



Board of Barbers and Cosmetologists

Provisional Instructor

Application User Guide

Table of Contents

Application for Provisional Instructor

Introduction	3
Basic Information Page	3
Jurisprudence Exam	6
Questions Page	7
Upload Documents Page	9
Attestation Page	11
Payment Page	12

Application for Provisional Instructor

1. Click the “Select” button to the right of the Provisional Instructor license type.

Provisional Instructor License

Provisional Instructor license is issued to an applicant who meets the board requirements and has completed three full years of current verified full time work experience as a practitioner in the field in which they seek licensure as an instructor.

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
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

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.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Introduction

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

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Save for later

Next

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

RLD Intake

- Introduction
- Basic Information**
- Jurisdiction Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

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

[Save for later](#)

[Previous](#) [Next](#)

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

RLD Intake

- Introduction
- Basic Information**
- Jurisdiction Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

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[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

[Save for later](#)

[Previous](#) [Next](#)

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

RLD Intake View

- Introduction
- **Basic Information**
- Jurisprudence Exam
- Questions
- Uploaded Documents
- Attestation
- Payment

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 [REDACTED] Middle Name [REDACTED] *Last Name [REDACTED]

Have you ever used another name under which records relating to your application, education, training or experience may be filed?
[REDACTED]

*Race [REDACTED] *Ethnicity [REDACTED] *Preferred Language [REDACTED] *Are you a New Mexico Resident? [REDACTED]

*Date of Birth [REDACTED] *Gender [REDACTED]

*Primary Phone No [REDACTED] Business Phone No [REDACTED]

*Identifier Type [REDACTED] *Identifier Number [REDACTED]

Mailing Address

*Mailing Street [REDACTED]

*City [REDACTED] State/Province [REDACTED]

Country [REDACTED] *Zip Code [REDACTED] County (If in New Mexico) [REDACTED]

Cancel Save

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

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

RLD Intake

Introduction
Basic Information
Jurisprudence Exam
Questions
Upload Documents
Attestation
Payment
Confirmation

Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 0

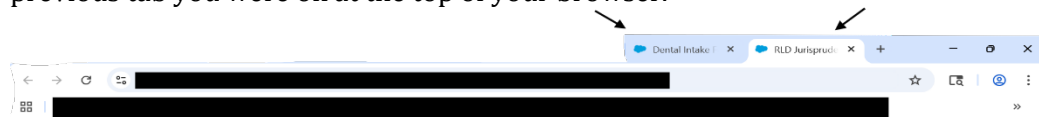
Launch New Refresh

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.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam**
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

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

- 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.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam**
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

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

Previous Next

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

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam**
- Questions
- Uploaded Documents
- Attestation
- Payment

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.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions**
- Upload Documents
- Attestation
- Payment
- Confirmation

Questions

* Do you certify that you are minimum 17 years old?

☐ Yes

You must hold an active license in New Mexico at the same level as you are applying for a provisional instructor license.

* Specify the type of Provisional Instructor license you are applying for?

* Do you certify that you have completed 3 years of full time work experience within last 5 years as a practitioner in the field in which you are seeking licensure as a provisional instructor?

☐ Yes

Have you taken and passed the National Instructor Theory Exam?

☐ Yes

☐ No

A license will not be issued until you have successfully taken and passed the national exam.

* 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 16.34.2.15 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.

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

Please Note: You must hold an active license in New Mexico at the same level as you are applying for a provisional instructor license.

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

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions**
- Upload Documents
- Attestation
- Payment
- Confirmation

Questions

* Do you certify that you are minimum 17 years old?

☒ Yes

You must hold an active license in New Mexico at the same level as you are applying for a provisional instructor license.

* Specify the type of Provisional Instructor license you are applying for?

* Do you certify that you have completed 3 years of full time work experience within last 5 years as a practitioner in the field in which you are seeking licensure as a provisional instructor?

☒ Yes

Have you taken and passed the National Instructor Theory Exam?

☒ Yes

☐ No

A license will not be issued until you have successfully taken and passed the national exam.

* 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

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

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

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Uploaded Files
* National Board Exam Results	Proof of passing the national written and practical licensing examinations.	
* Verified Work Experience	Proof of 3 years of full time work experience within last 5 years as a practitioner in the field in which you are seeking licensure as a provisional instructor	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

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

- a. Select the orange upload icon in each section to upload a document.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
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[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.

