Nutrition and Dietetic Practice Board

Licensed Nutrition Associate

Application User Guide

NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

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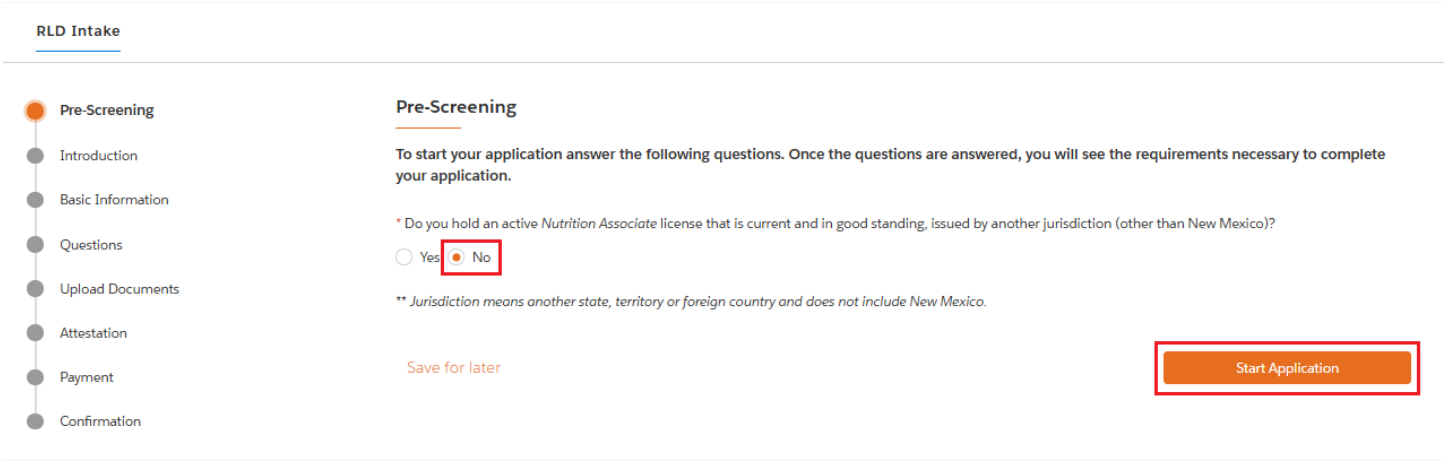
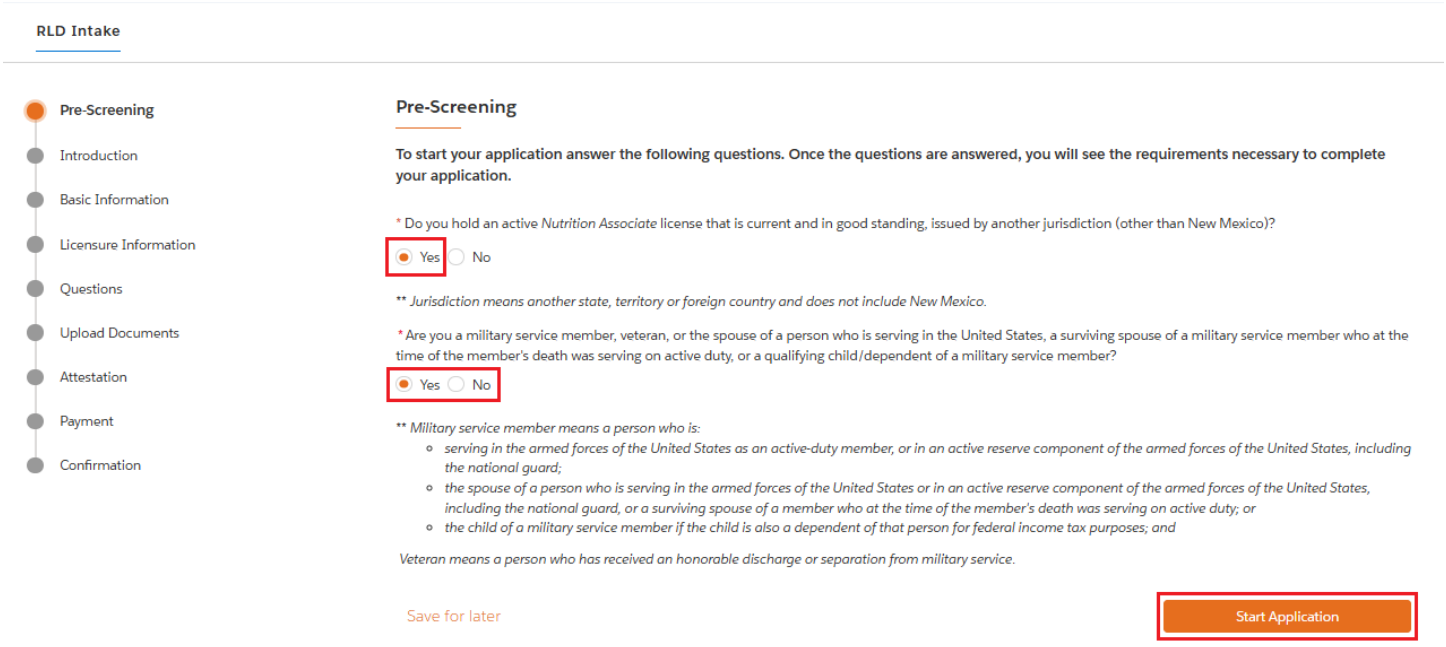
Licensed Nutrition Associate Application

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

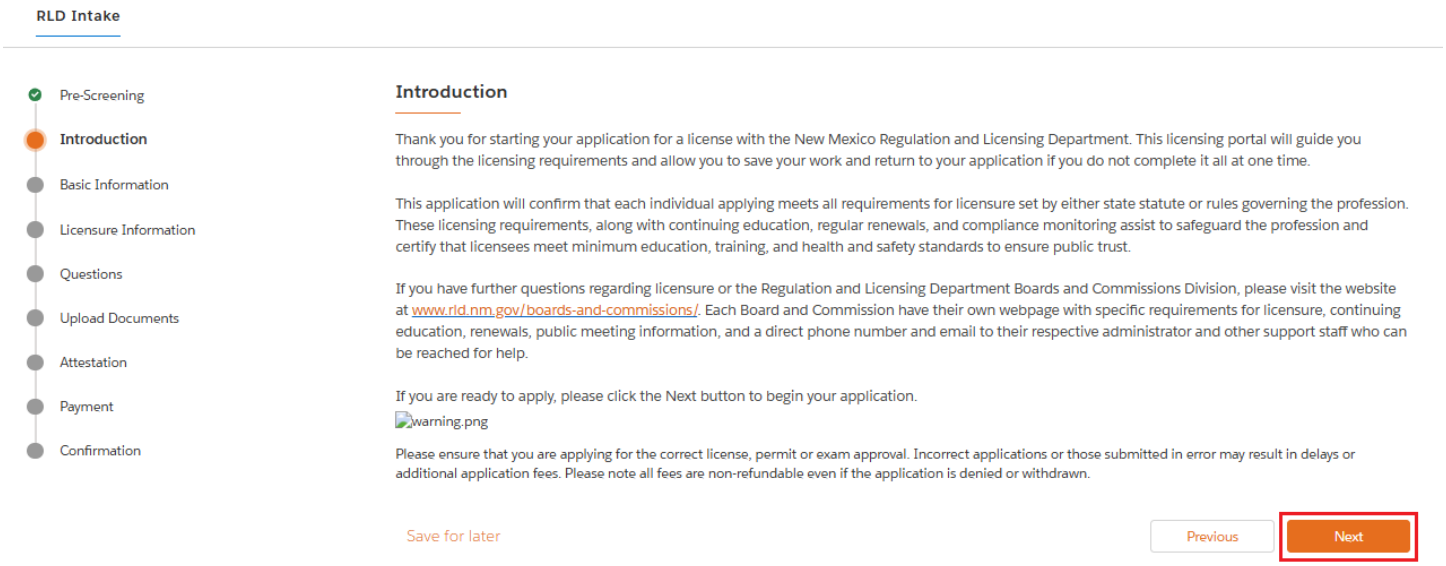
1. The first question of the **Pre-Screening** asks if you hold a license anywhere <u>other than</u> New Mexico. If you select "**No**" using the radio button, you may then proceed using the "**Start Application**" button.



