



Board of Social Work Examiners

Provisional License Application Manual

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BOARD OF SOCIAL WORK EXAMINERS APPLICATION MANUAL

Application for Provisional License

1. Click the “Select” button to the right of the Provisional License application.

Provisional License

Applicant who holds a bachelor's degree or master's degree in social work may obtain a provisional license until applicant meets all the requirements, except examination, pursuant to the Social Work Practice Act for the level of license sought.

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

Pre-Screening

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

* Do you hold an active Dentist license that is current and in good standing, issued by another jurisdiction (other than New Mexico)?

☐ Yes ☐ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

Save for later

Start Application

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

Introduction

STOP

Important - Before Applying

If you have not held a provisional license in New Mexico for the level of licensure you are wanting to apply for, please apply for the provisional license. DO NOT apply for an “Exam Approval” unless you already held a Provisional License and did not pass the ASWB National Exam during your provisional year.

Please remember once you have received approval to sit for the exam, contact ASWB to schedule your exam. The ASWB contact information will be on your approval email. Please remember to always check your junk or spam email. RLD has a “No Refund” policy.

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 Save & 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

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

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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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Mailing Address

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*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

[Save for later](#)

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- 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 *Identifier Number

SSN

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 Povisional License Application” to continue.

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

RLD Intake

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

Jurisprudence Exam

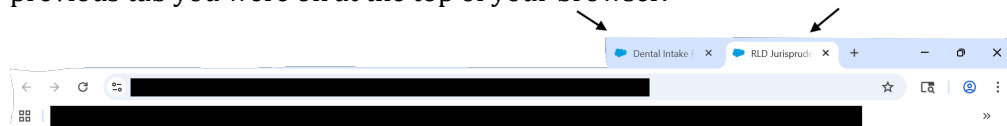
You must have a passing score to navigate further.

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 to view the score of your attempt to verify that you passed.

RLD Intake

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. 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 Social Work Examiners 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.

RLD Intake

Warning

Is Exam Passed? false

Please complete your exam before moving into next step.

Save for later

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

RLD Intake View

Jurisprudence Exam

Attempts : 1

Attempt	Name	Examination Date	Score in %	Result
1	PEX [REDACTED]	[REDACTED]	[REDACTED]	Pass

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6. 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 minimum 18 years old?

☐ Yes

* Specify the Type/Level of Provisional License you are applying for?

You cannot hold multiple provisional licenses of similar level/type in New Mexico.

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

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

Note: The required documents will vary depending on the provisional license type you are applying for. This is determined by your answers on the Questions Page.

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Upload Documents

Document Name	Document Description	Uploaded Files
* Baccalaureate Official Transcripts	Proof of a baccalaureate degree in social work from a program accredited by the council of social work education.	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

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

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Save for later

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- 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.

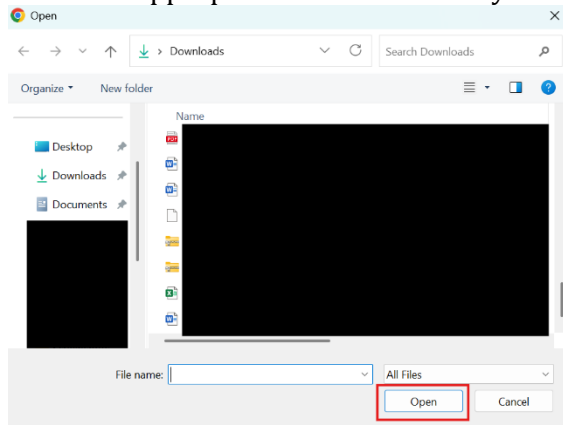
Note:

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

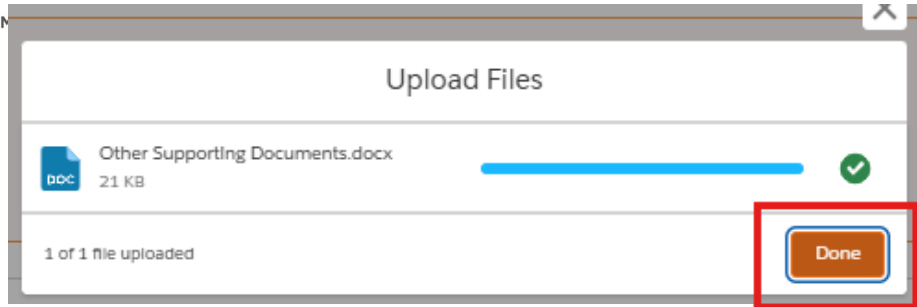
 

Done

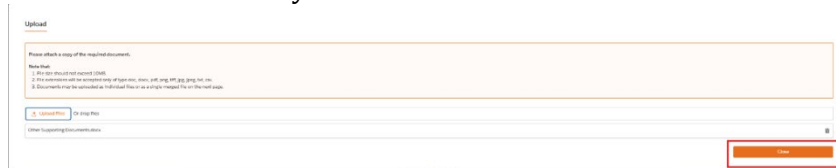
- c. Select the appropriate document from your files and then select "Open"



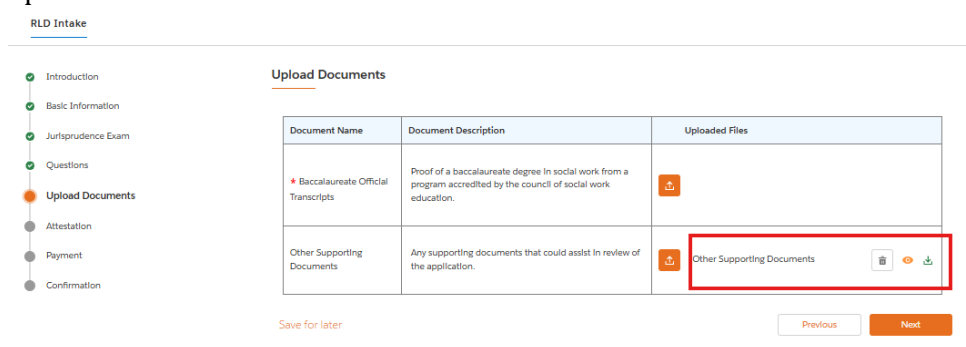
- d. The file will notify you when it's completed. Select the "Done" button when it's completed.



