Board of Dental Health Care

Local Anesthesia Under General Supervision

Application User Guide

NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

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Application for Local Anesthesia Under General Supervision

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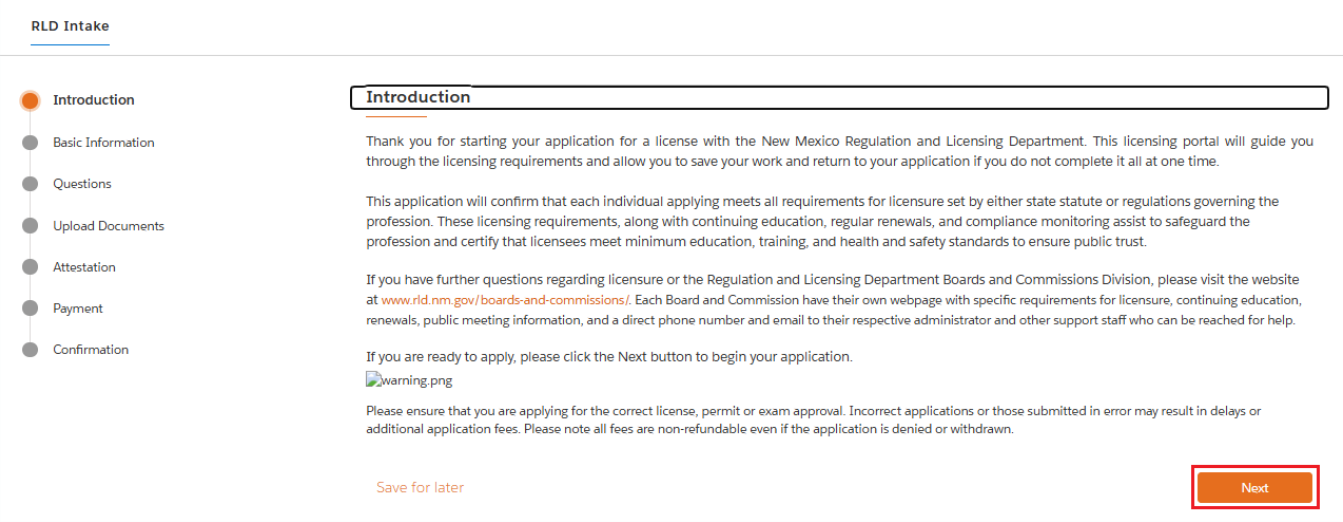
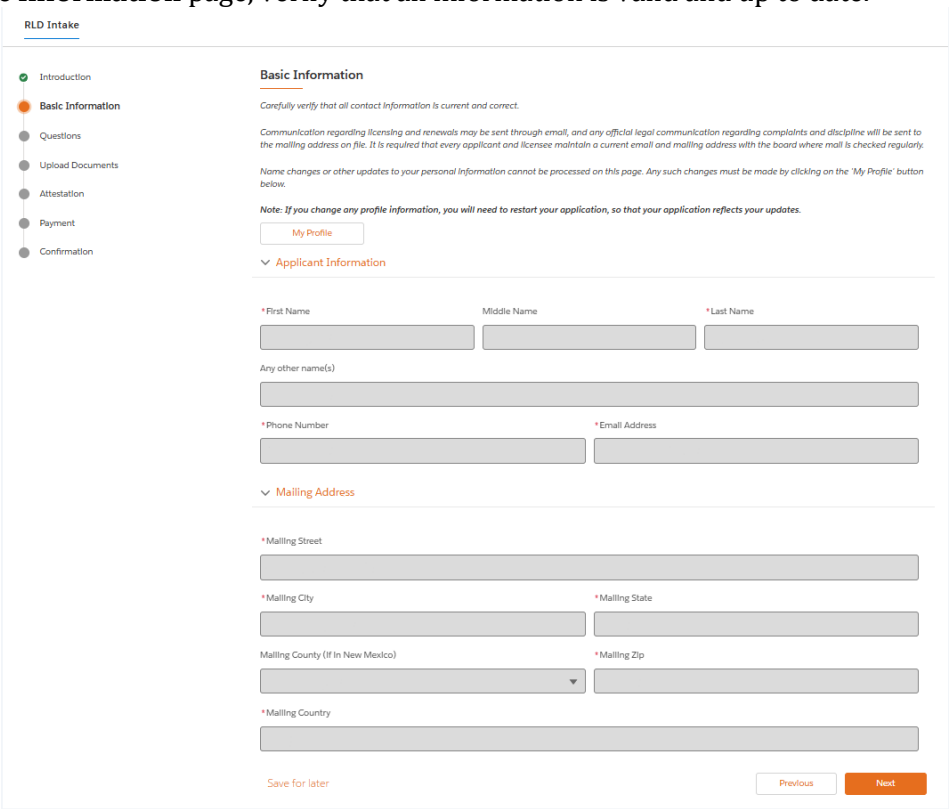
Application for Local Anesthesia Under General Supervision

