



Board of Acupuncture and Oriental Medicine

Externship Certification

Application Manual

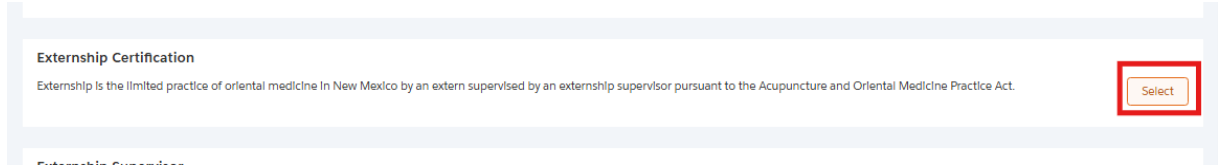
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Application for Externship Certification

1. Click the “Select” button to the right of the Externship Certification license type.

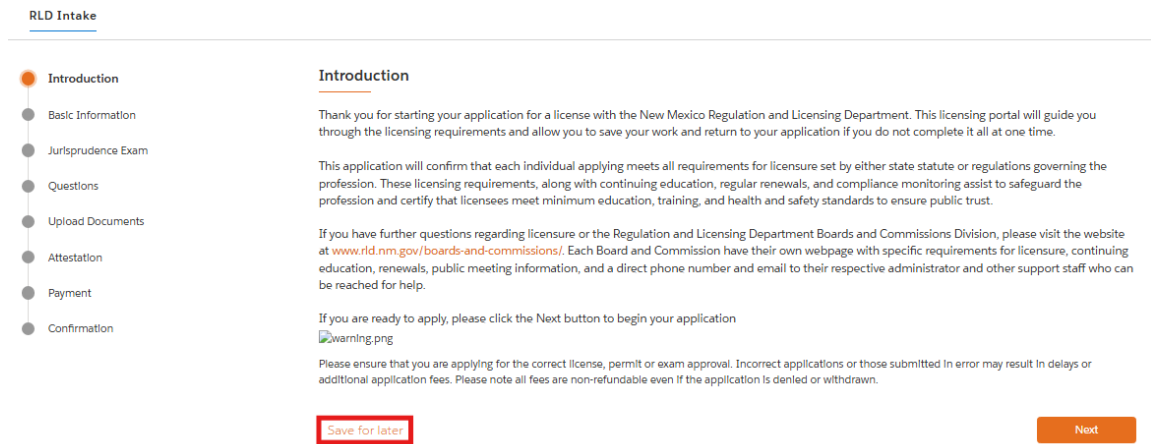


Externship Certification

Externship is the limited practice of oriental medicine in New Mexico by an extern supervised by an externship supervisor pursuant to the Acupuncture and Oriental Medicine Practice 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

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

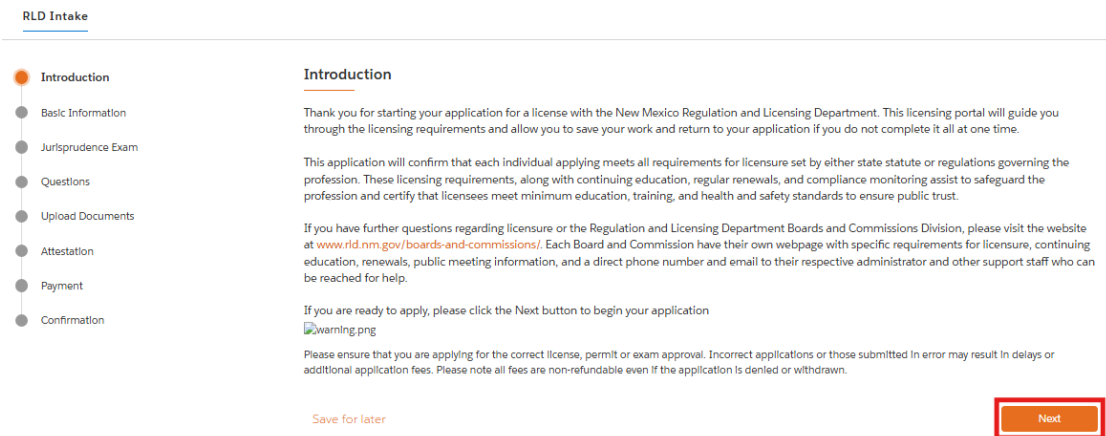
 warning.png

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

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



RLD Intake

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.

