



Board of Funeral Services

Funeral Service Intern Application Manual

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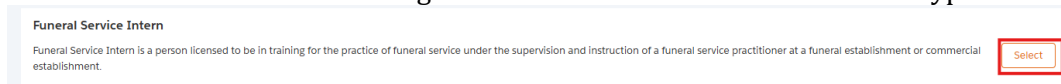
Application for Funeral Service Intern

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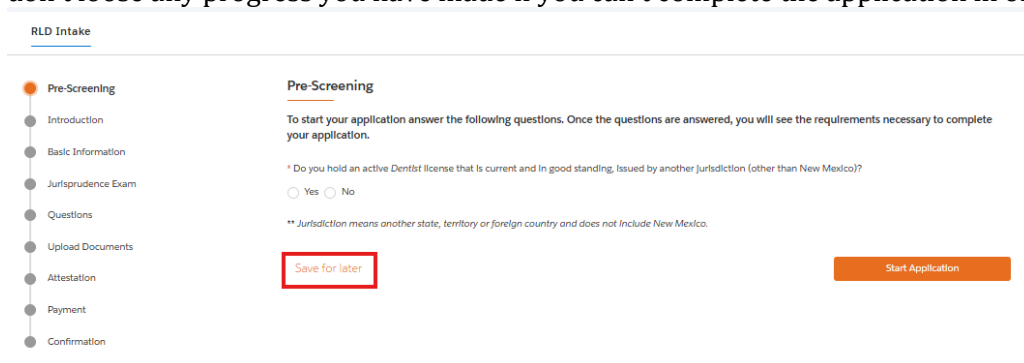
BOARD OF FUNERAL SERVICES APPLICATION MANUAL

Application for Funeral Service Intern

1. Click the “Select” button to the right of the Funeral Service Intern license type.



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.



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.

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.' Below that is a note: 'If you are ready to apply, please click the Next button to begin your application' followed by a warning icon and the text 'warning.png'. At the bottom is a paragraph: '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 Please note all fees are non-refundable even if the application is denied or withdrawn.' At the bottom right are two buttons: 'Previous' and 'Next' (highlighted with a red box)." data-bbox="202 537 829 742"/>

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

RLD Intake

- Pre-Screening
- Introduction
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- 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)

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

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Any other name(s)

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Mailing Address

*Mailing Street

*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

[Save for later](#)

[Previous](#)

[Next](#)

- 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

SSN

* 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 “Step1: Select Funeral Service Intern Application” to continue.
5. On the Questions page, please answer all questions accurately with the most recent information.

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Questions

* Do you certify that you are at least 18 years old?

☐ Yes

* What type of Internship are you applying for?

☐ General Supervision Arranging/Directing
☐ General Supervision Preparation/Embalming
☐ Direct Supervision Arranging/Directing
☐ Direct Supervision Preparation/Embalming

* Do you certify that you have completed the approved contagious and infectious diseases course within the past 12 months of today's application date?

☐ Yes

* Specify the Name and License Number of the New Mexico licensed Funeral Service Practitioner who will be supervising you.

Search by entering an active Funeral Service Practitioner license number

* Licensee Name * License Number

* Specify the Name and License Number of the Funeral Establishment where you will be working.

Search by entering an active Funeral Establishment license number

* Licensee Name * License Number

* Do you certify that you will provide the Board with Quarterly Reports as prescribed in 16.64.8.8 NMAC?

☐ Yes

* Do you certify that you have completed the required Department of Public Safety (DPS) Authorization of Release of Information Form, and submitted said form to the "DPS" for processing?

☐ Yes

You must complete the required background process prior to proceeding with your application. You may save your application and continue once you have completed this process.

* 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 16.64.11.14 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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- To complete the Questions page, select the "Next" button at the bottom right of the page.

