Board of Nursing Home Administrators

Nursing Home Administrator Application Manual

Boards and Commissions Division | 2550 Cerrillos Road, Santa Fe, NM 87505
P.O. Box 25101, Santa Fe, NM 87504 | 505-476-4500 | rld.nm.gov

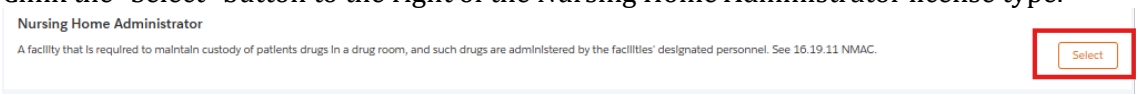
Table of Contents

Application for Nursing Home Administrator

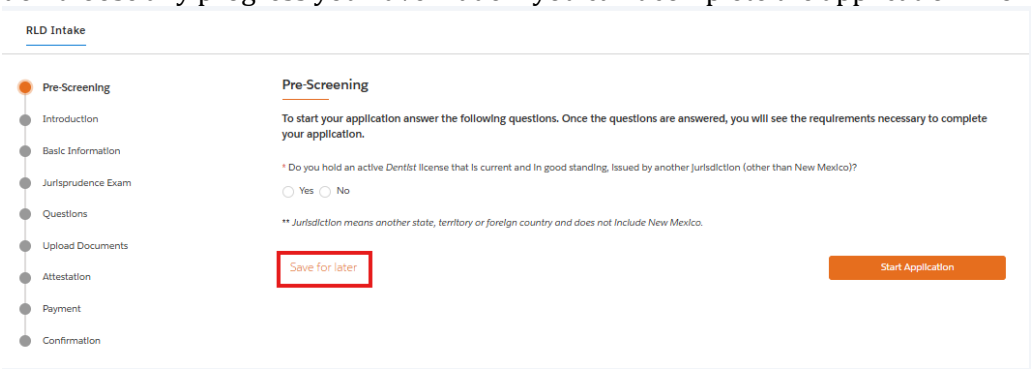
BOARD OF NURSING HOME ADMINISTRATORS APPLICATION MANUAL

Application for Nursing Home Administrator

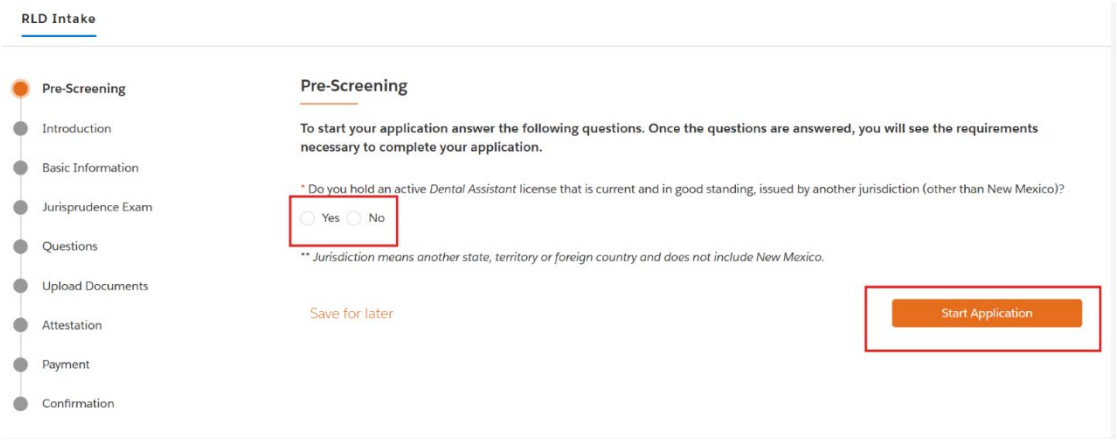
1. Clink the "Select" button to the right of the Nursing Home Administrator license type.



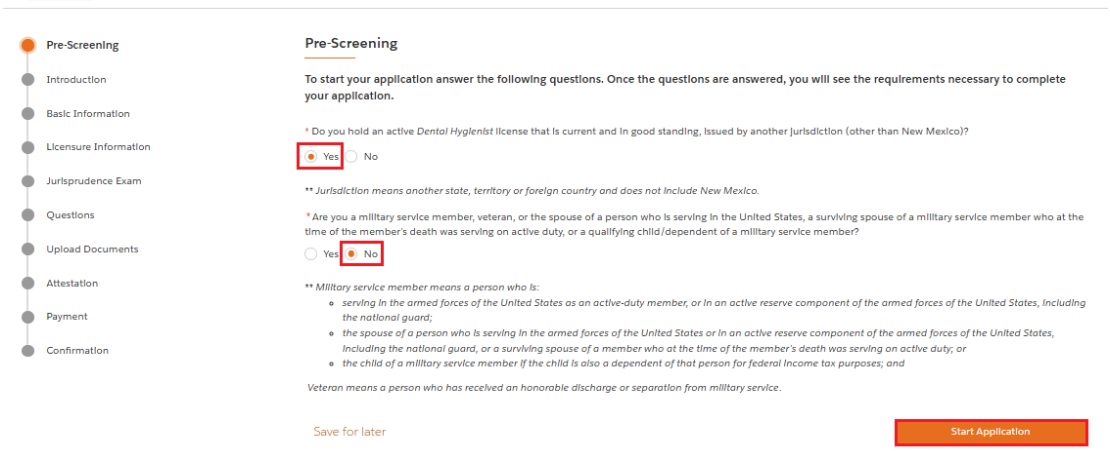
2. At any time of the application, you can select the "Save for later" option to save a draft of the application that you can return to and complete at your convienence. This will ensure you don't loose any progress you have made if you can't complete the application in one sitting.



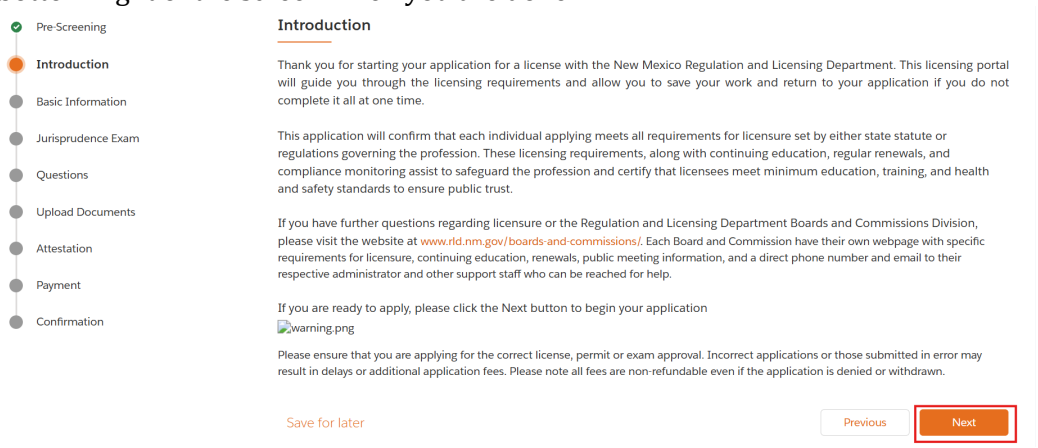
3. On the Pre-Screening, you will answer questions pertaining to your reciprocity and Military status.