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

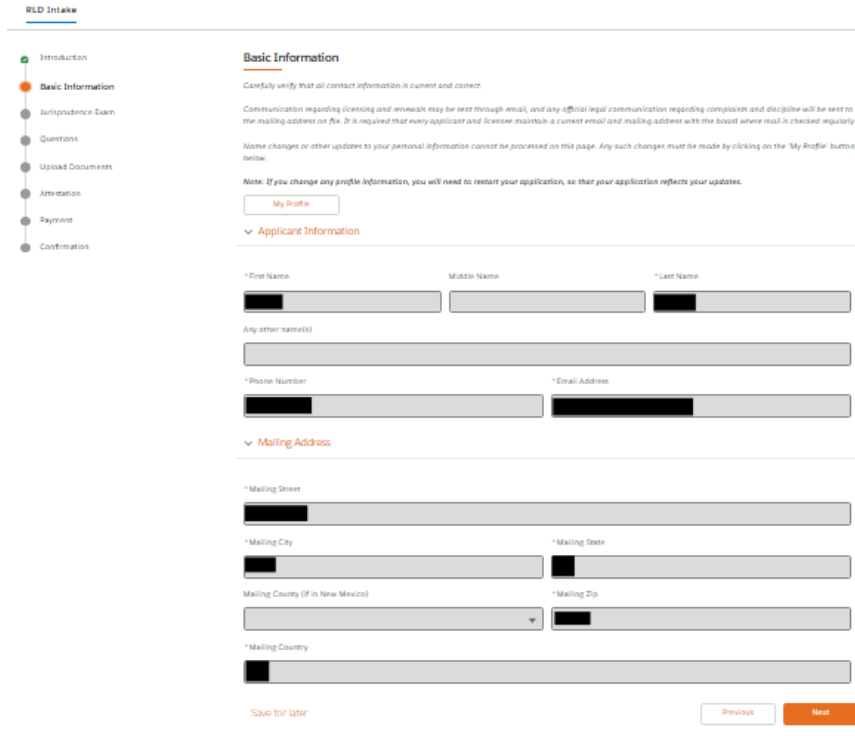
 warning.png

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.

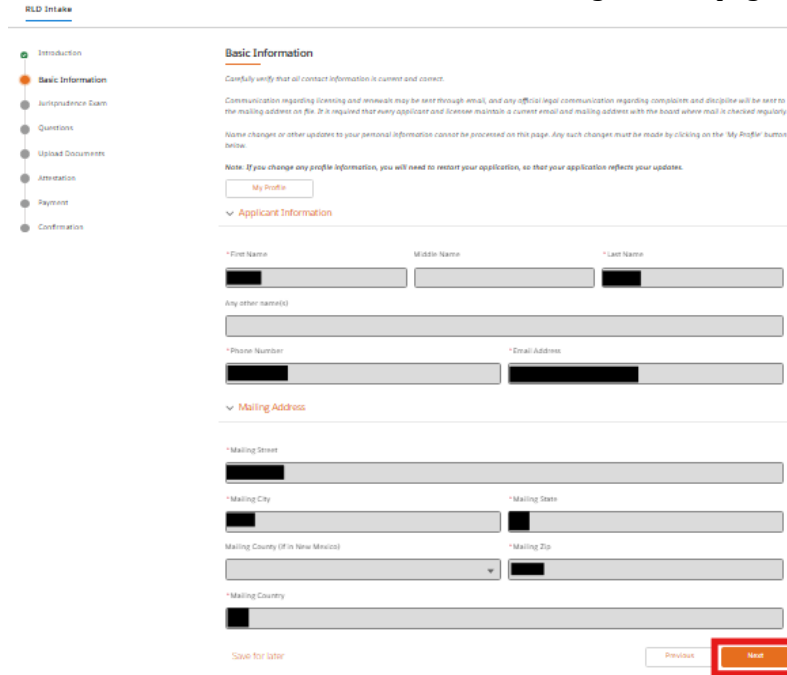
Save for later

Next

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



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



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

RLD Intake View

- Introduction
- **Basic Information**
- Jurisprudence Exam
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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)		

- i. 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](#)

- ii. 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)

Cancel Save

- iii. You will need to restart your application to ensure the updated data is listed. Return to “Step 1: Select Externship Certification Application” to continue.

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

RLD Intake

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Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 0

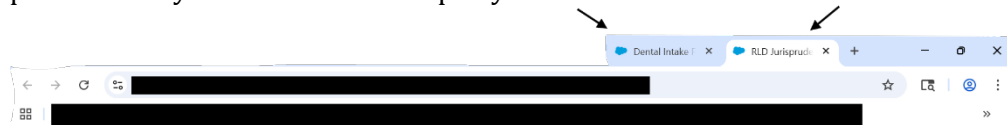
Launch New Refresh

Attempt	Name	Examination Date	Score in %	Result

Save for later

Previous Next

- 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 and verify that you passed.

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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

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c. If you have not passed, you will not be able to continue the application.

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.

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Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 1

Launch New

Refresh

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

Save for later

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Next

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

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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. 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 have graduated from a board approved educational program within twelve (12) months preceding the date of this application for extern certification?