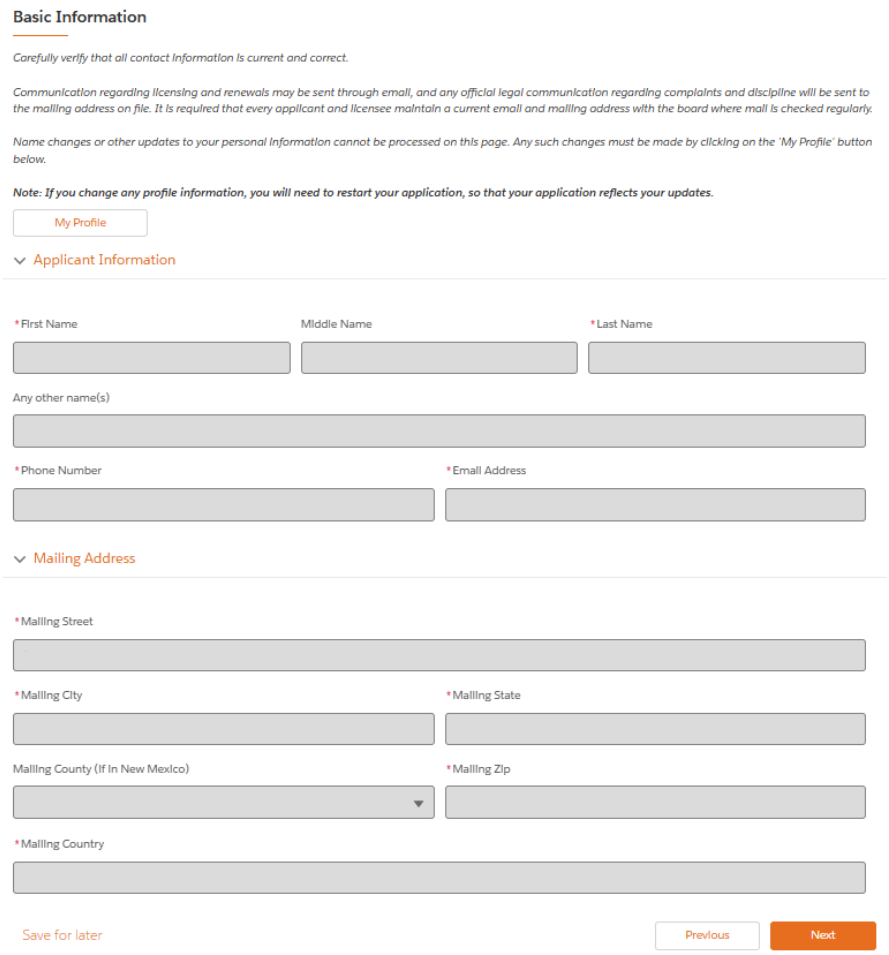
   a. If you do hold a license outside of New Mexico and select "**Yes**", you will be prompted with another question regarding your **Military Status**. If you have any Military associations matching the question, select the "**Yes**" radio button. Otherwise, you can select "**No**". You may then proceed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



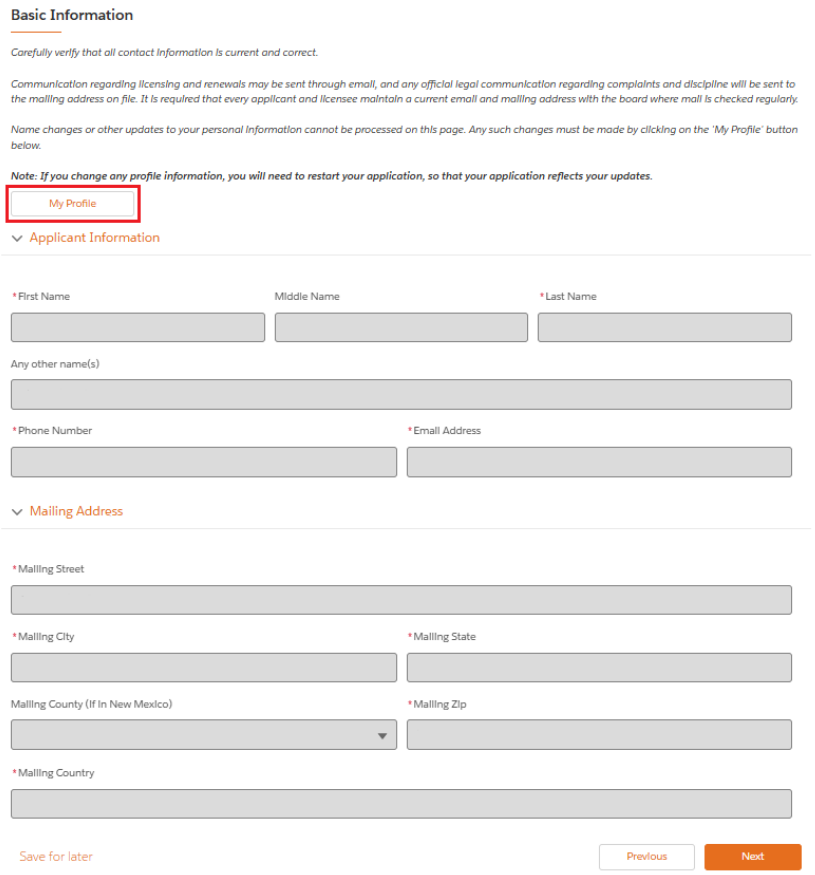
2. In the **Introduction** step, read the information carefully, then click "**Next**".



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

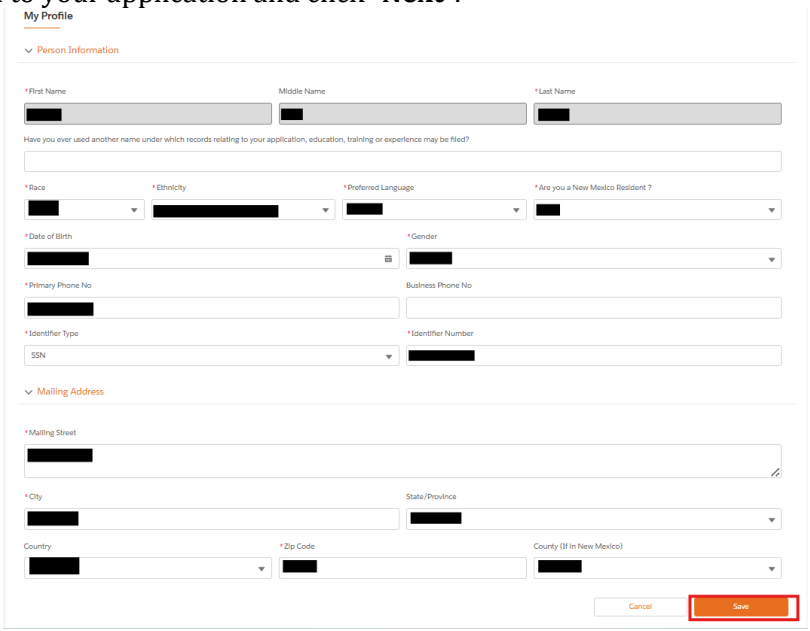


a. If your information is **Not Up to Date**, select the "**My Profile**" button at the top left to update your information.