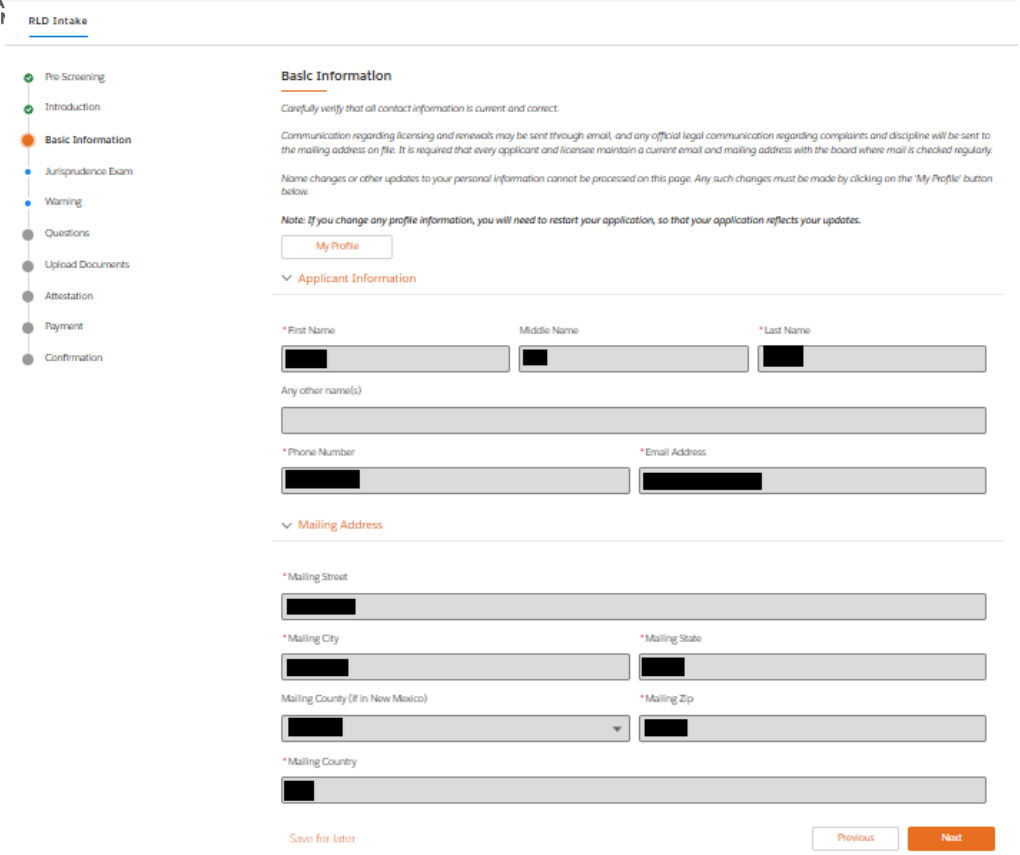
   a. If you do hold a Nursing Home Administrator license outside of New Mexico and select "**Yes**", you will be prompted with another question regarding your **Military Status**. If you have any Military associations matching the question, select the "**Yes**" radio button. Otherwise, you can select "**No**".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



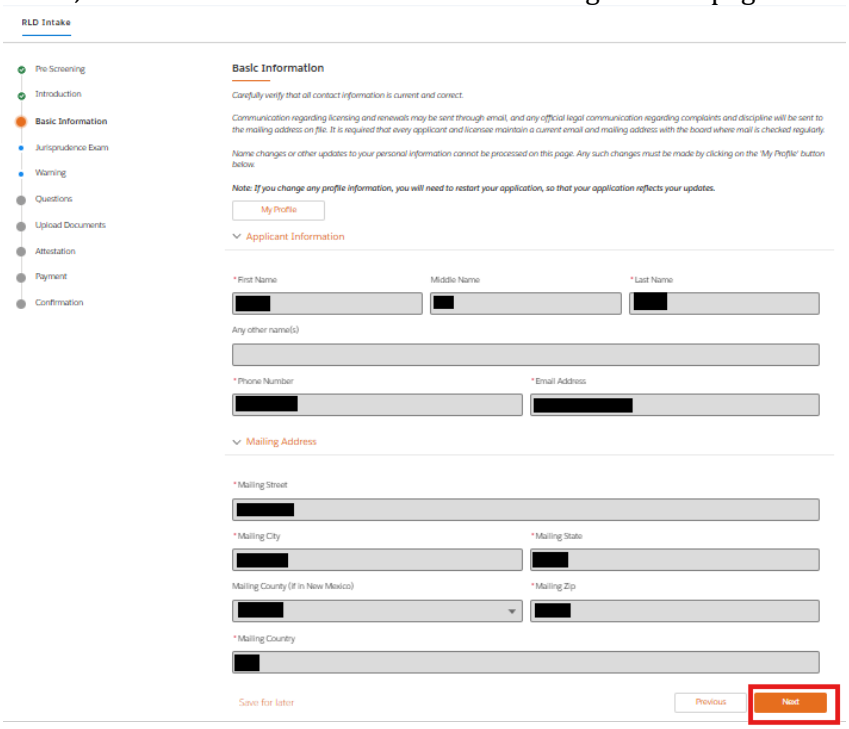
4. On the Introduction page, read through the information and select the "Next" button on the bottom right of the screen when you are done.



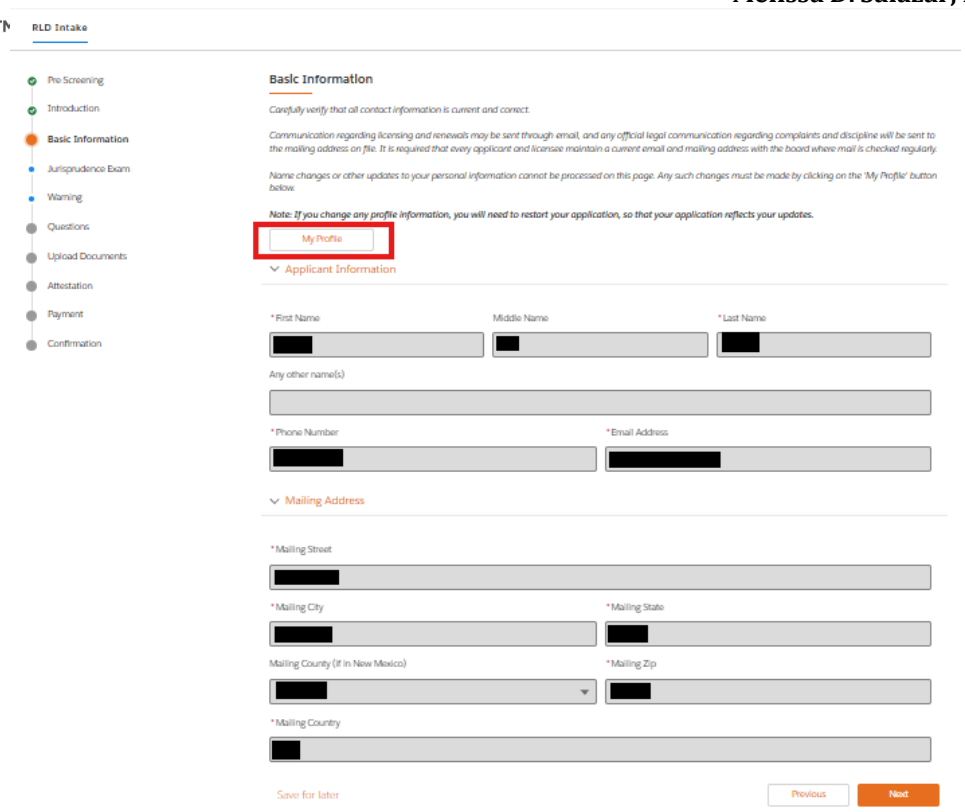
5. On the Basic Information page, verify that all information is valid and up to date.



a. If **Yes**, select the "Next" button at the bottom right of the page.