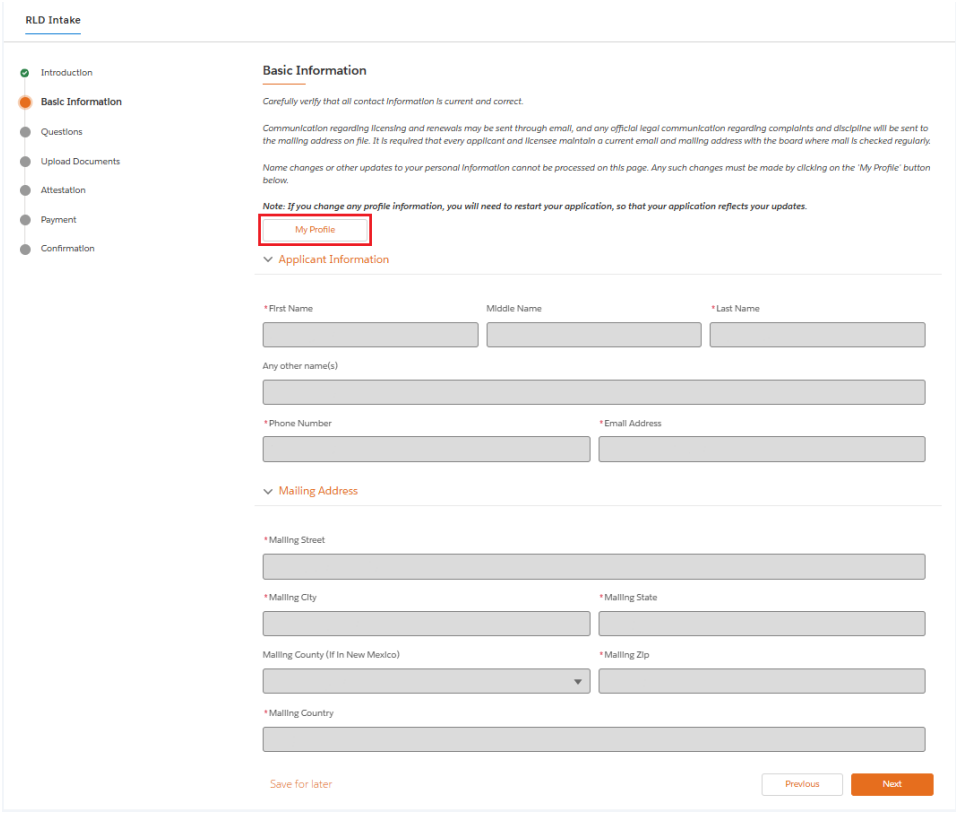
1. In the **Introduction** section of your application, read the information carefully, then click "**Next**".