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

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Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 0

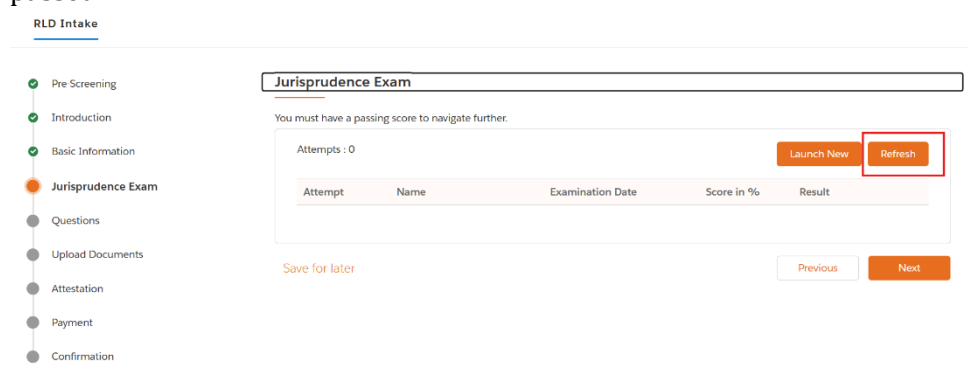
[Launch New](#) [Refresh](#)

Attempt	Name	Examination Date	Score in %	Result
---------	------	------------------	------------	--------

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

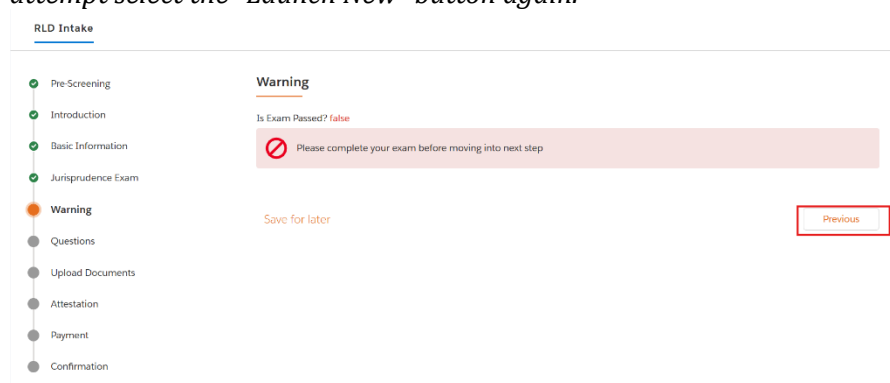
- A new page will open up for the exam, once the exam is complete you can select the previous tab you were on at the top of your browser.

- 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.

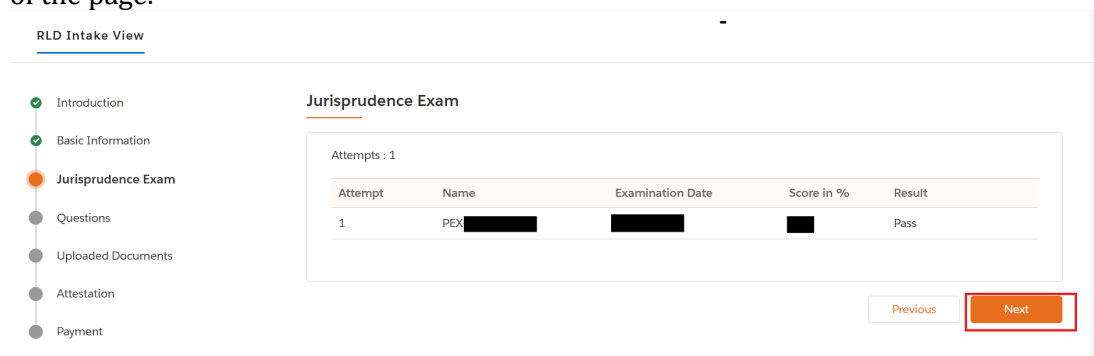


- c. You are allowed 3 attempts to pass the JP Exam. If you do not score a passing grade within the 3rd attempts, your application, once submitted, will be placed on hold and you will be contacted by the Funeral Services Board.

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.



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



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

designated column.