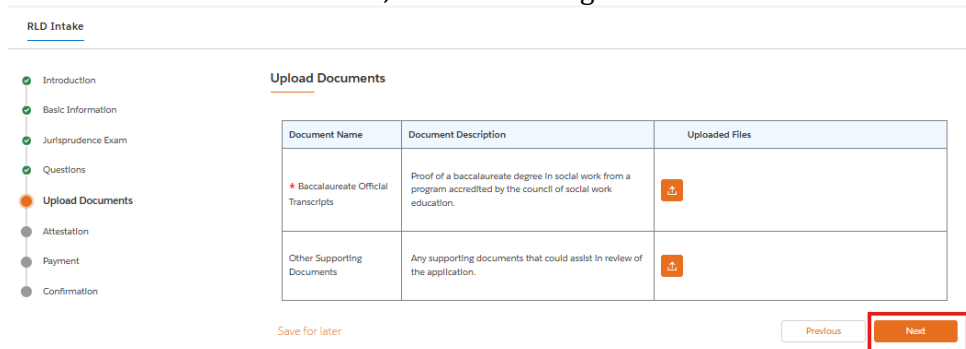
- e. You will be able to see your document added and can then select the “Close” option.



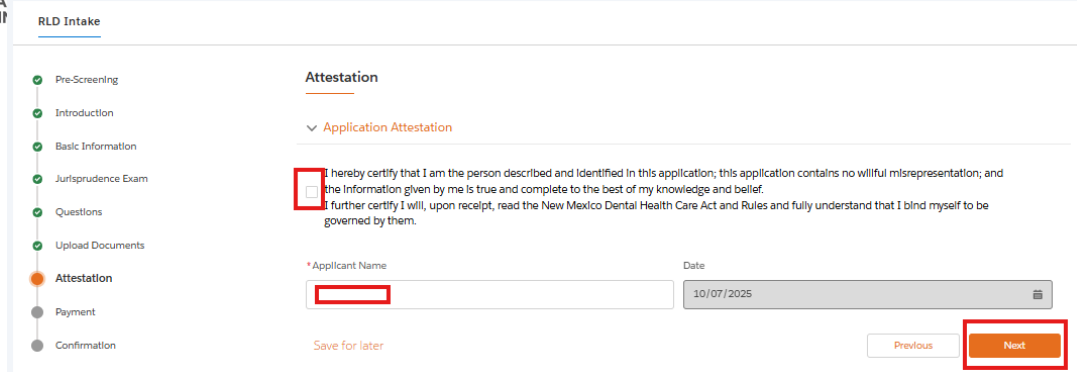
- f. You will be able to see the documents in each section once you have completed the uploads.



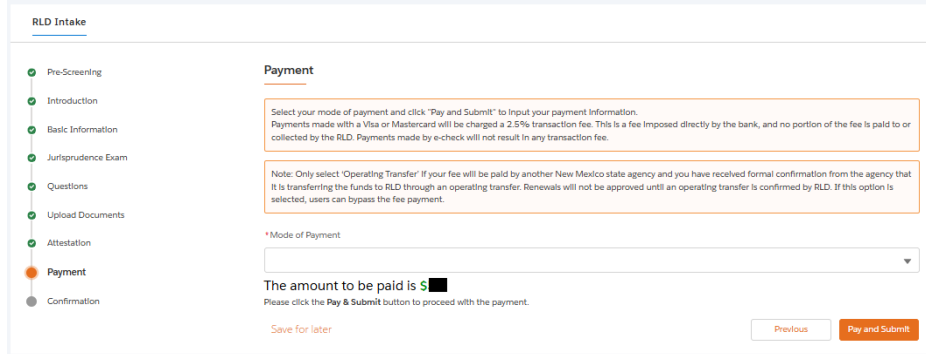
- g. Once all documents are added, select the orange “Next” button.



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.

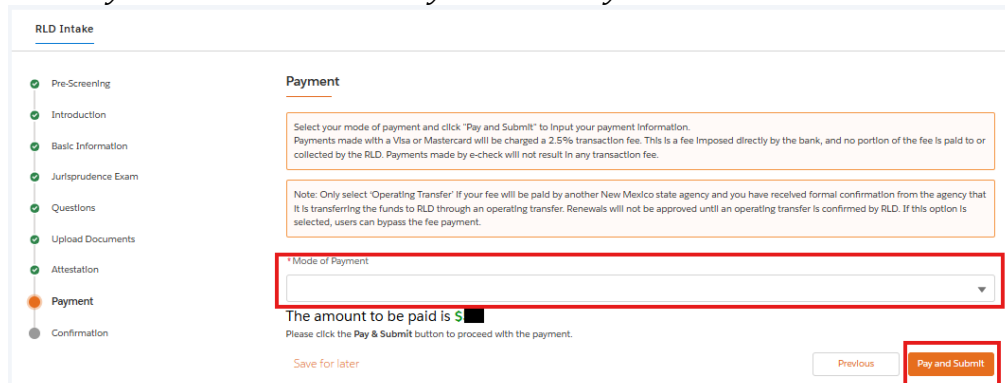


9. On the Payment page, review the notice before making any selections.



- 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

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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.

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](#)