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

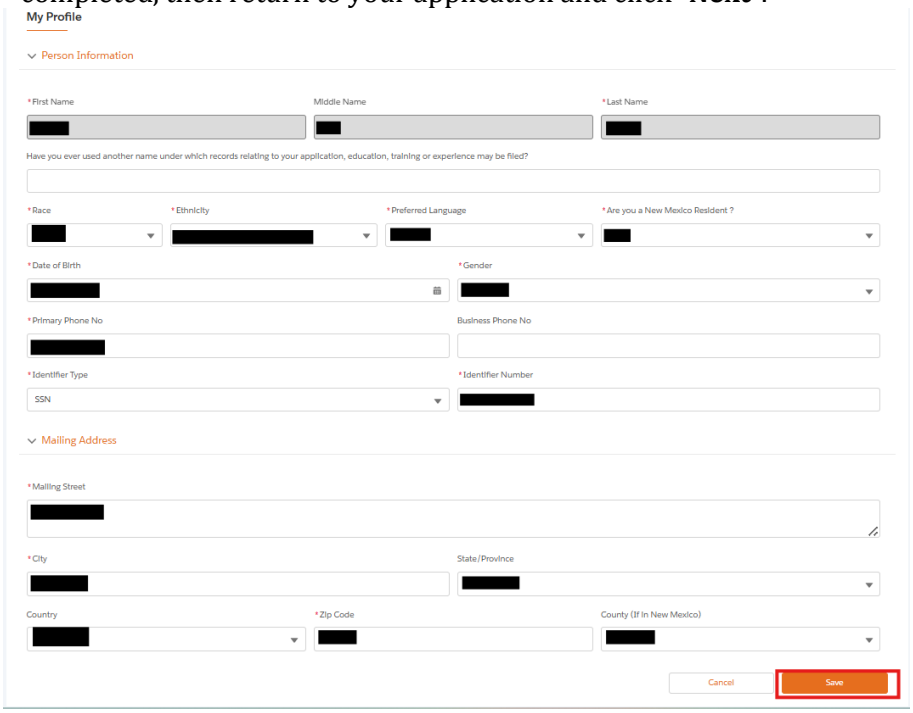


a. If your information is **Not Up to Date**, select the "**My Profile**" button at the top left to update your information.

