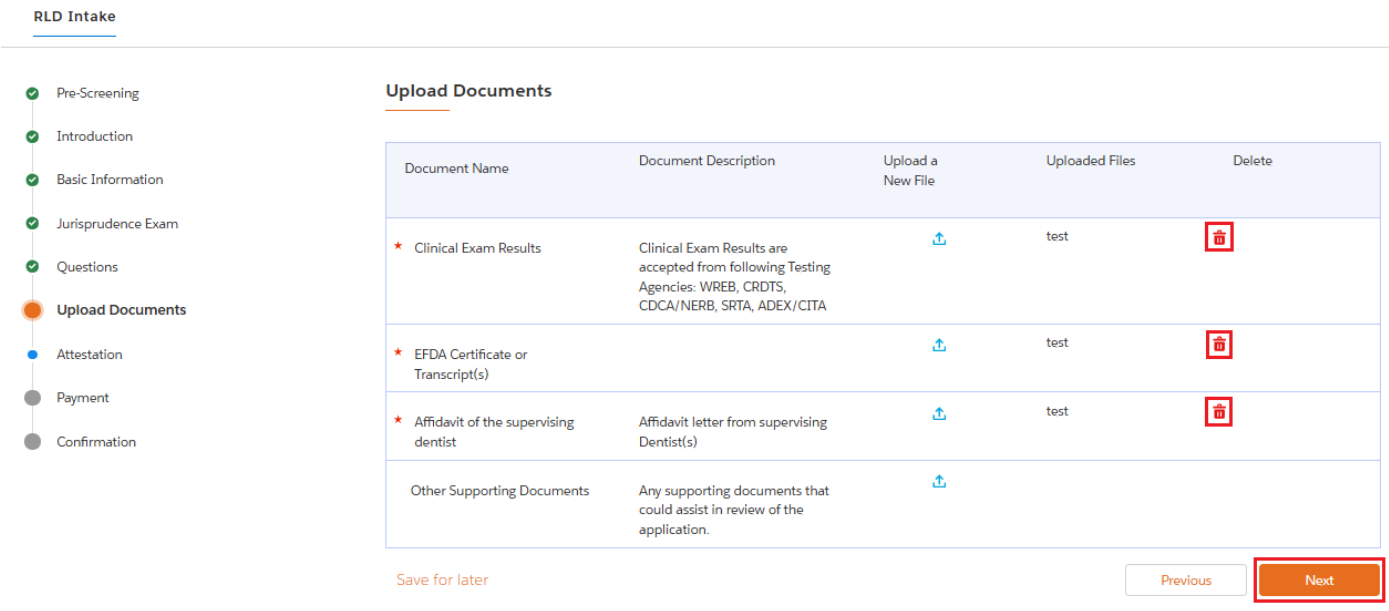
Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you click the upload button, you may need to enable pop-ups in your web browser as well.

c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the "**Done**" button when it's completed to finish your upload.



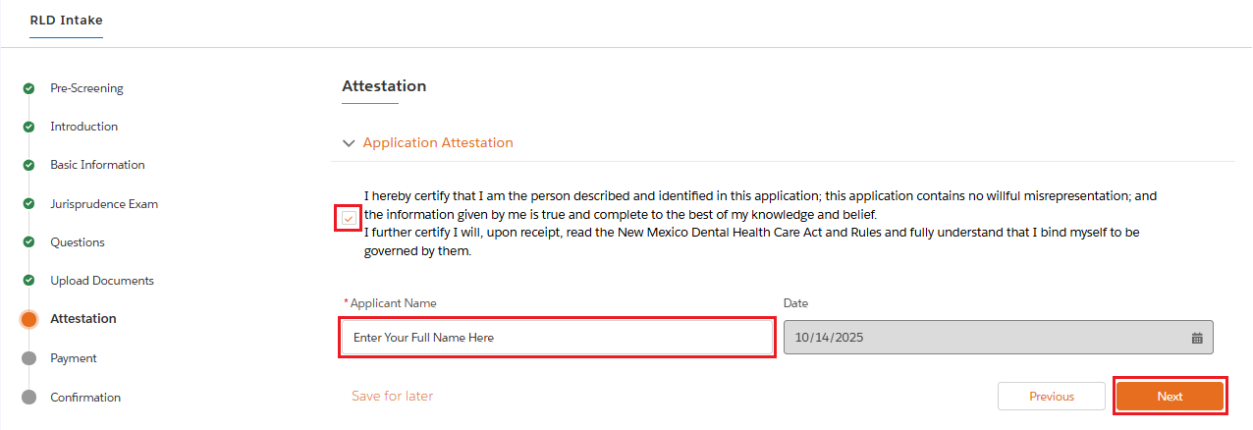
d. You will be able to see your document added and can then select the "**Close**" option.

e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the red "**Trash Can"** icon to delete it from your application.