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Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Quarterly FSI Report	Document showing proof of completed cases.			
Contagious and Infectious Disease Course	Blood Borne Pathogens Certificate			
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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Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Quarterly FSI Report	Document showing proof of completed cases.			
Contagious and Infectious Disease Course	Blood Borne Pathogens Certificate			
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:

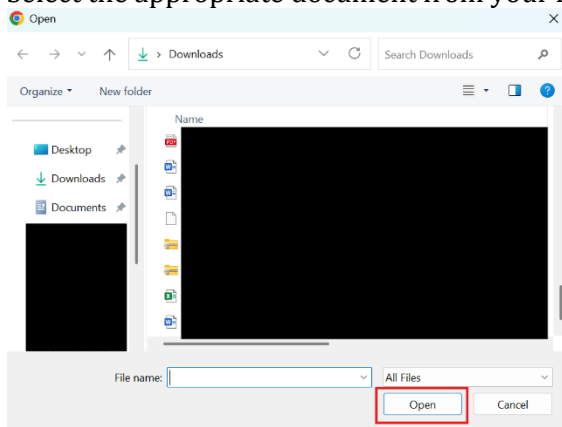
- 1. File size should not exceed 10MB.
- 2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, long, txt, xls.
- 3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload File

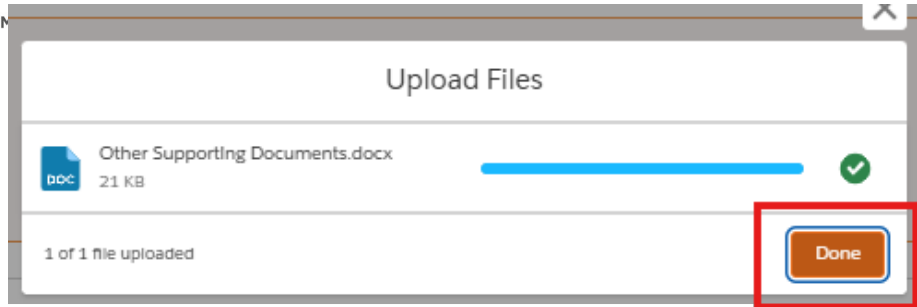
Drop files

Done

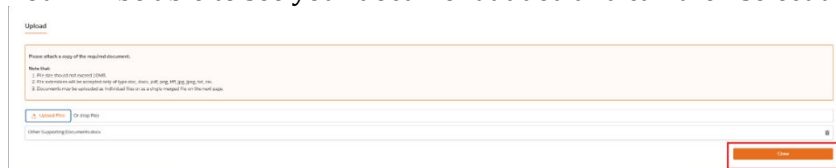
c. Select the appropriate document from your files and then select "Open"



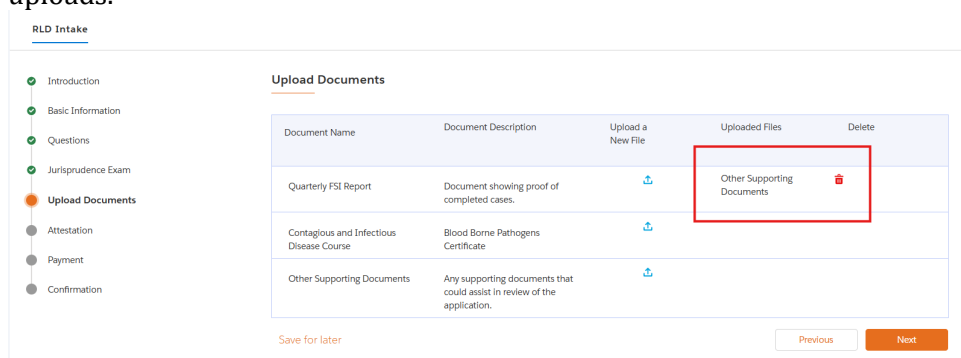
d. The file will notify you when it's completed. Select the "Done" button when it's completed.



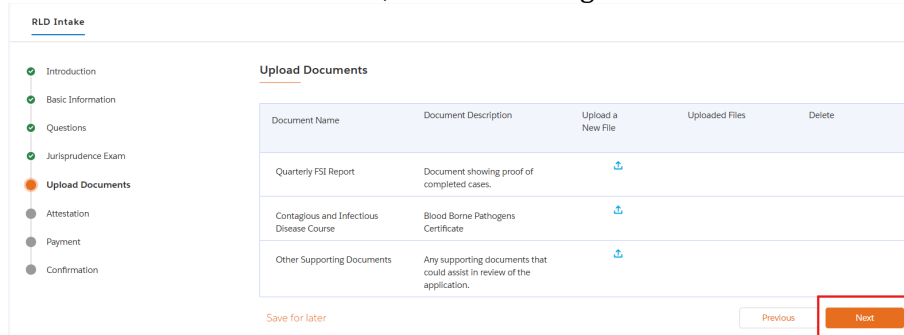
- e. You will be able to see your document added and can then select the “Close” option.