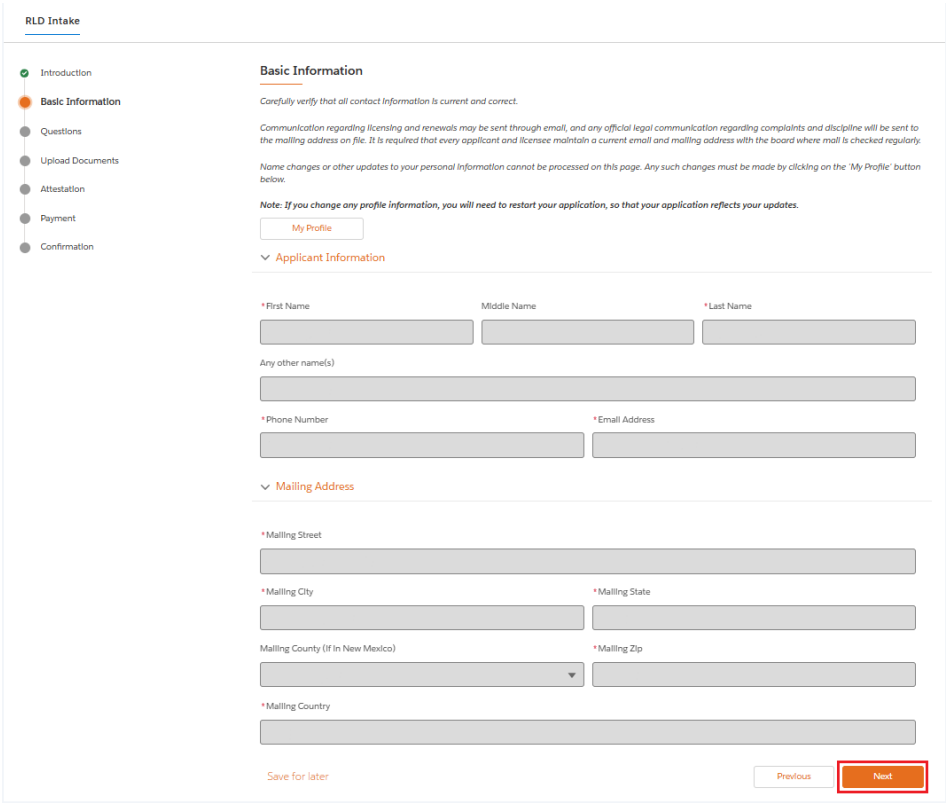


i. Select the "**Edit**" button at the bottom right of the page.

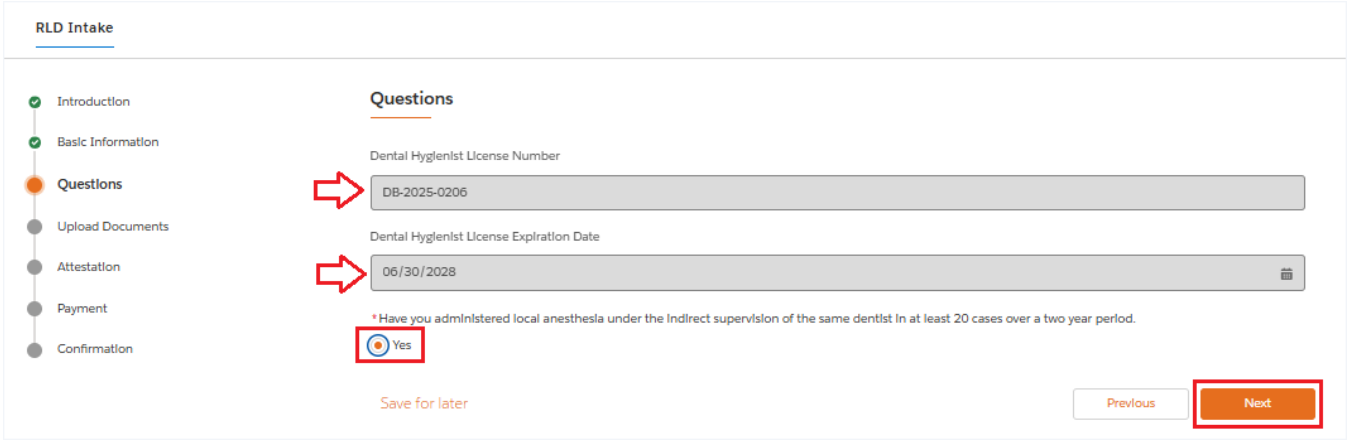
ii. Enter in all relevant updated data and select "**Save**" at the bottom right when completed, then return to your application and click "**Next**".