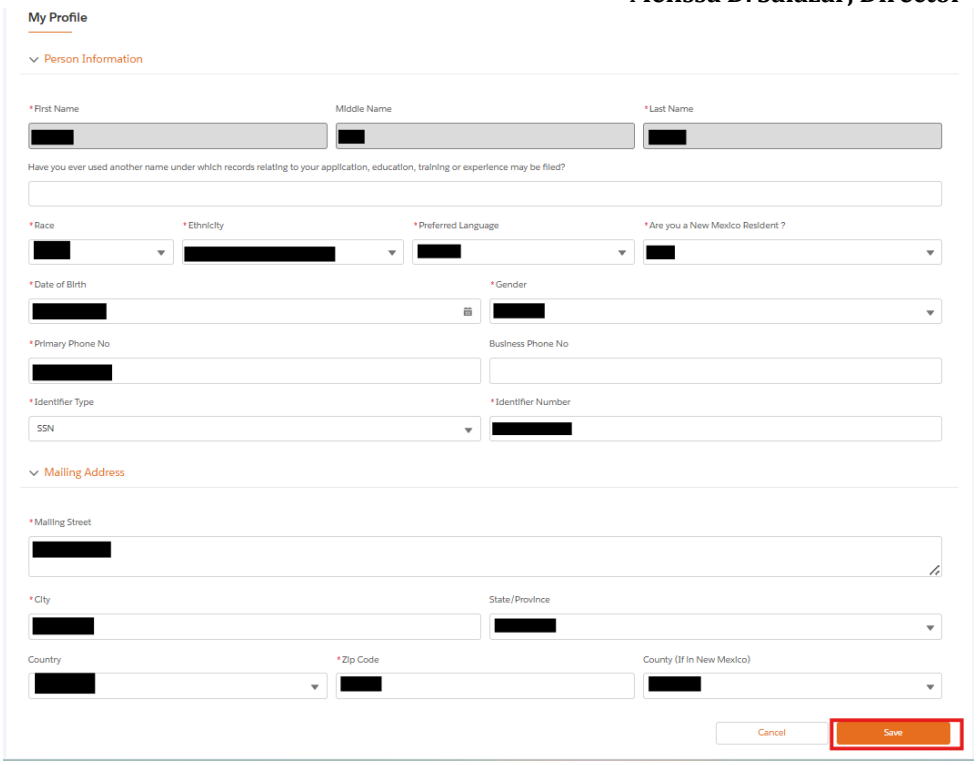


b. If **No**, select the "My Profile" button at the top left to udpate your information.



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.

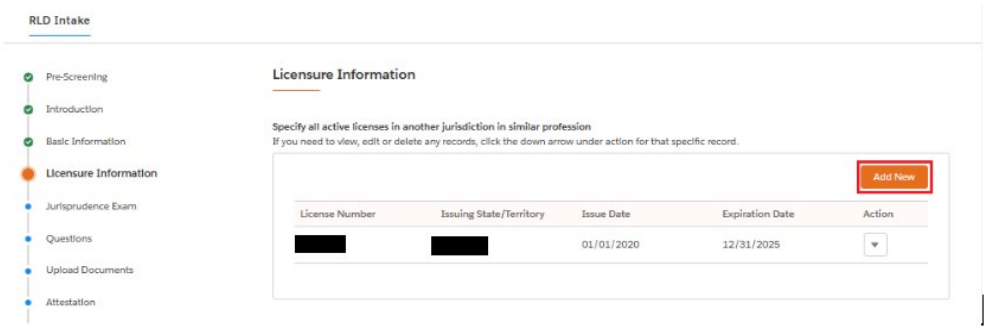


iii. You will need to restart your application to ensure the updated data is listed. Return to "Step1: Select Nursing Home Adminostrator Application" to continue.

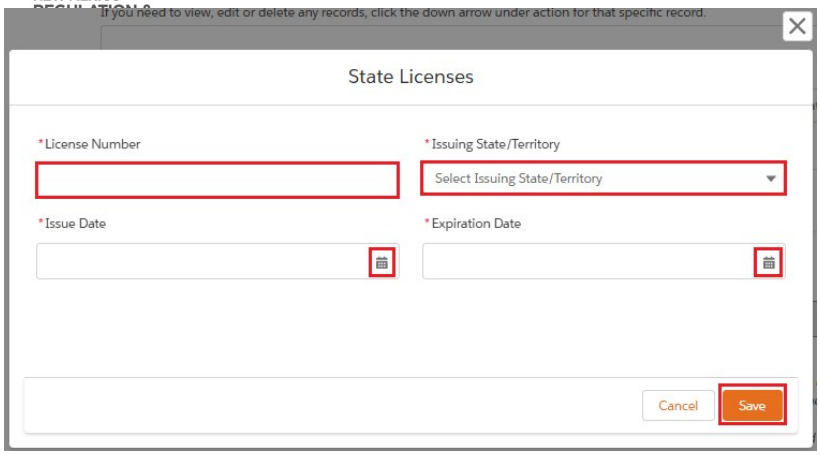
6. On the Licensure Information Page, this page is only for **Reciprocity and Military**

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

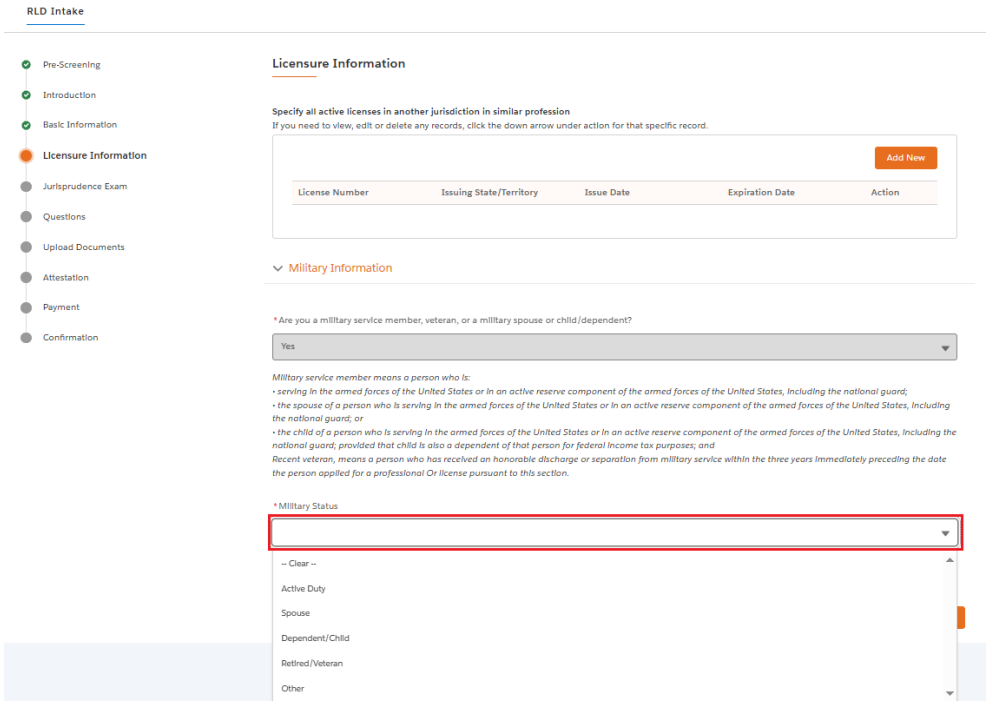
   b. A. Select the "**Add New**" button to begin entering your license information. A smaller window will then open asking for additional information.