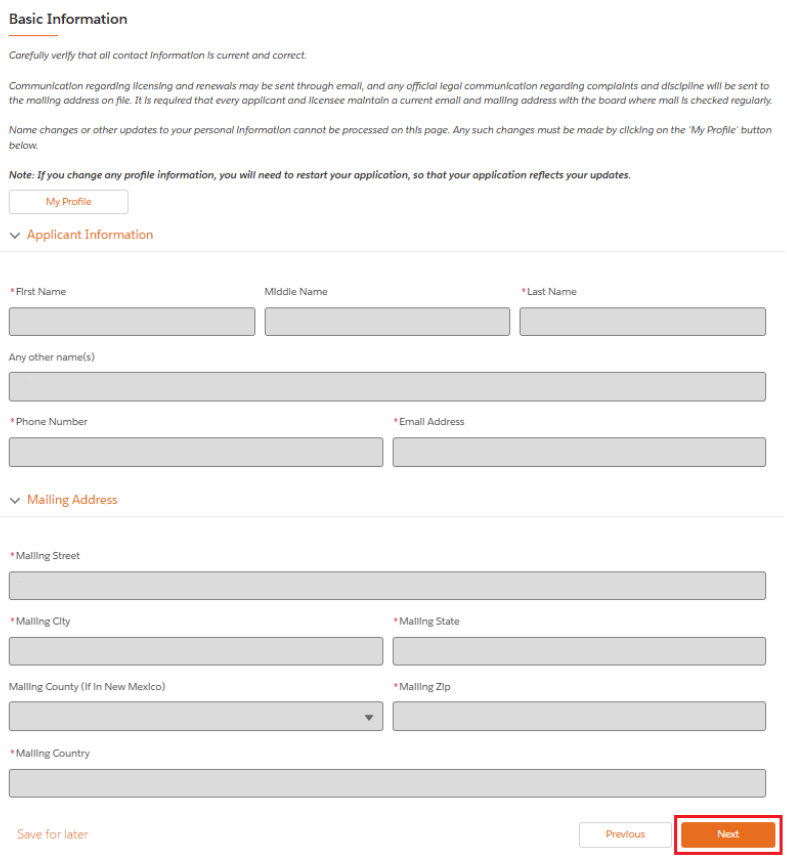


i. Select the "**Edit**" button at the bottom right of the page.

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.



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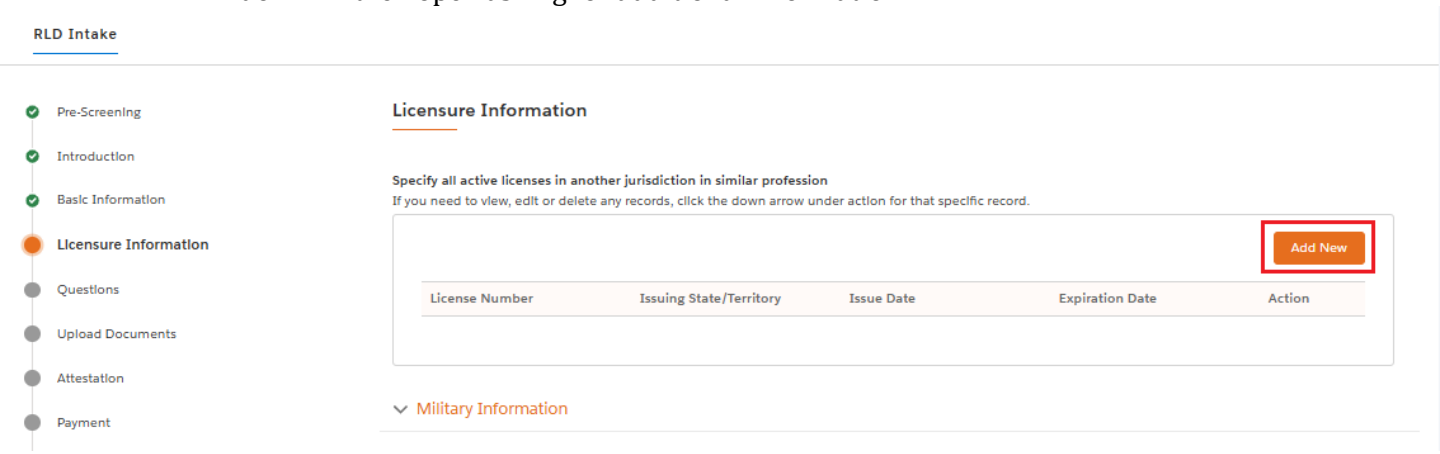
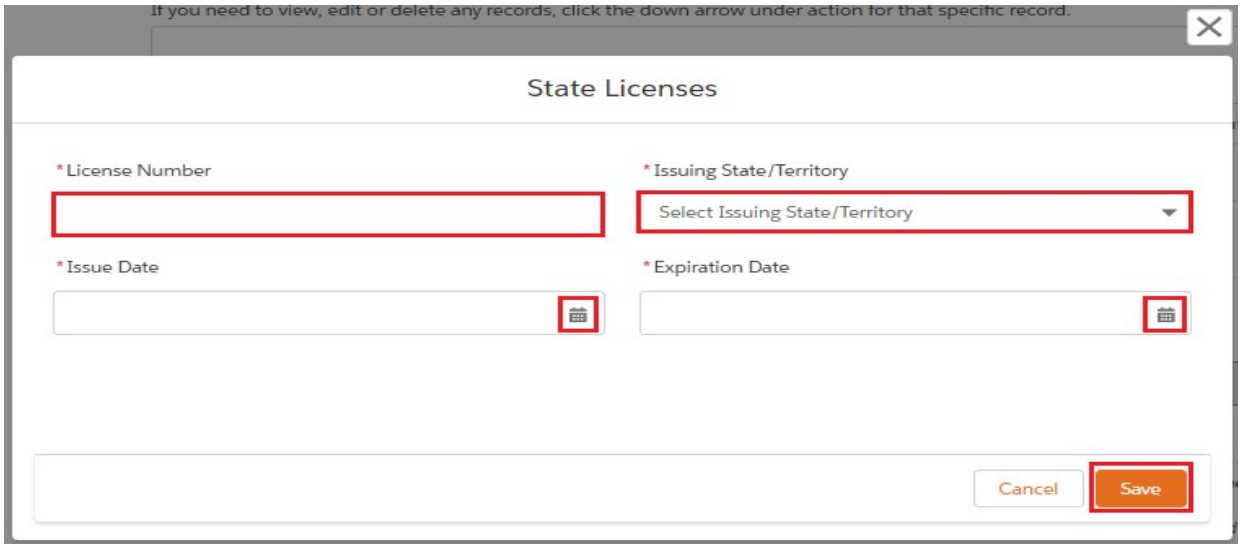
Licensure Information (Reciprocity and Military)