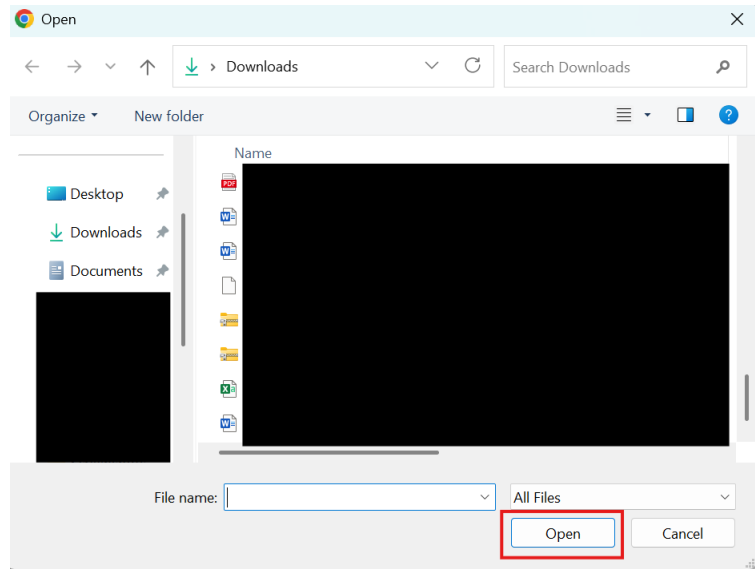
Note that:

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

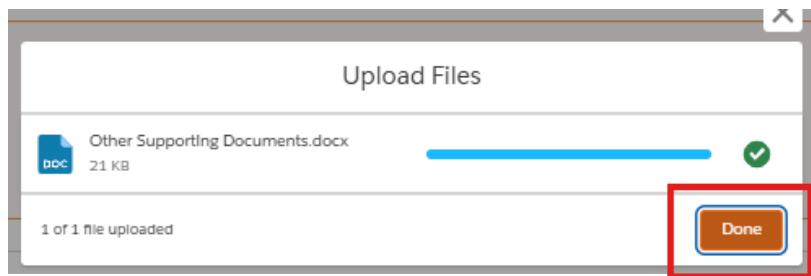


[Done](#)

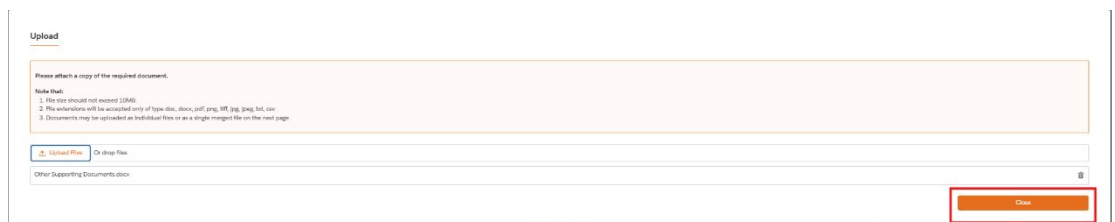
- c. Select the appropriate document from your files and then select "Open"



- 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.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

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* Verified Work Experience	Proof of 3 years of full time work experience within last 5 years as a practitioner in the field in which you are seeking licensure as a provisional instructor	    
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later Previous Next

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

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Uploaded Files
* National Board Exam Results	Proof of passing the national written and practical licensing examinations.	    
* Verified Work Experience	Proof of 3 years of full time work experience within last 5 years as a practitioner in the field in which you are seeking licensure as a provisional instructor	    
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.

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation**
- Payment
- Confirmation

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, upon receipt, read the New Mexico Dental Health Care Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

10/07/2025

Save for later Previous Next

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

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

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 \$ [REDACTED]

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

[Save for later](#) [Previous](#) [Pay and Submit](#)

- 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.*

RLD Intake

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
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- Confirmation

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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.