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

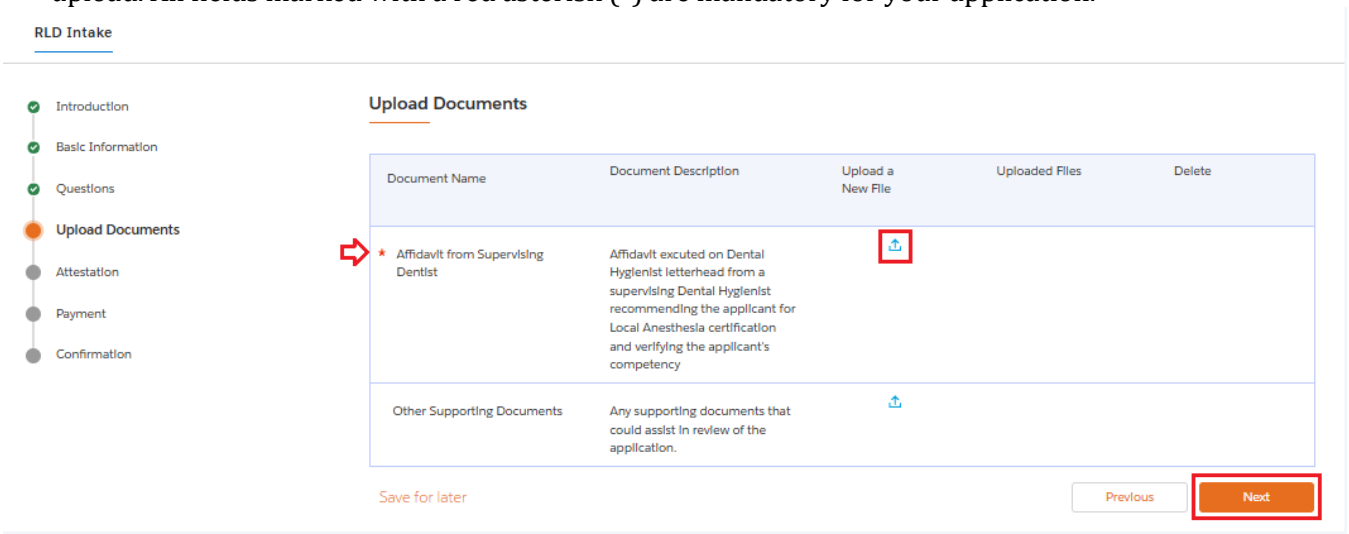


3. In the **Questions** section, your **Dental Hygienist License** and **Expiration Date** will automatically populate in the grey boxes at the top. Review the question regarding administering local anesthesia, then select the radio button next to "**Yes**".



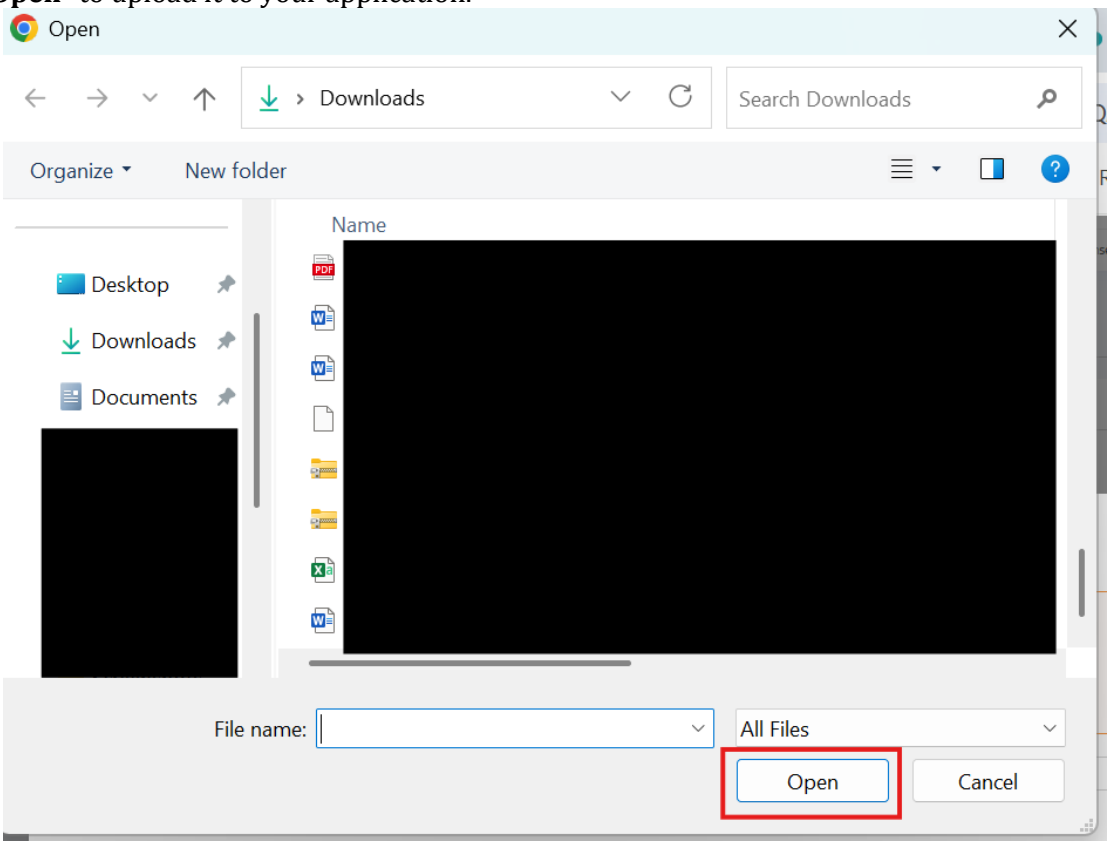
Note: If this answer does not apply to you, you will not be able to proceed with your application. For more information about this requirement, please be sure to get in contact with the Dental Board directly.