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

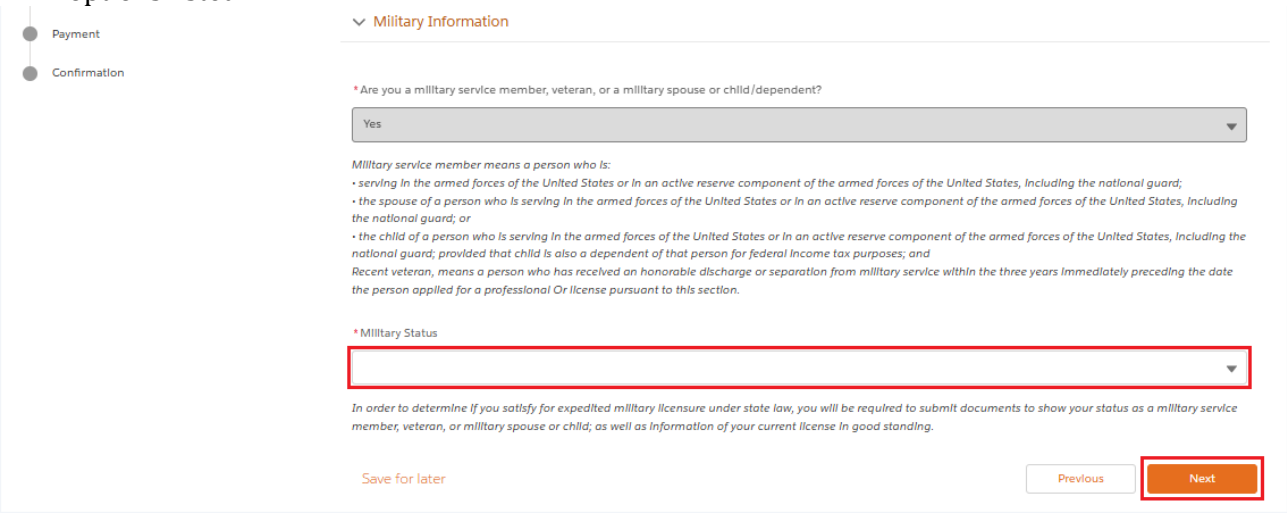
a. Select the "**Add New**" button to begin entering your license information. A smaller window will then open asking for additional information.



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**".

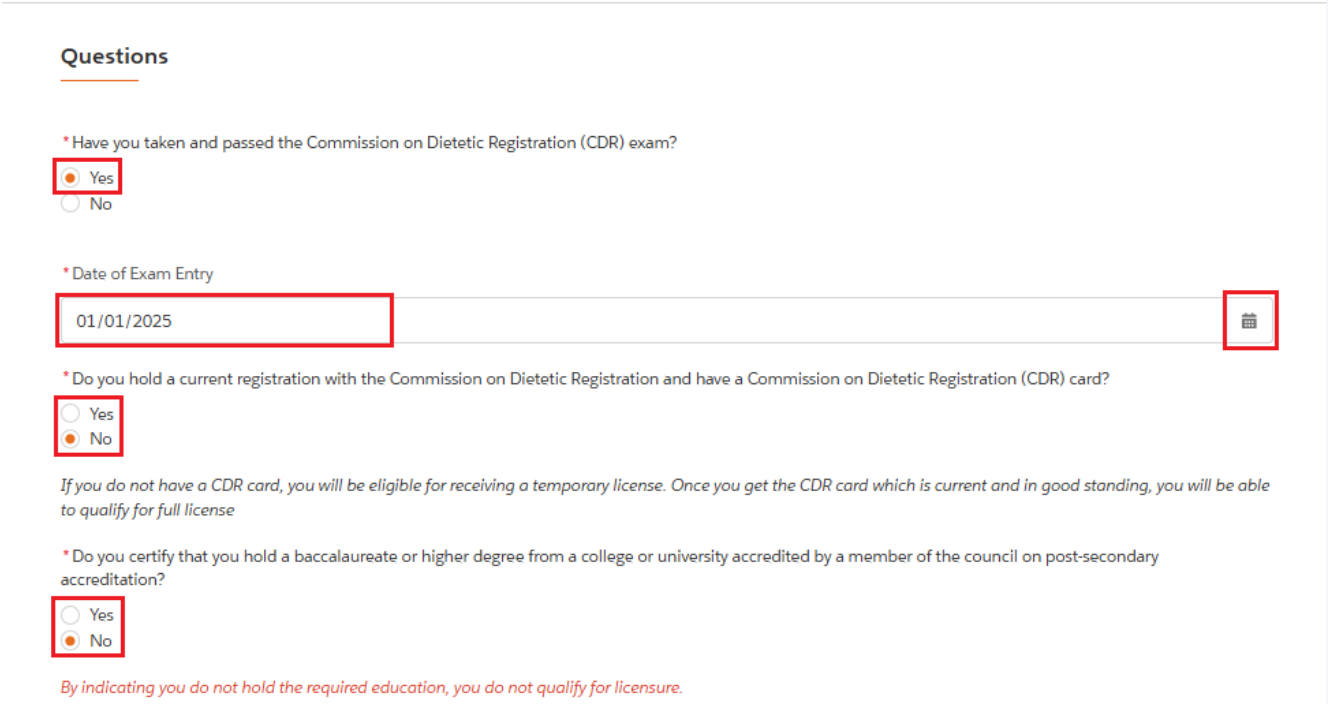


c. If you select "**Yes**" to the military question in your **Pre-Screening**, a secondary question will populate in the **Licensure Information** section. Use the dropdown to select your **Military Status** among the options listed.



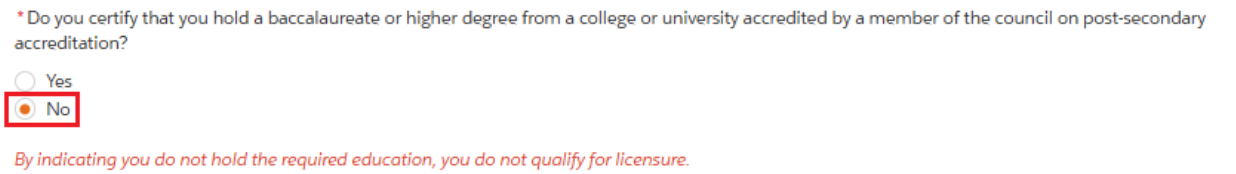
d. With your license information added and your **Military Status** selected, click "**Next**" to proceed with the rest of your application.

4. In the **Questions** section, you will answer questions about your licensure, education, and background. Please complete each section of this page, as they are all required to proceed.
   a. Read each question carefully, then select the answer that best applies to you by clicking the radio button next to "**Yes**" or "**No**" underneath questions 1 through 3. Depending on your response, additional fields or help text may populate.