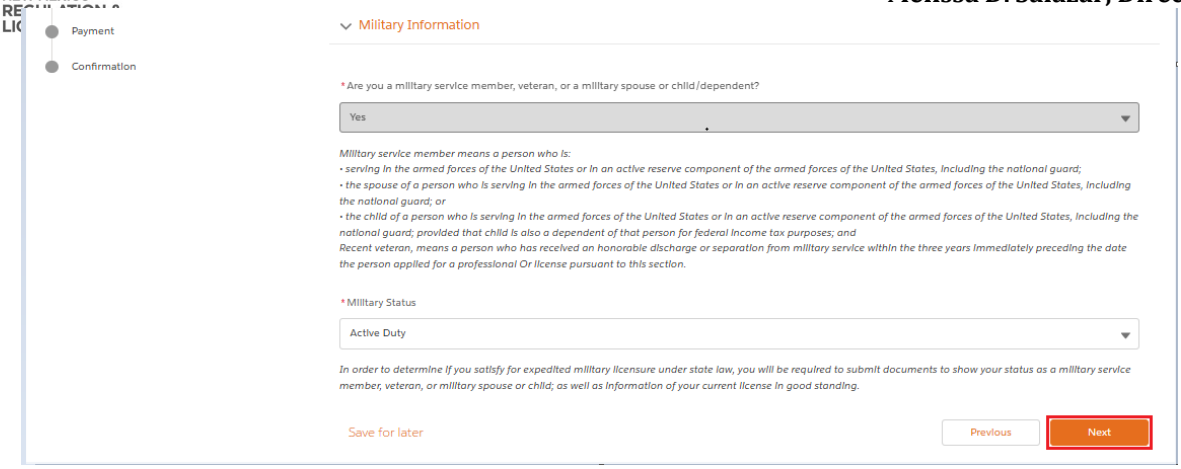
   c. In the newly opened window, enter your full **License Number** exactly as it appears on your out-of-state license. Then use the dropdown to select the **State/Territory** that issued your license. You can then enter the **Issue Date** and **Expiration Date** in their respective fields by using the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



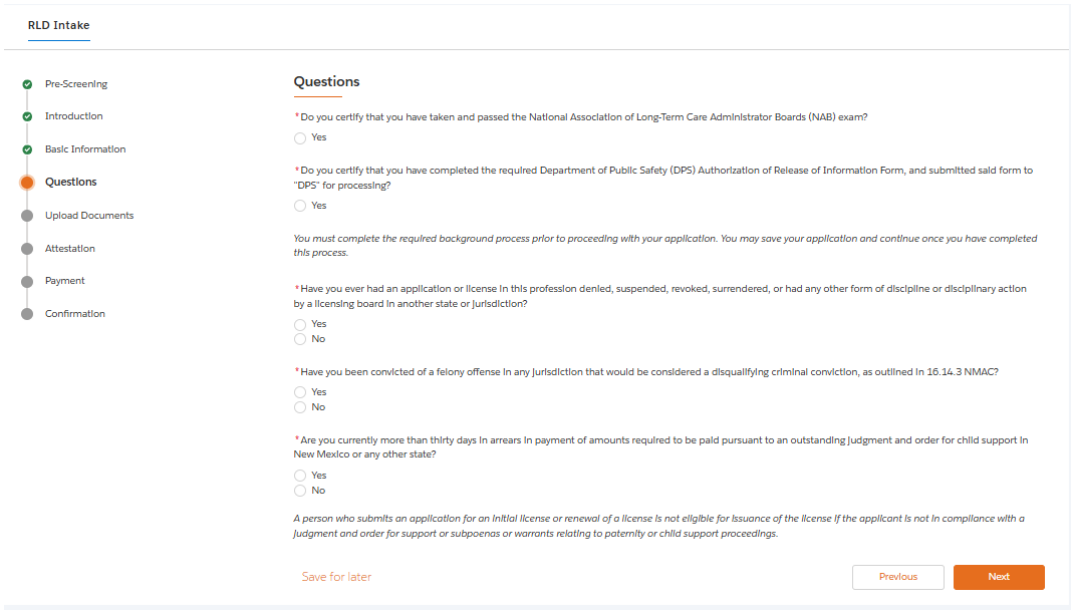
d. If you selected "**Yes**" to the military question in your **Pre-Screening**, a secondary question will populate in the **Licensure Information** section. Use the dropdown to select your **Military Status** among **Active Duty**, **Spouse**, **Dependent/Child**, **Retired/Veteran**, and **Other**.



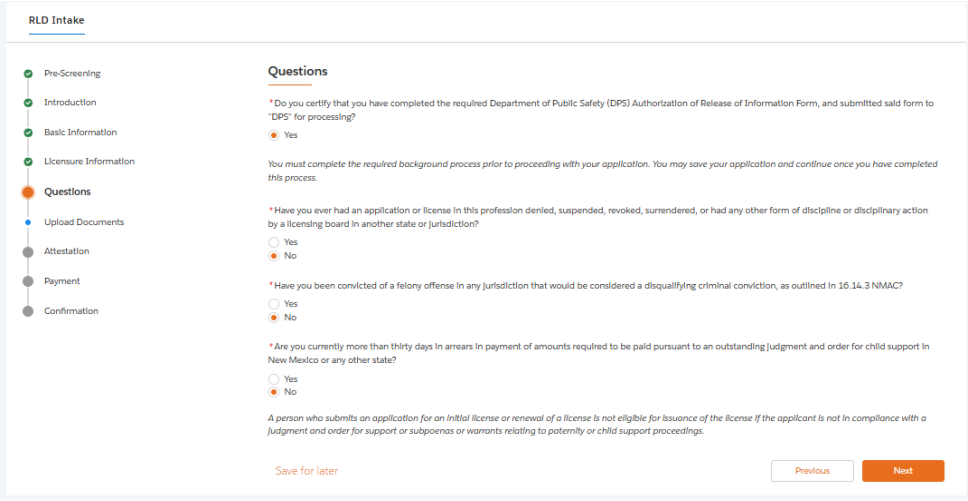
e. With your license information added and your **Military Status** selected, click "**Next**" to proceed with the rest of your application.