4. 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.



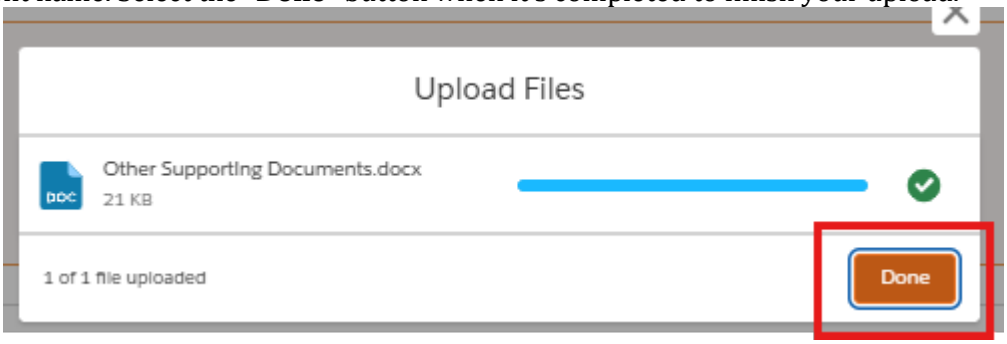
a. Select the "**Upload Files**" button to open the file directory of your computer.

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

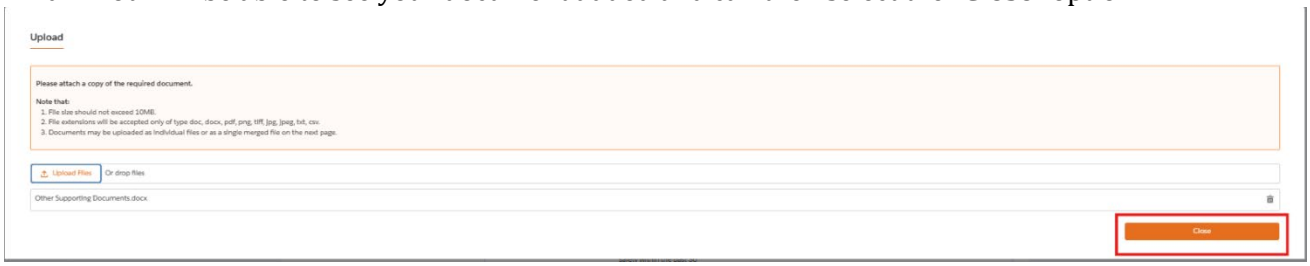


Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you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