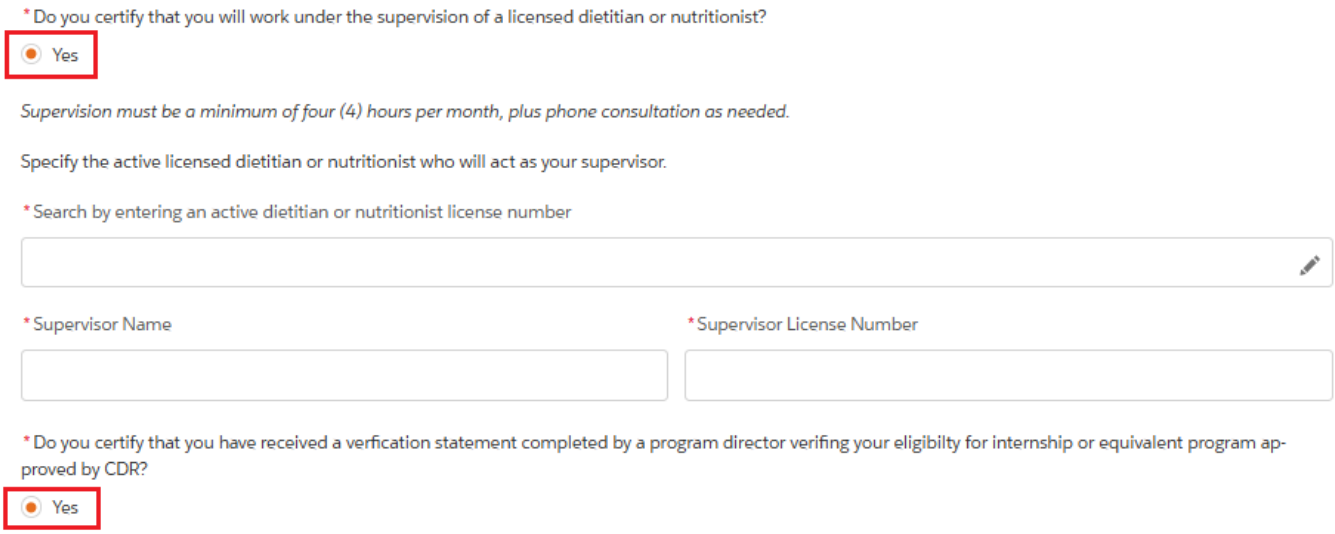


b. If you select "**Yes**" to the first question, enter your **Date of Exam Entry** into the date field in **MM/DD/YYYY** format, or you can use the **Calendar** icon to select the date from the full calendar view.

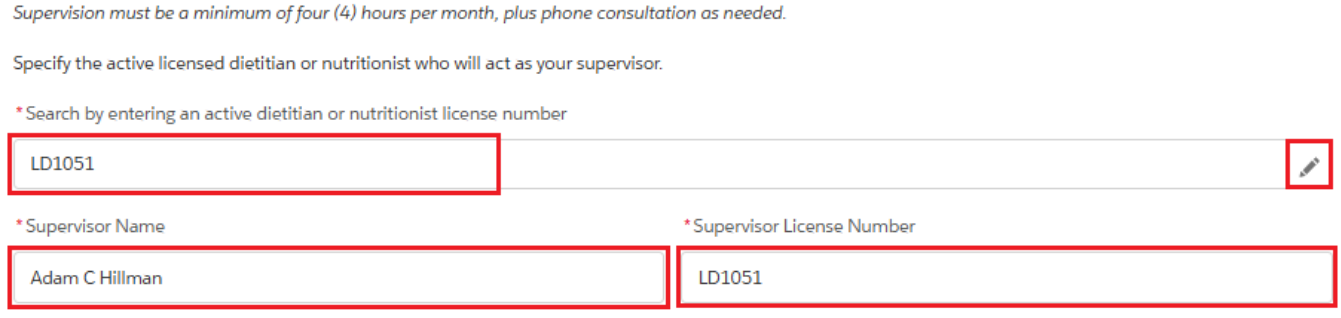
c. You will be unable to continue your application if you select "**No**" to question 3. A B**accalaureate or Higher Degree from a College or University** is required for this license type. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type's requirements.



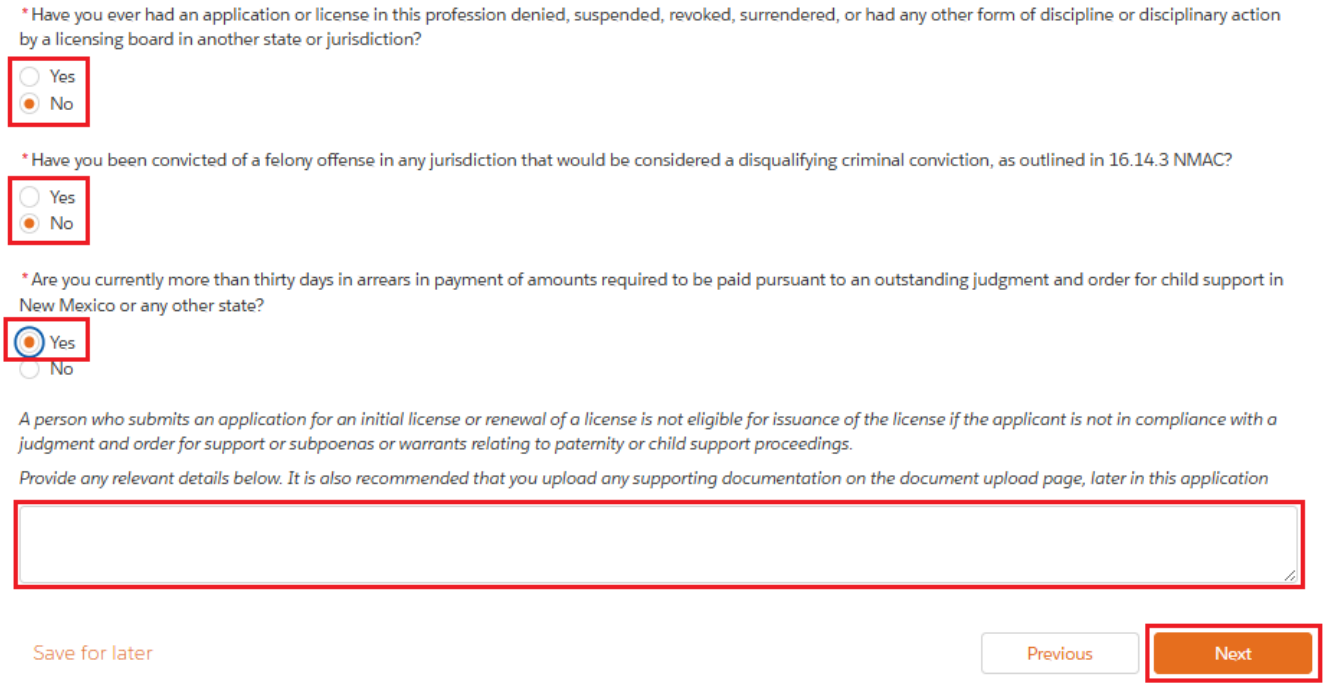
d. Answer questions 4 and 5 using the "**Yes**" radio button. Questions with only one response are a licensure requirement set by your Board/Commission. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type's requirements.



e. After selecting "Yes" to question 4, a Search Box will a **Search Box** will appear for you to enter your **Supervisor's Dietician or Nutritionist License Number**. Enter the license number into the **Search Box**, then select the correct number from the list that is generated underneath the search field. Your **Supervisor Name** and **Supervisor License Number** will populate in the fields below the **Search Box**.