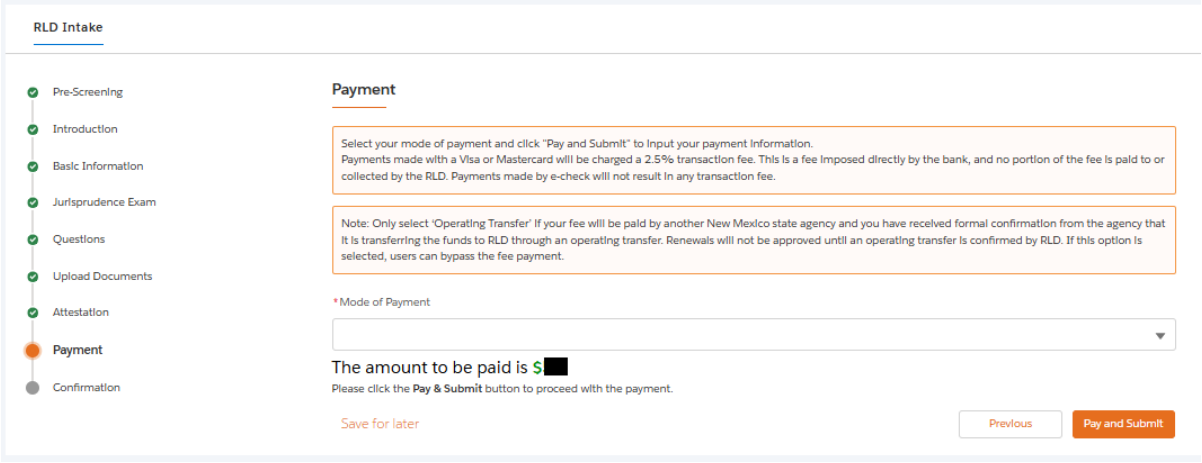


f. Repeat steps 9-14 until all required documents (*) have been uploaded. Then click the "**Next**". button to proceed.

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.