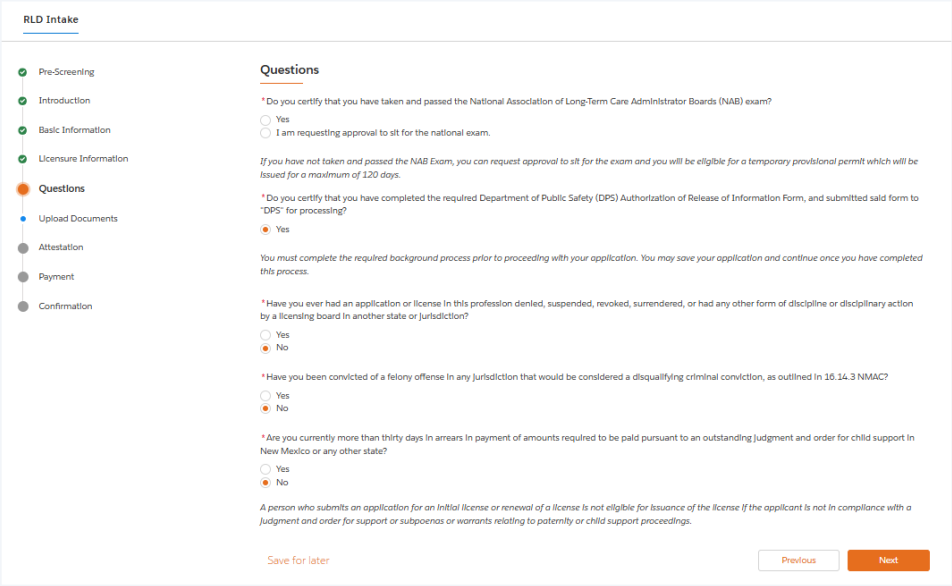
7. On the Questions page, please answer all questions accurately with the most recent information.



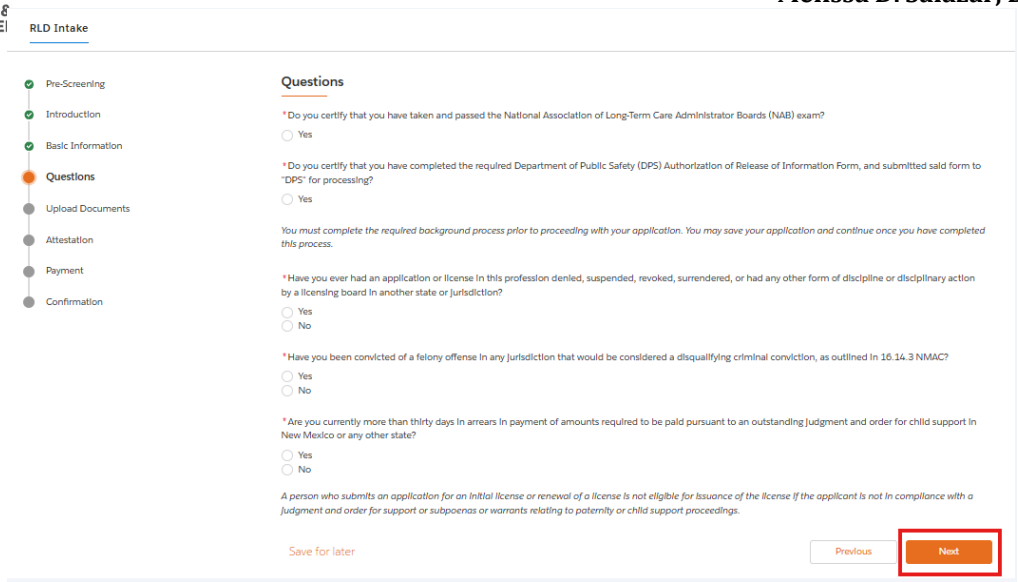
a. For **Military**, your Questions page will be as shown in the image below.



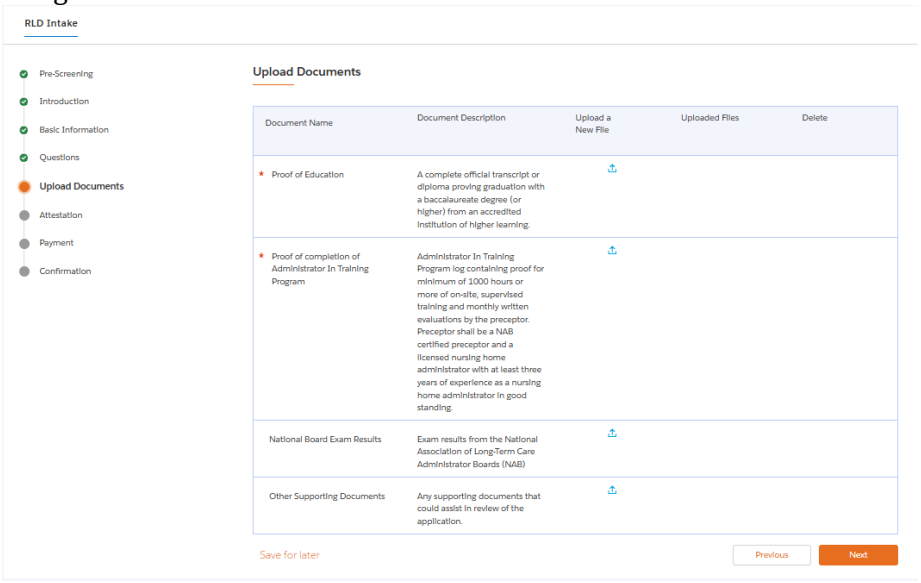
b. For **Reciprocity**, your Questions page will be as shown in the image below.



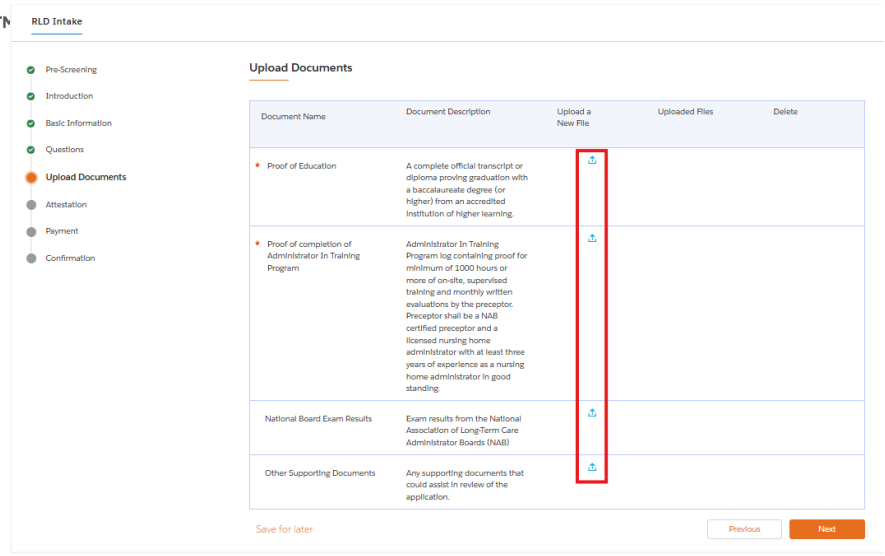
c. To complete the Questions page, select the “Next” button at the bottom right of the page.