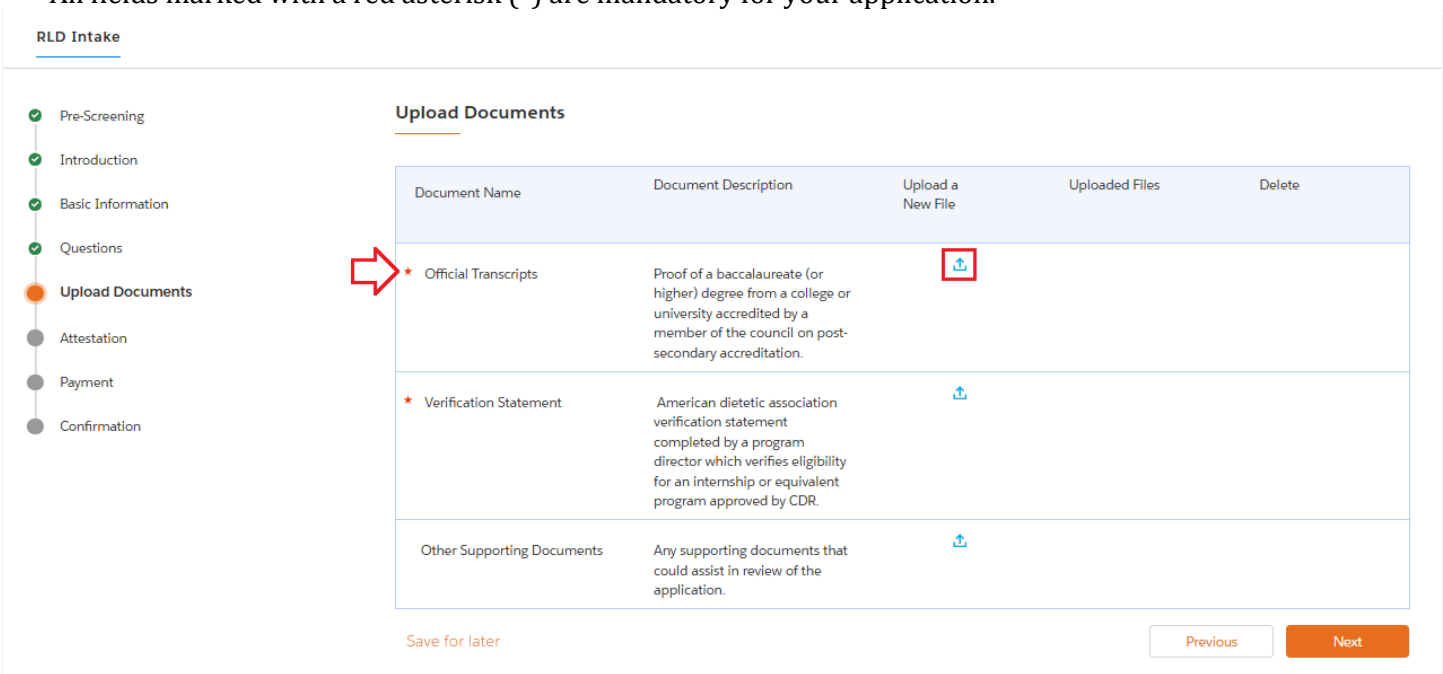


f. Answer the remaining questions in this section by clicking "**Yes**" or "**No**" in the radio button next to the response you are choosing. If you select "**Yes**" to any of the final three questions, an additional text field will populate for you to **Provide Any Relevant Details** pertaining to the question. You will have an opportunity to upload **Supporting Documents** in a later section of the application.



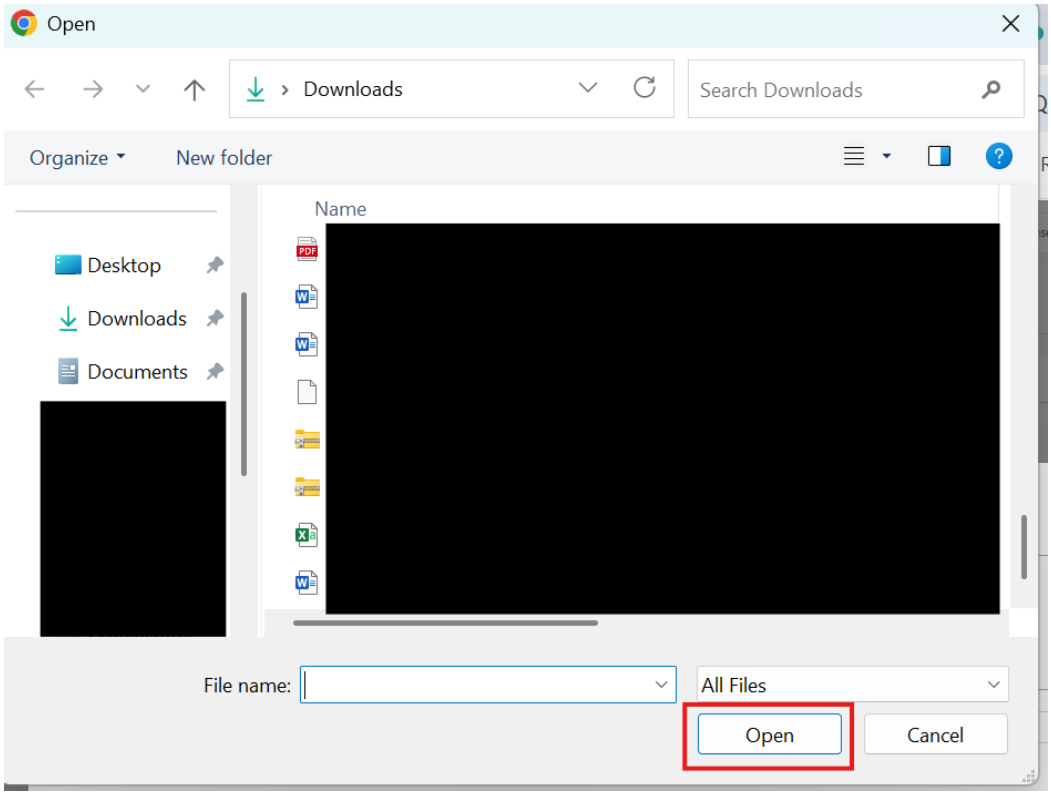
g. Once all sections of the **Questions** page are complete and correct, click "**Next**" to proceed.

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



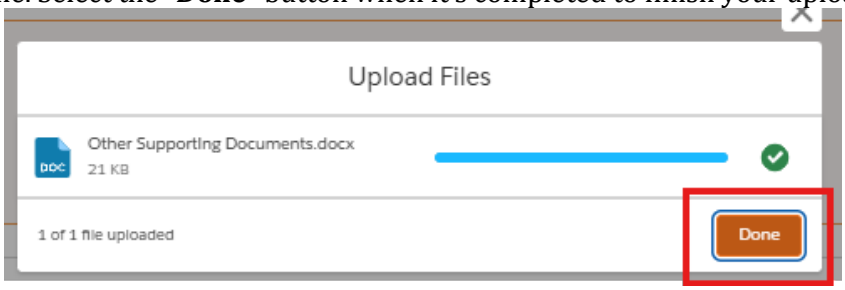
a. Select the "**Upload Files**" button to open the file directory of your computer.