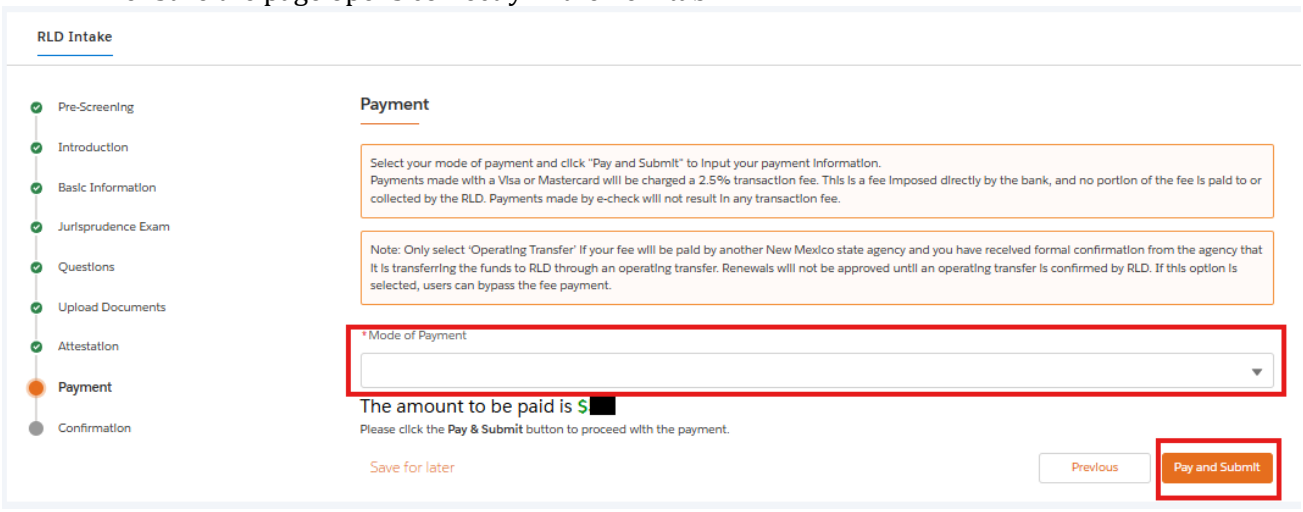


9. On the **Payment** page, review the notice before making any selections.



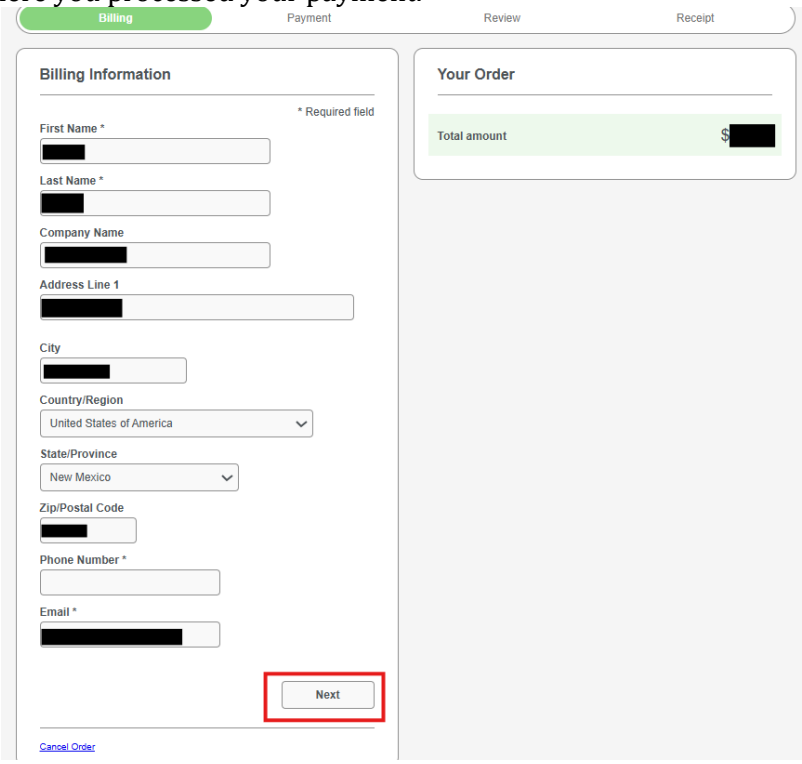
a. **Military** Applications **DO NOT** require payment.

b. 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.

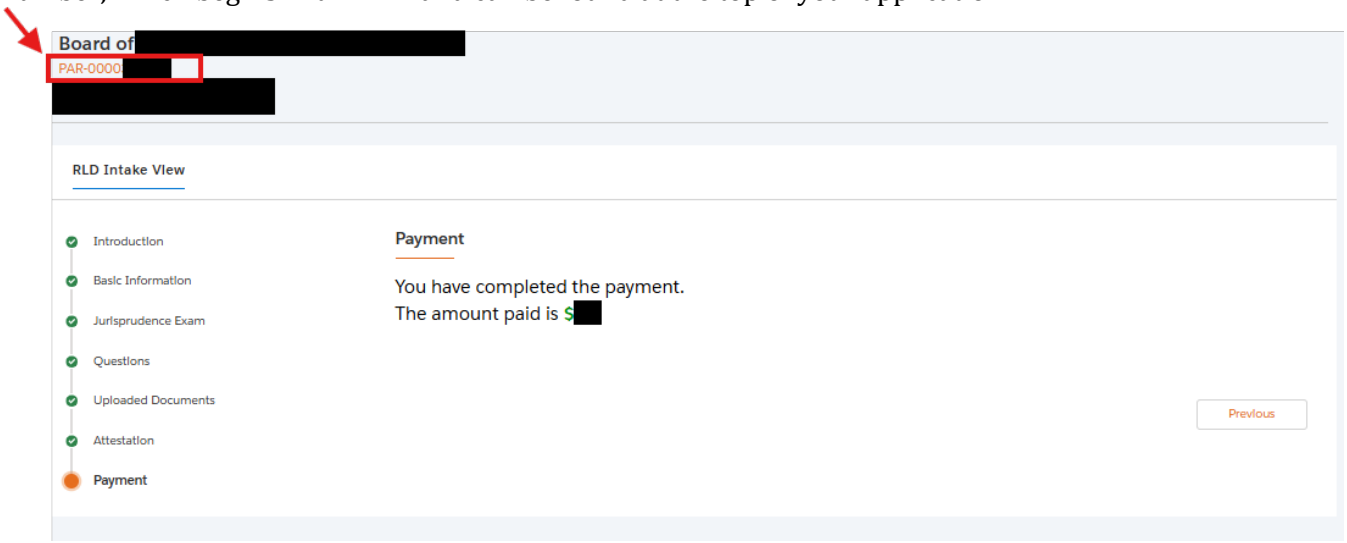


Note: Payment is a separate system, and your credit card info is not stored or saved by RLD. CyberSource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.

c. Fill out all fields in the **Billing Information** and **Payment Information** portions, then **Review** the transaction information before paying. Click the "**Next**" button to proceed through the entire payment process. Once your payment is completed, you may close your tab with CyberSource where you processed your payment.



10. 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.



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