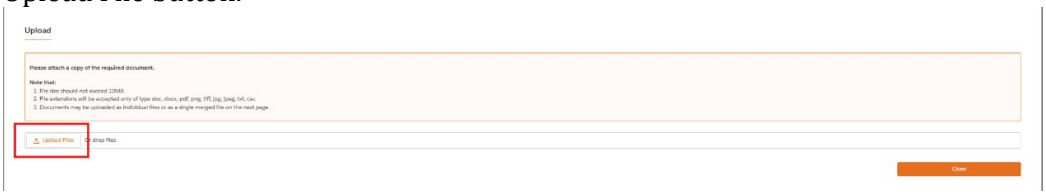
8. On the Upload Documents page, attach all requested and relevant documents to their designated column.



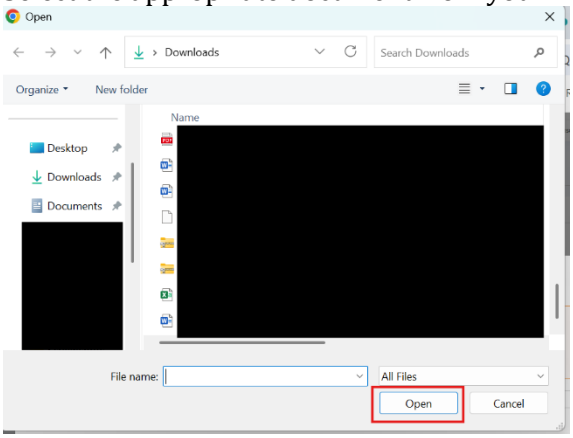
a. Select the blue upload icon in each section to upload a document.



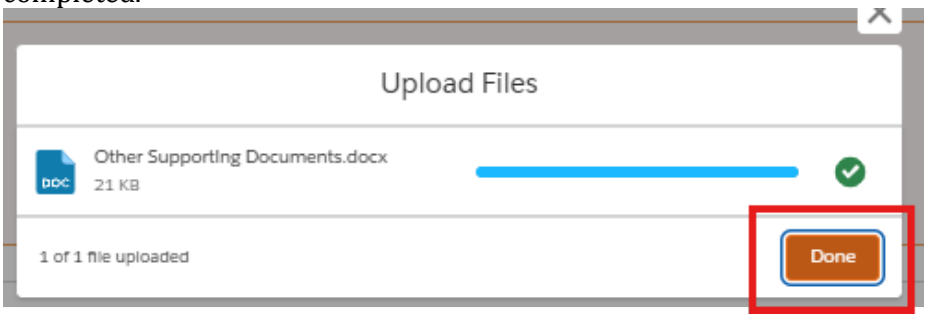
b. Review the document size and type requirements before uploading, then select the Upload File button.



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

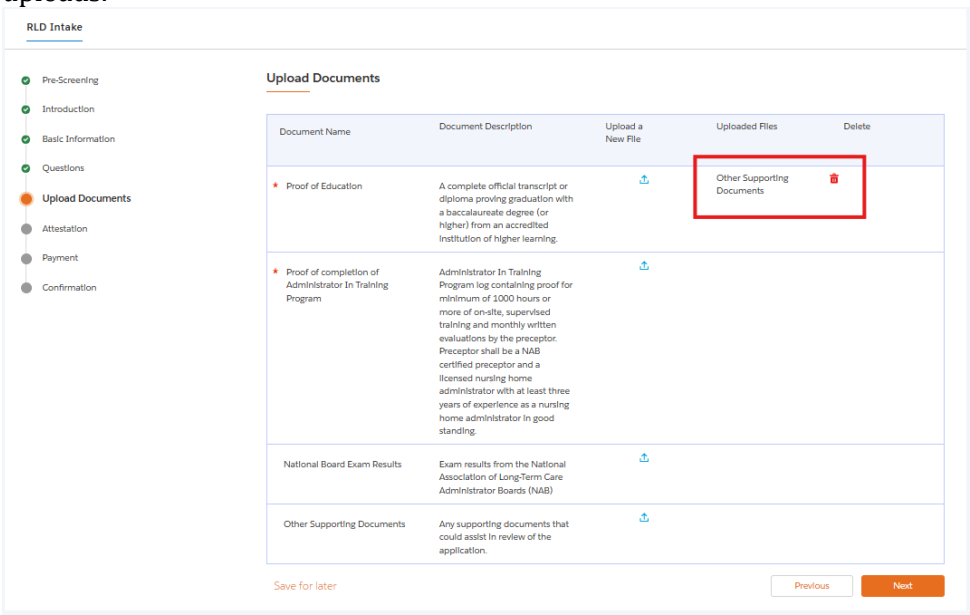


d. The file will notify you when it’s completed. Select the “Done” button when it’s completed.

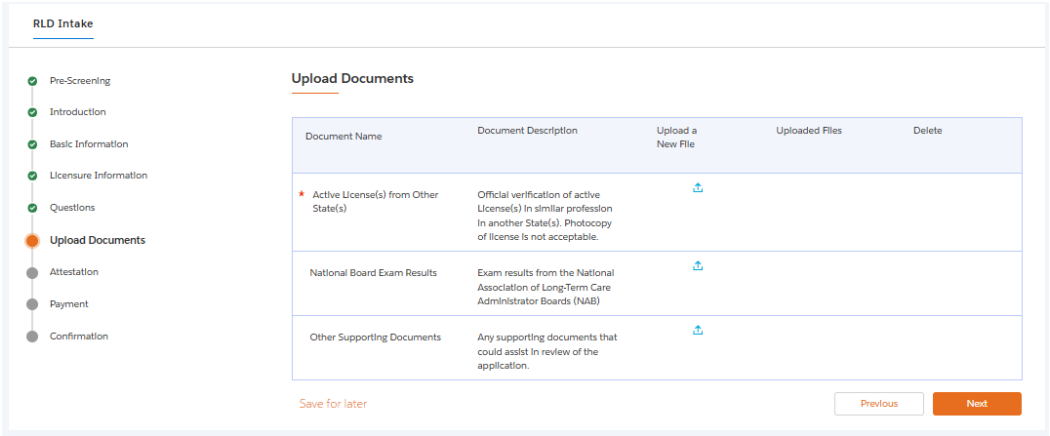


e. You will be able to see your document added and can then select the “Close” option.