☐ Yes

Following courses are Board approved educational programs:

- Southwest Aspiqure College, CO
- Southwest Aspiqure College, NM
- Oregon College of Oriental Medicine, and
- National University of Natural Medicine

*Have you appeared & passed NCCAGM Foundations of Oriental Medicine module?

☐ Yes

*Have you appeared & passed NCCAGM Point Location module?

☐ Yes

*Have you successfully completed the board approved NCCAGM clean needle technique course?

☐ Yes

Specify the Name and License Number of the New Mexico Licensed Doctor of Oriental Medicine you will be working under.

*Search by entering an active Doctor of Oriental Medicine license number

*Supervisor Name *Supervisor License Number

*I understand that if the externship relationship terminates before the expiration of the extern certification, the extern may reapply to be supervised by another externship supervisor by filing the appropriate forms required by the board, the extern certification time limit of 12 months shall remain the same and shall not be extended.

☐ Yes

*I understand, the scope of practice of an extern shall be limited to the practice of acupuncture and oriental medicine as defined in the act and 18.2.2 NMAC, except that the extern shall not practice or administer any herbal, nutritional, homeopathic or any other medicines or substances, when diagnosing and treating a patient, the extern shall practice only within the limits of their education and training, the extern shall possess and apply the knowledge, and use the skill and care ordinarily used by reasonably well-qualified doctors of oriental medicine practicing under similar circumstances, giving due consideration to their limited clinical experience.

☐ Yes

Do you certify that you will be applying for a Doctor of Oriental Medicine License after or during your Externship?

☐ Yes

*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 18.2.3.10 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 subpayment or arrears 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

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☒ Yes

*Date of Examination

*Have you appeared & passed NCCAGM Point Location module?

☒ Yes

*Date of Examination

*Have you successfully completed the board approved NCCAGM clean needle technique course?

☒ Yes

*Course Completion Date

Specify the Name and License Number of the New Mexico Licensed Doctor of Oriental Medicine you will be working under.

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☒ No

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

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Upload Documents

All documentation should include an accurate translation in English of all documents submitted in a foreign language as outlined in 16.5.10 NMAC. Each translated document shall bear the affidavit of the translator certifying that the translation is a true and faithful translation of the foreign language original.

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Education / Official Transcripts	Transcripts or diploma, verifying satisfactory completion of the required academic and clinical education and that shall designate the completed subjects and the hours of study completed in each subject			
* Supervisor Agreement Form	This form must be filled out in conjunction with your supervisor. Form can be found on the Board's website.			
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.

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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.

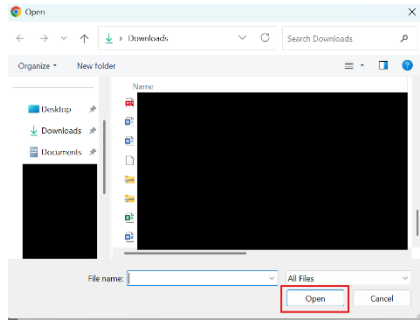
Note that:

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

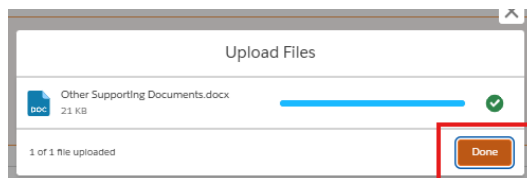
 [Drop Files](#)

[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.

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Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Education / Official Transcripts	Transcripts or diploma, verifying satisfactory completion of the required academic and clinical education and that shall designate the completed subjects and the hours of study completed in each subject			
Supervisor Agreement Form	This form must be filled out in conjunction with your supervisor. Form can be found on the Board's website.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

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

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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.

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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 read the Board of Acupuncture and Oriental Medicine Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

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

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 \$

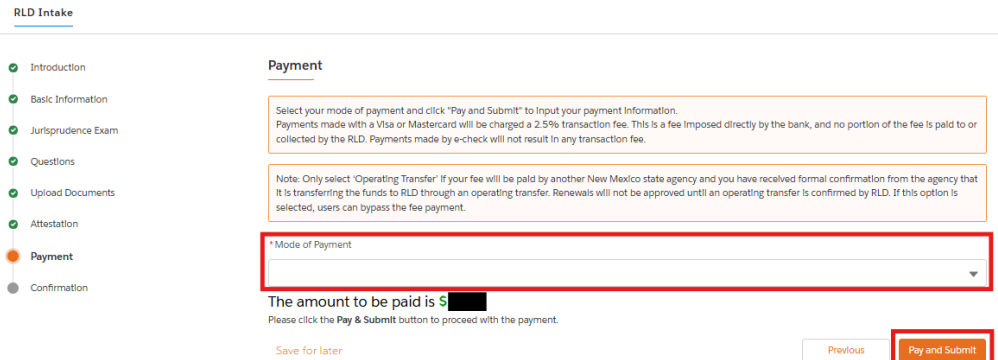
Please click the **Pay & Submit** button to proceed with the payment.