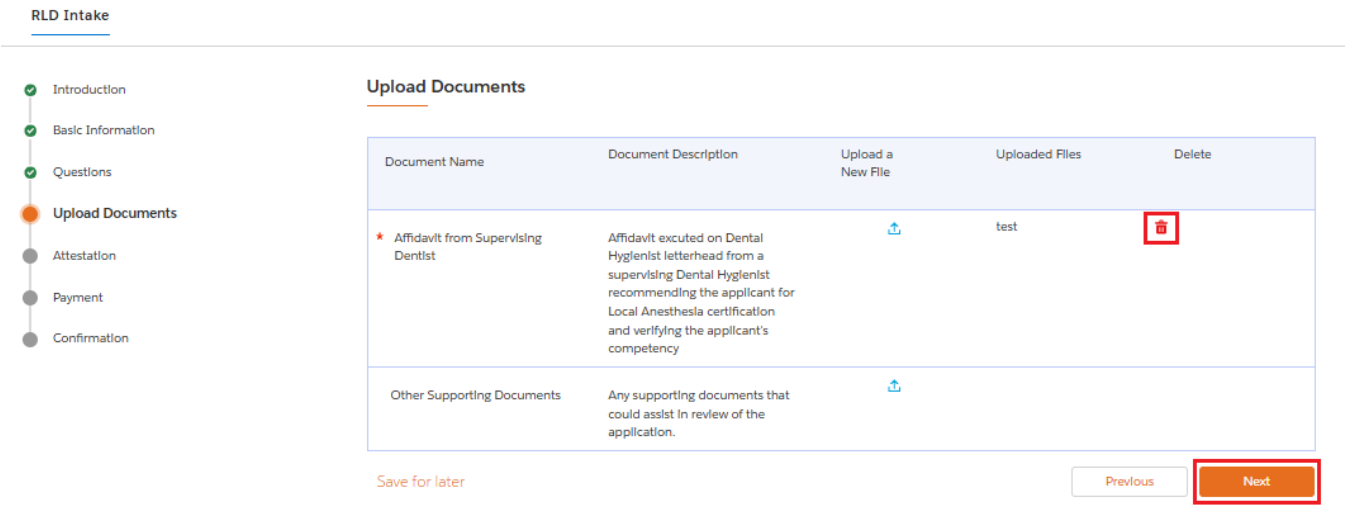
c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the "**Done**" button when it's completed to finish your upload.



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

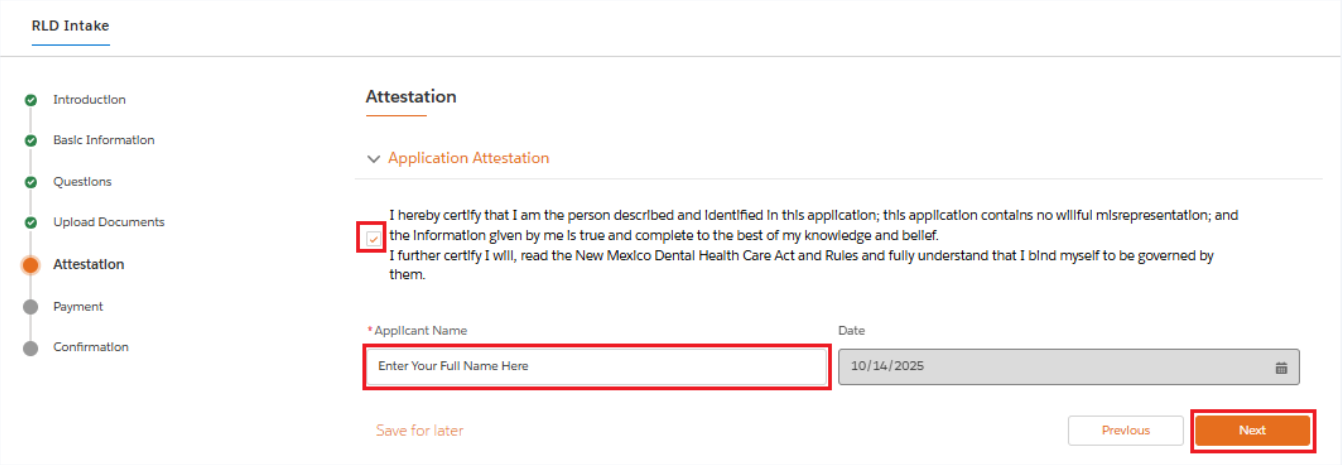


e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the red "**Trash Can"** icon to delete it from your application.