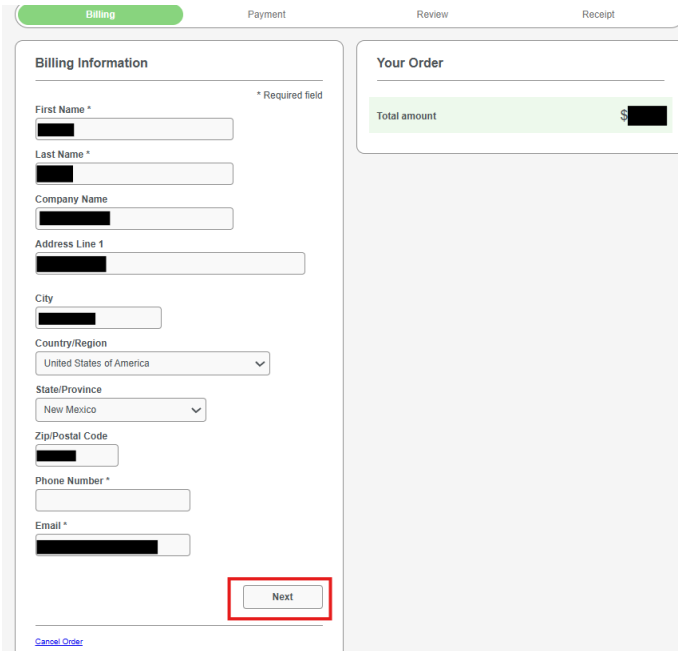
* Mode of Payment

The amount to be paid is \$ [REDACTED]

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

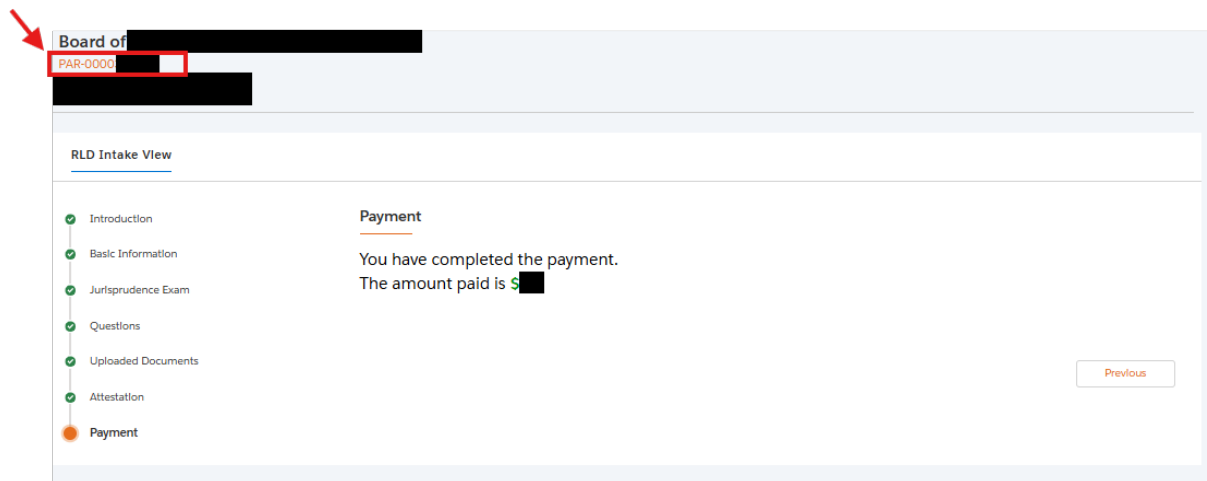
[Save for later](#) [Previous](#) [Pay and Submit](#)

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



The form is titled "Billing Information" and is part of a multi-step process with tabs for Billing, Payment, Review, and Receipt. It contains several required fields marked with an asterisk: First Name, Last Name, Company Name, Address Line 1, City, Country/Region (set to United States of America), State/Province (set to New Mexico), Zip/Postal Code, Phone Number, and Email. A "Next" button is highlighted with a red box at the bottom right of the form. A "Cancel Order" link is located at the bottom left. To the right of the form, under the heading "Your Order", there is a "Total amount" field showing a dollar sign and a redacted 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.



The form is titled "RLD Intake View" and shows a progress bar with steps: Introduction, Basic Information, Jurisprudence Exam, Questions, Uploaded Documents, Attestation, and Payment. The "Payment" step is currently active, indicated by an orange circle. To the right of the progress bar, under the heading "Payment", it states: "You have completed the payment. The amount paid is \$ [redacted]". A "Previous" button is located at the bottom right. At the top left of the form, a red arrow points to a label "Board of [redacted]" and a box containing the application number "PAR-0000 [redacted]".

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](#)