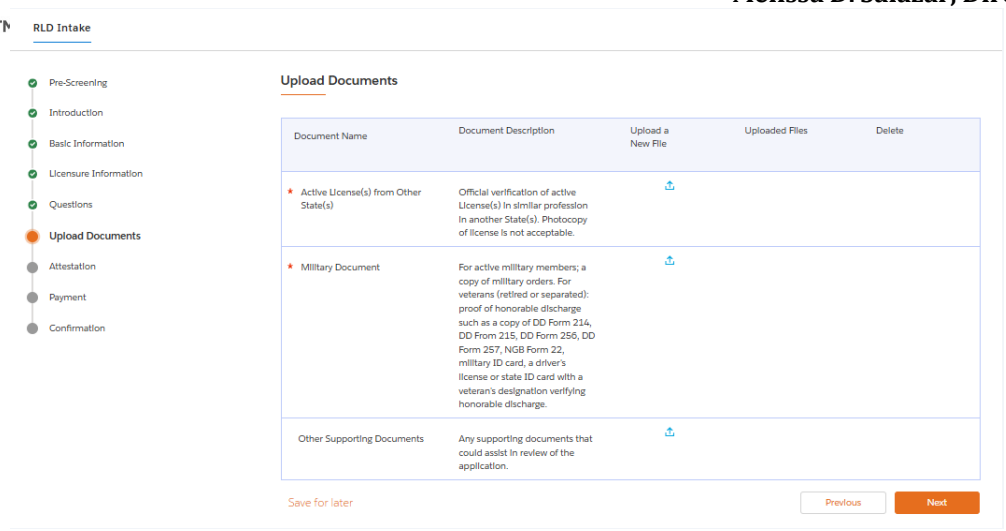
f. You will be able to see the documents in each section once you have completed the uploads.



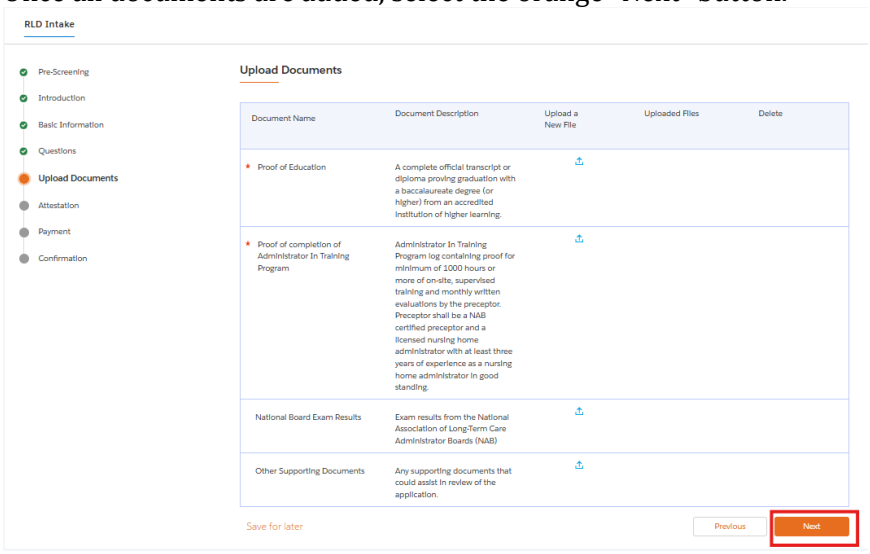
g. For **Reciprocity**, your document requirements will be as shown in the images below.



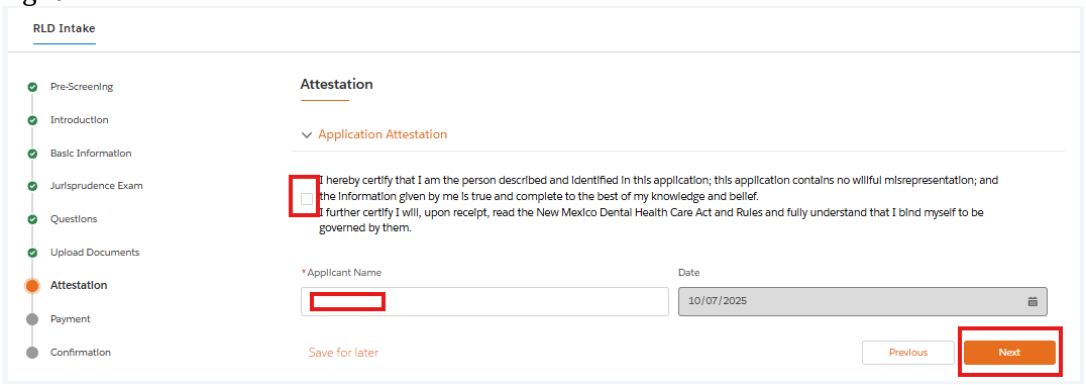
h. For **Military**, your document requirements will be as shown in the image below.



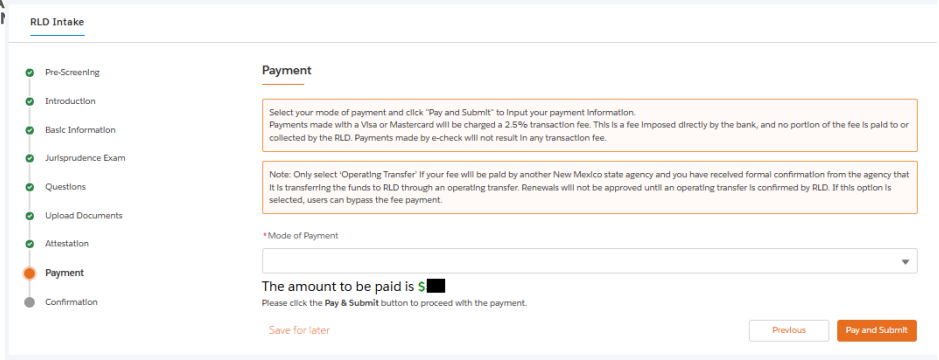
i. Once all documents are added, select the orange "Next" button.



9. 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.