[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

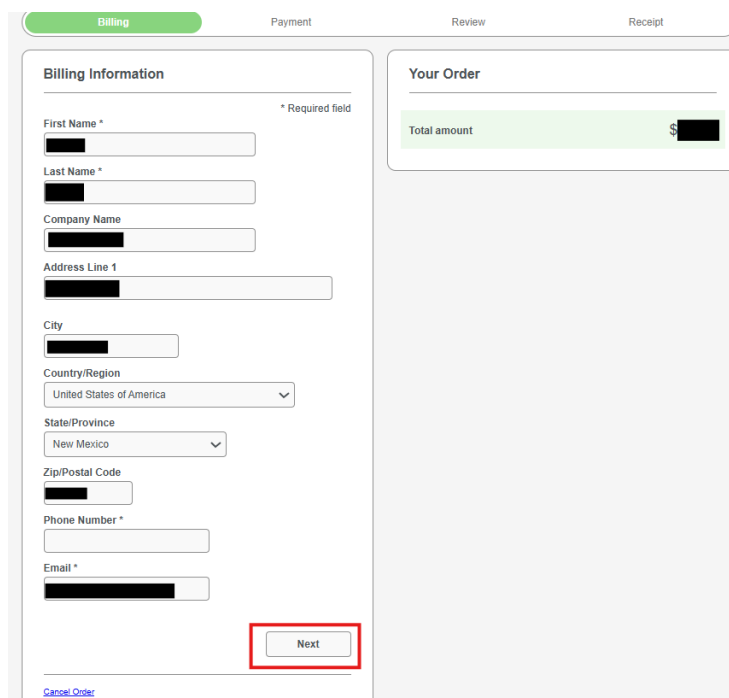
pop-up blockers to ensure the page opens correctly in the new tab.

- 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.*



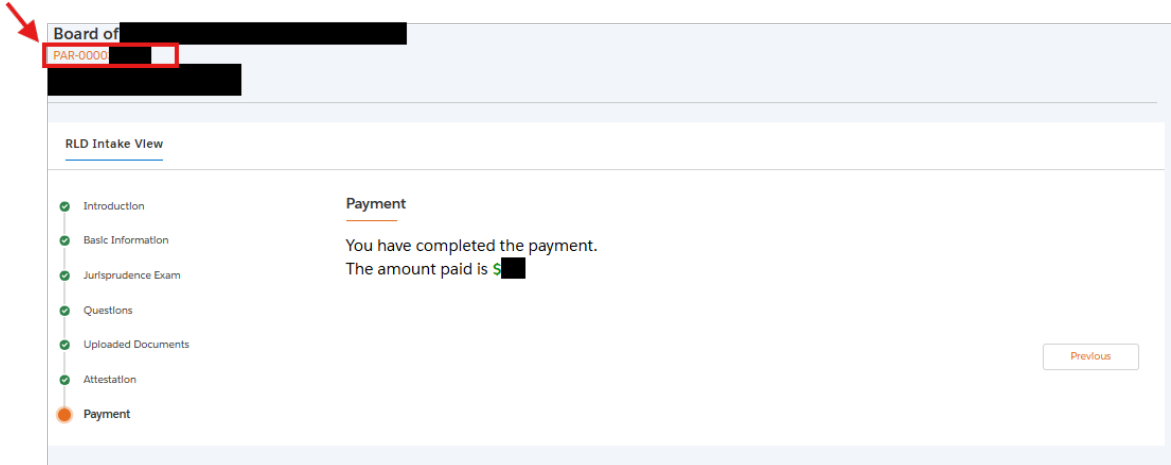
The screenshot shows the 'Payment' step of the 'RLD Intake' process. On the left is a progress bar with steps: Introduction, Basic Information, Jurisprudence Exam, Questions, Upload Documents, Attestation, **Payment** (highlighted), and Confirmation. The main content area is titled 'Payment' and contains instructions: '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.' Below this is a note about 'Operating Transfer'. A dropdown menu for '* Mode of Payment' is highlighted with a red box. Below the dropdown, it says 'The amount to be paid is \$[redacted]' and 'Please click the Pay & Submit button to proceed with the payment.' At the bottom right, there are two buttons: 'Previous' and 'Pay and Submit' (highlighted with a red box). A 'Save for later' link is also present.

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



The screenshot shows the 'Billing Information' form within the 'Payment' step. The form has tabs for 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Billing' tab is active. The form fields include: 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 *, and Email *. A 'Next' button is highlighted with a red box at the bottom right. A 'Cancel Order' link is at the bottom left. On the right, under 'Your Order', the 'Total amount' is shown as \$[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

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Payment

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

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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](#)