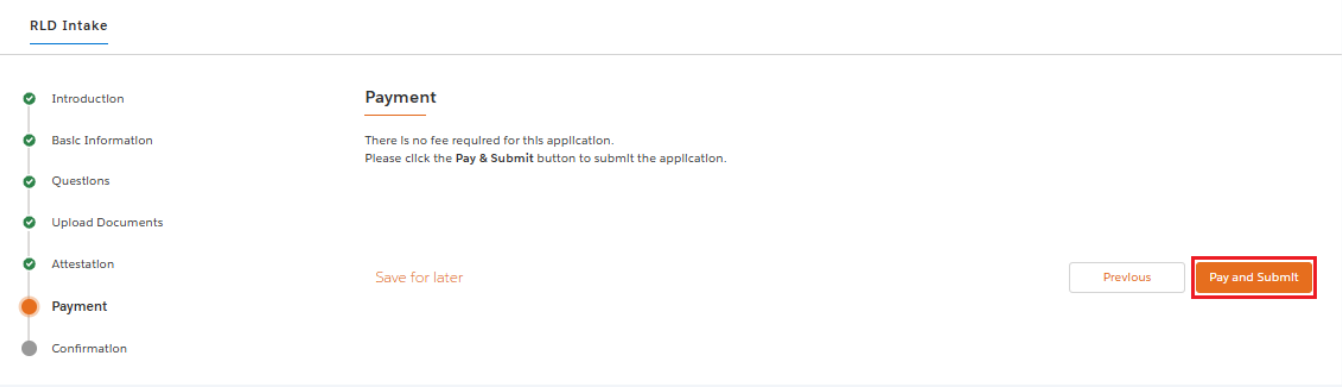


f. Repeat steps 9-14 until all required documents (*) have been uploaded. Then click the "**Next**". button to proceed.

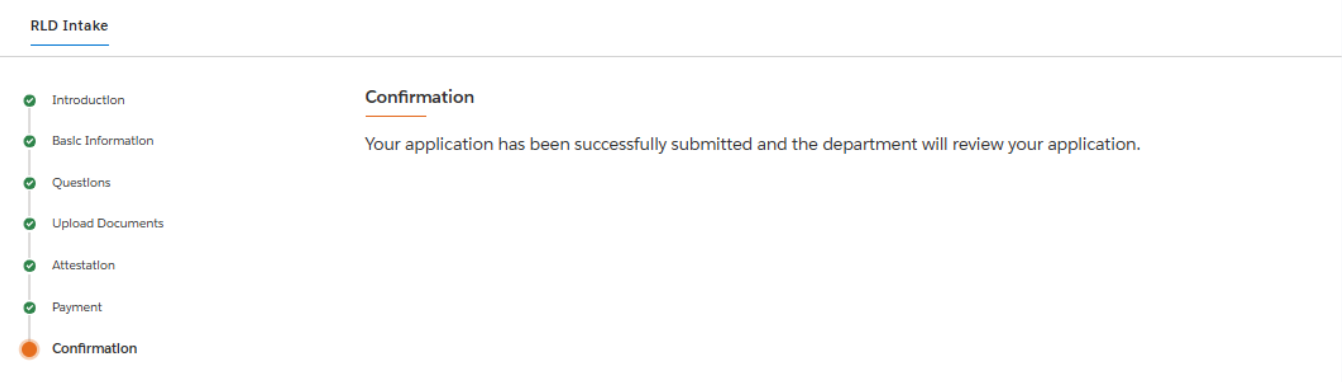
5. On the **Attestation** page, review the statement on the screen. Then select the **checkbox** to certify your agreement. After, **enter your name** and select the "**Next**" button at the bottom right.



6. No payment is required for this application. On the **Payment** page, review the notice then click "**Pay and Submit**".



7. You will receive a **Confirmation** that your application is now complete and will be submitted to your Board for approval.



8. On the **Home Page**, the application will appear under **My Applications** with **Submitted** status. Please contact the Dental Board directly for further information about your application. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.