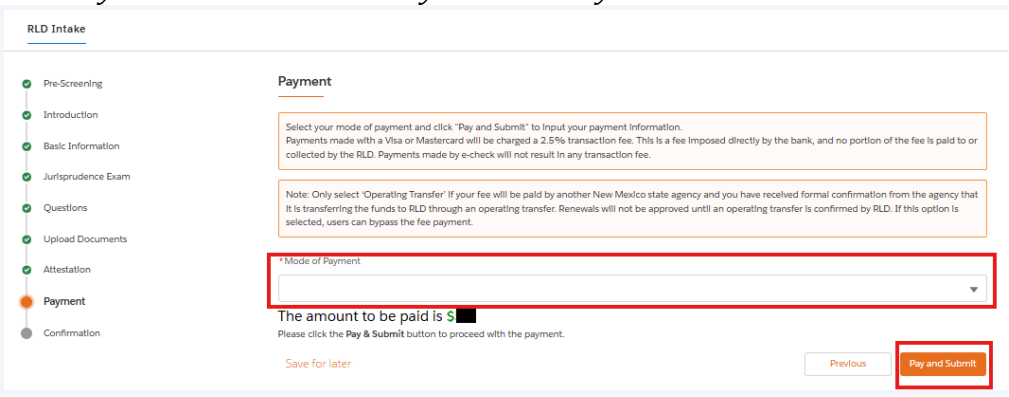


10. On the Payment page, review the notice before making any selections.

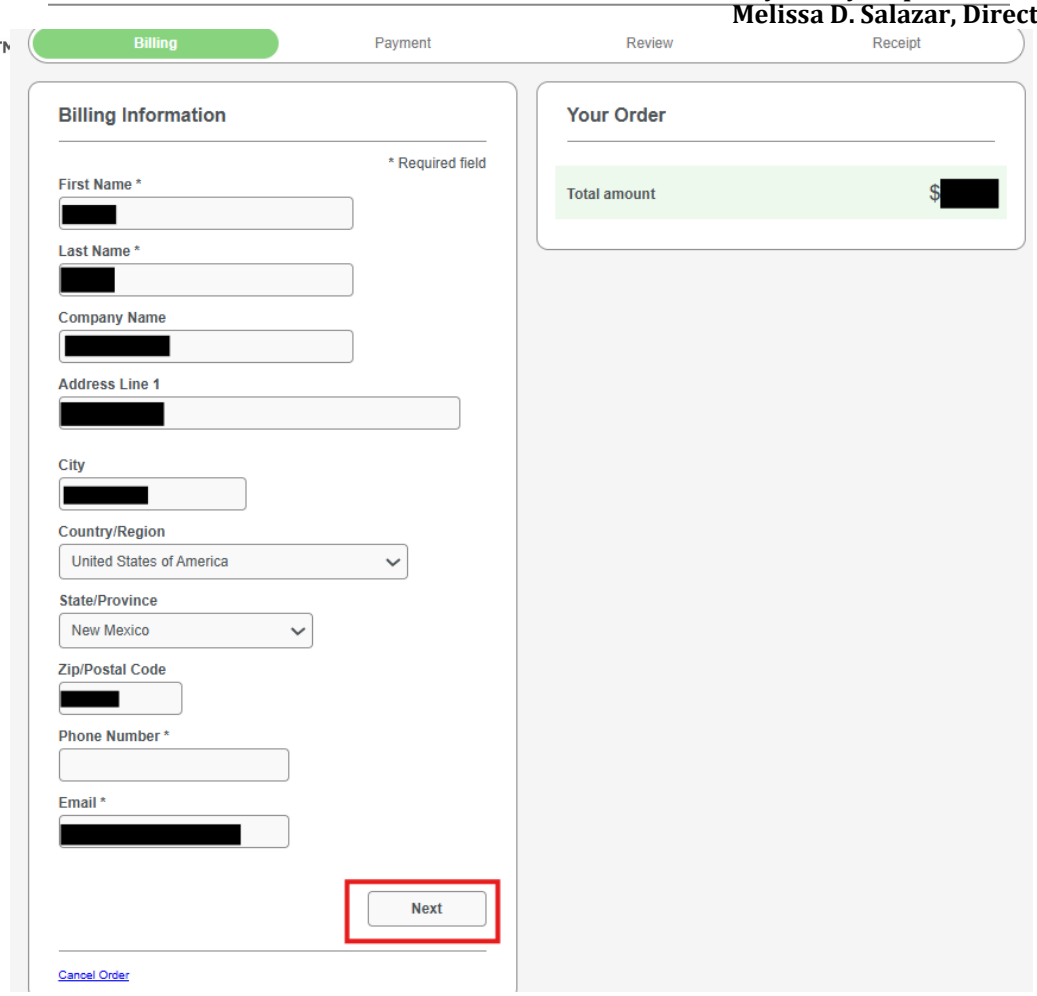


a. **Military** Applications **DO NOT** require payment.
b. Select a Mode of Payment then the "Pay and Submit" button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

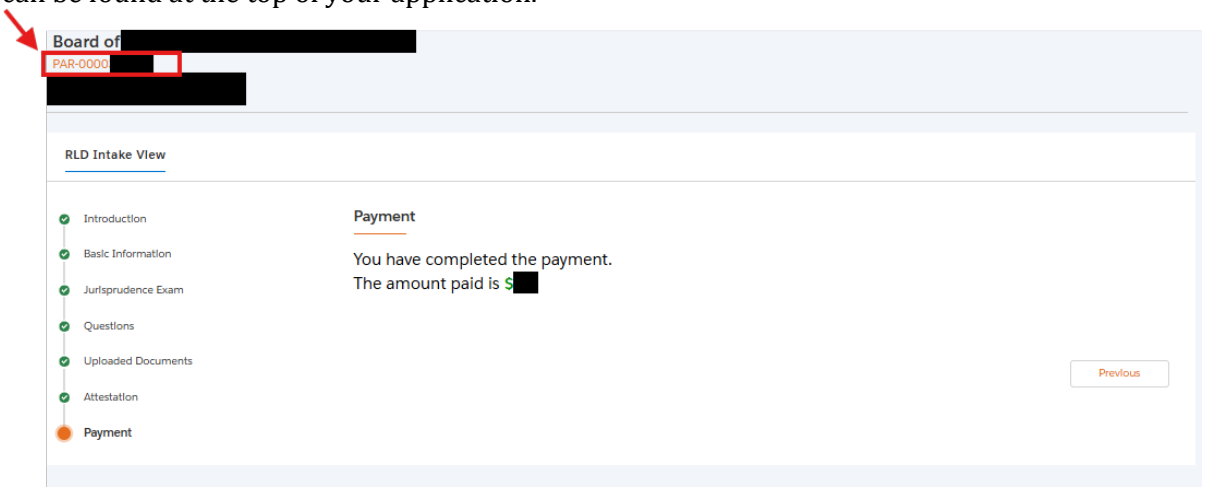
   Note: Payment is a separate system and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.



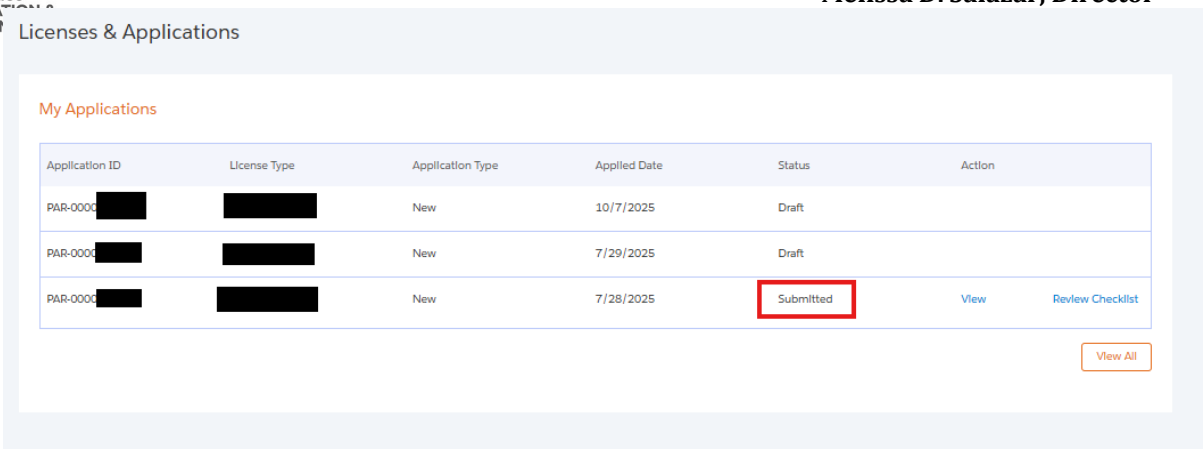
c. Ensure all required fields are completed and click "Next" button to proceed through entire payment.



11. 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.



12. 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
New
10/7/2025
Draft
PAR-0000
New
7/29/2025
Draft
PAR-0000
New
7/28/2025
Submitted
View
Review Checklist
View All