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



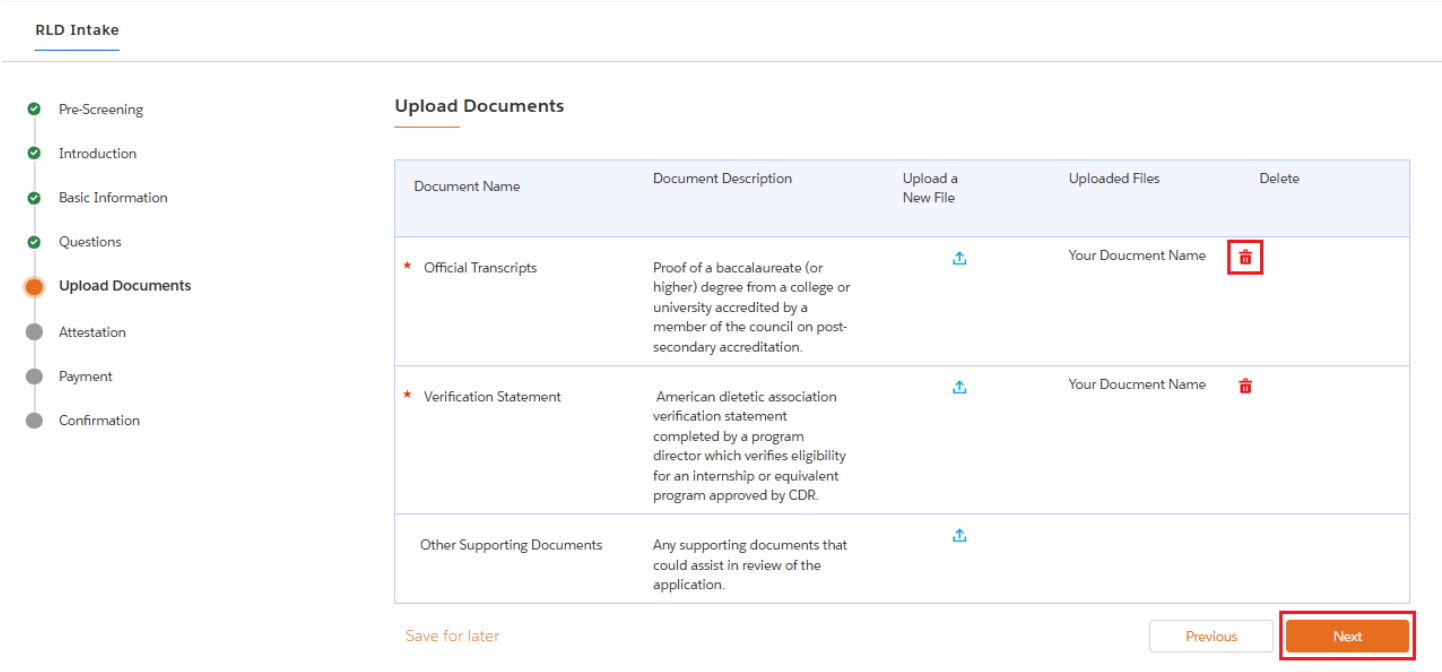
Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you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



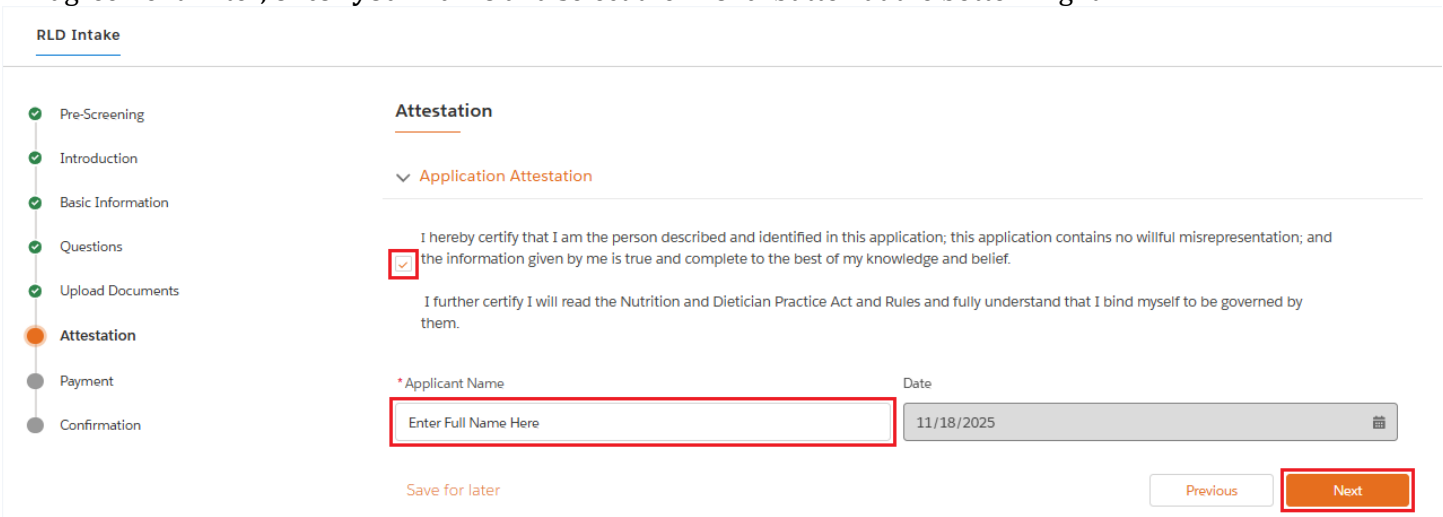
d. You will be able to see your document added and can then select the "**Close**" option.

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 "**Trash Can**" icon to delete them from your application.

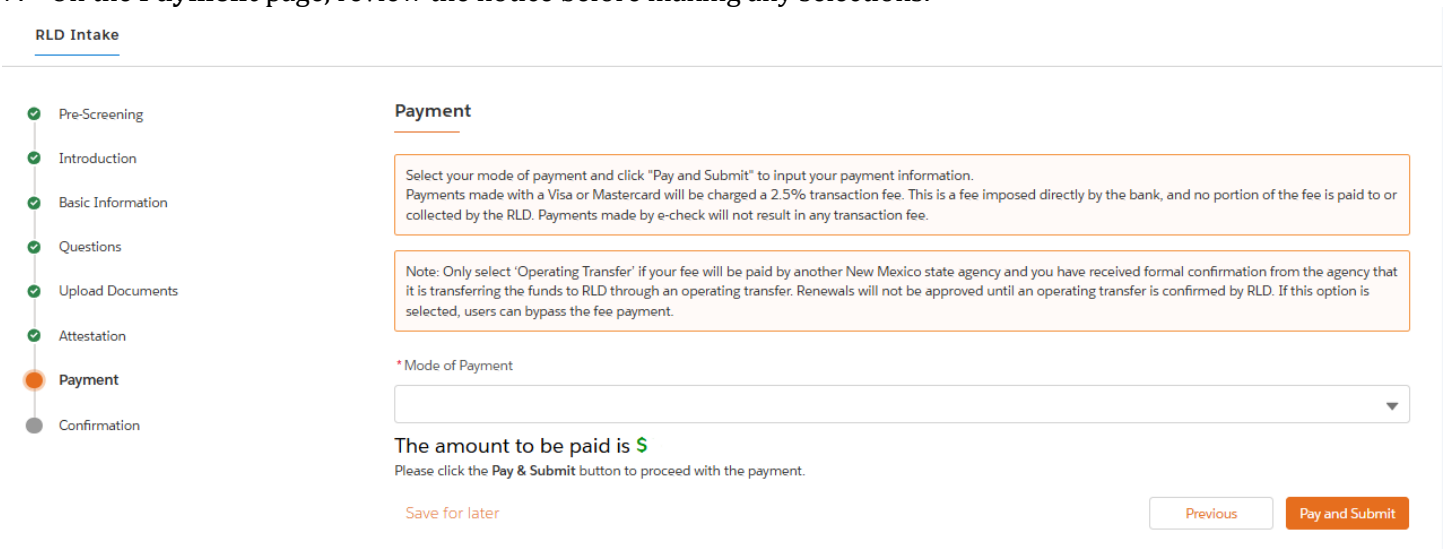


f. Repeat step 5 of this guide until all required documents (*) have been uploaded. Then click the "**Next**" button to proceed.