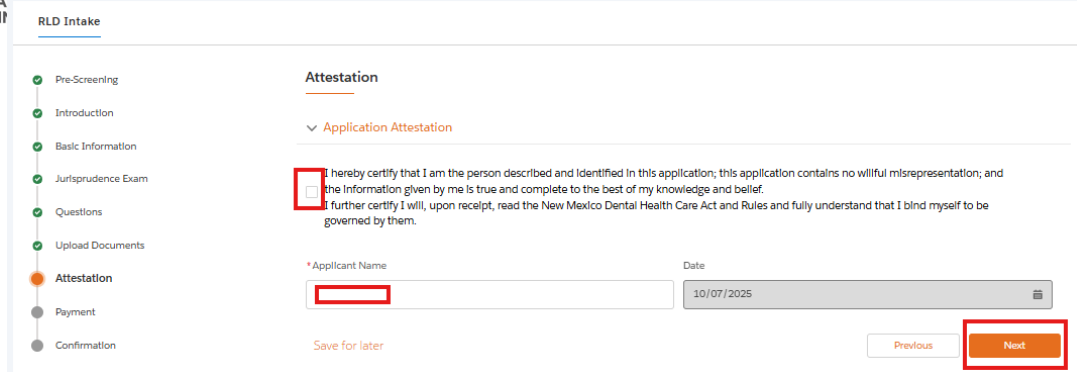
- f. You will be able to see the documents in each section once you have completed the uploads.



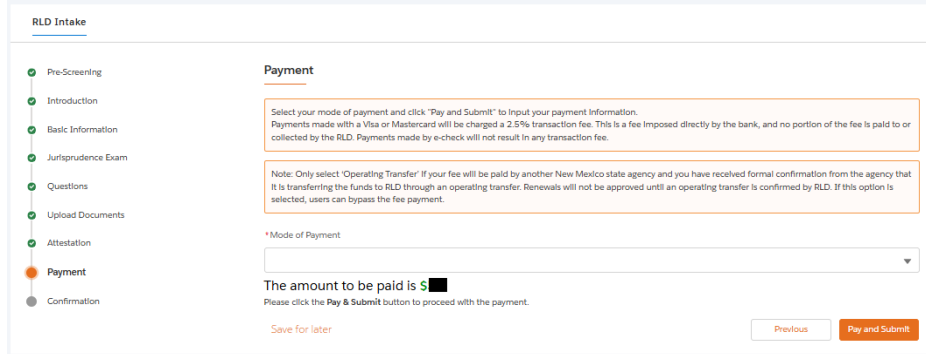
- g. Once all documents are added, select the orange “Next” button.



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.

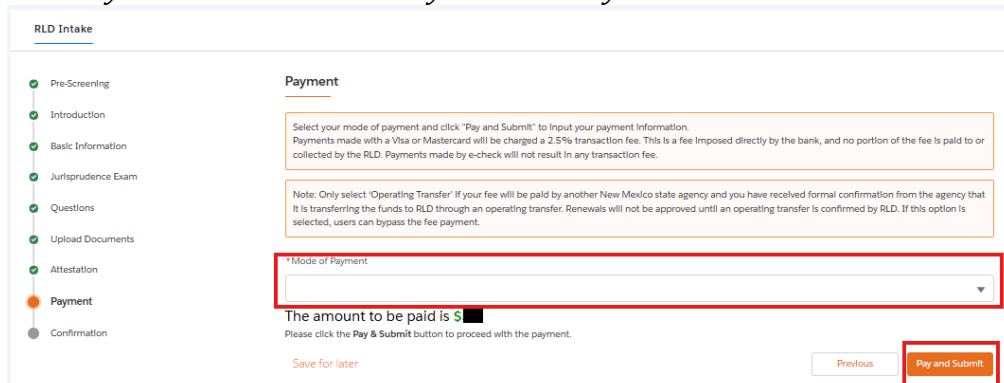


9. On the Payment page, review the notice before making any selections.



- a. 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.



- 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

\$

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

PAR-0000

RLD Intake View

Introduction

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Attestation

Payment

Payment

You have completed the payment.

The amount paid is \$

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



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](#)