6. 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.

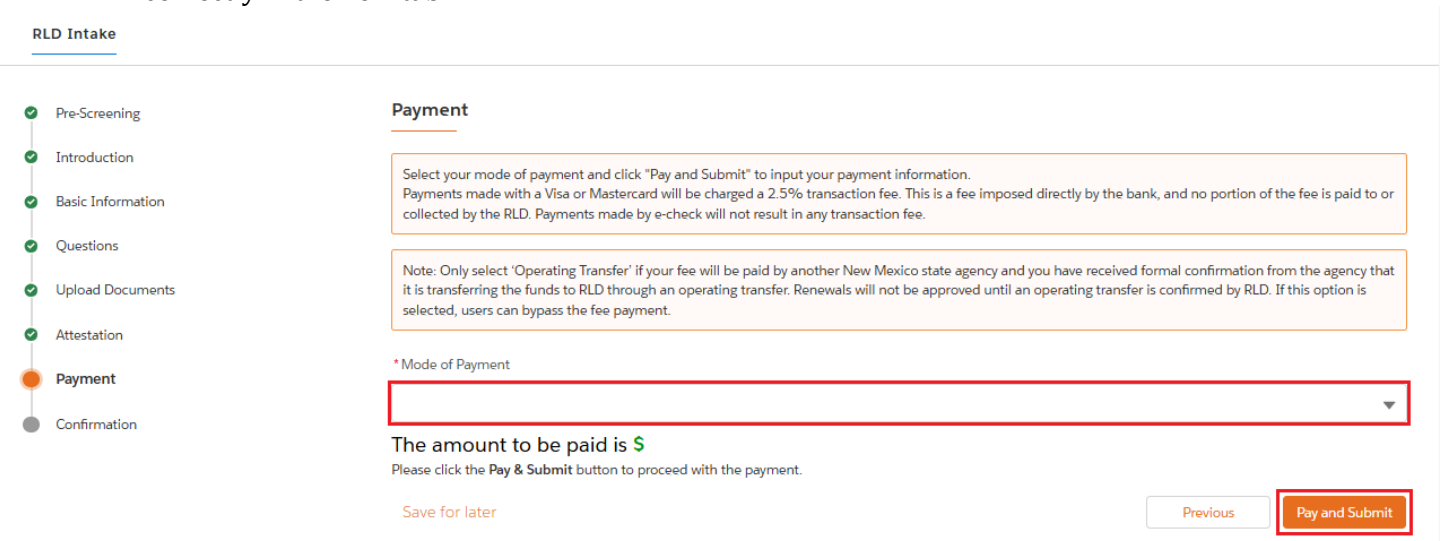


7. On the **Payment** page, review the notice before making any selections.



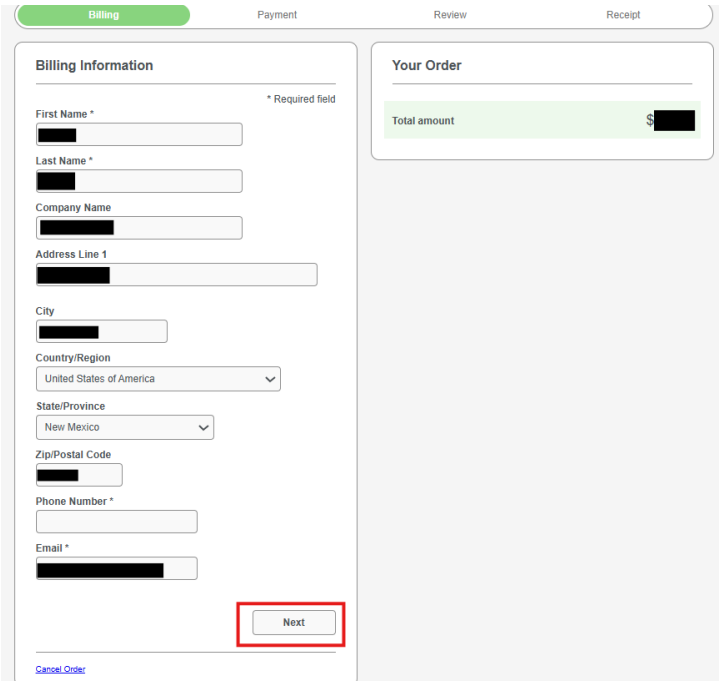
*Note: **Military** Applications **DO NOT** require payment.*

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.

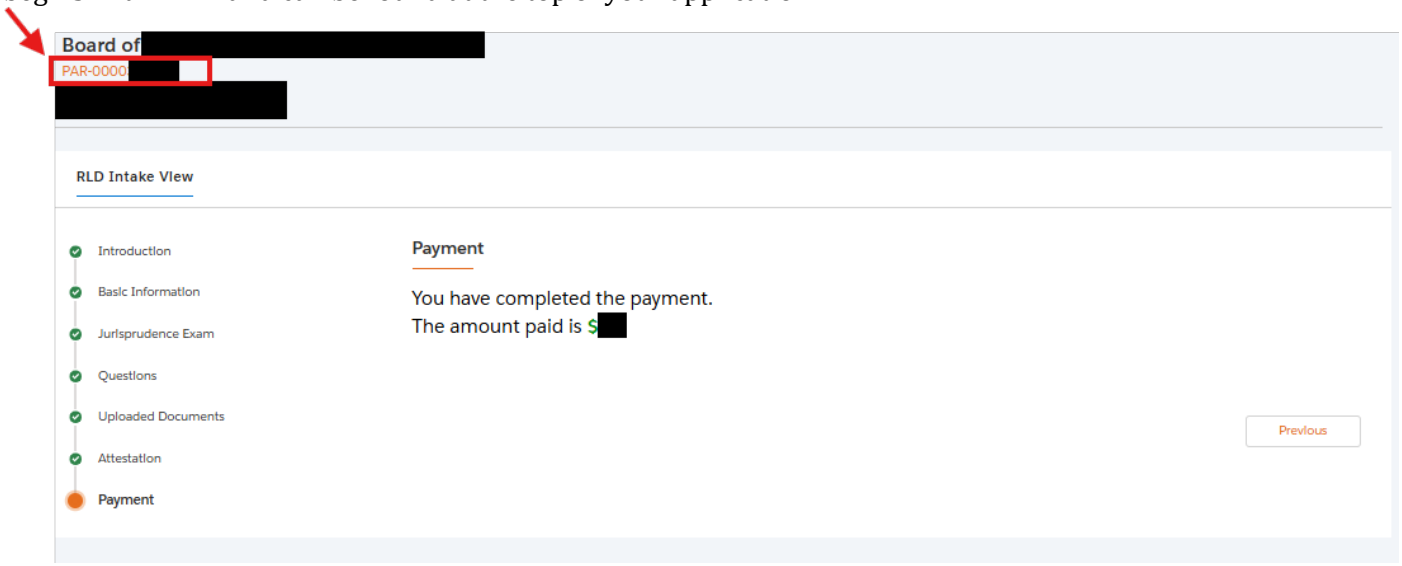


Note: Payments are processed through a separate system, and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the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

b. 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.



8. 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.



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