



Board of Psychologist Examiners

Psychologist Associate Application User Guide

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Psychologist Associate Application

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

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

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Pre-Screening

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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 *Psychologist Associate* 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

- 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.

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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 *Psychologist Associate* 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.

* Are you a military service member, veteran, or the spouse of a person who is serving in the United States, a surviving spouse of a military service member who at the time of the member's death was serving on active duty, or a qualifying child/dependent of a military service member?

☒ Yes ☐ No

** Military service member means a person who is:

- serving in the armed forces of the United States as an active-duty member, or in an active reserve component of the armed forces of the United States, including the national guard;
- the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard, or a surviving spouse of a member who at the time of the member's death was serving on active duty; or
- the child of a military service member if the child is also a dependent of that person for federal income tax purposes; and

Veteran means a person who has received an honorable discharge or separation from military service.

Save for later

Start Application

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

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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 Save & Next button to begin your application.



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

Previous

Next

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

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 your information is **Not Up to Date**, select the **“My Profile”** button at the top left to update your information.

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](#)

- 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
Date of Birth		Are you a New Mexico Resident?
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, then return to your application and click **“Next”**.

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 Country (If in New Mexico)

Cancel **Save**

- b. If your information is **Up to Date**, select the **“Next”** button at the bottom right of the page.

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

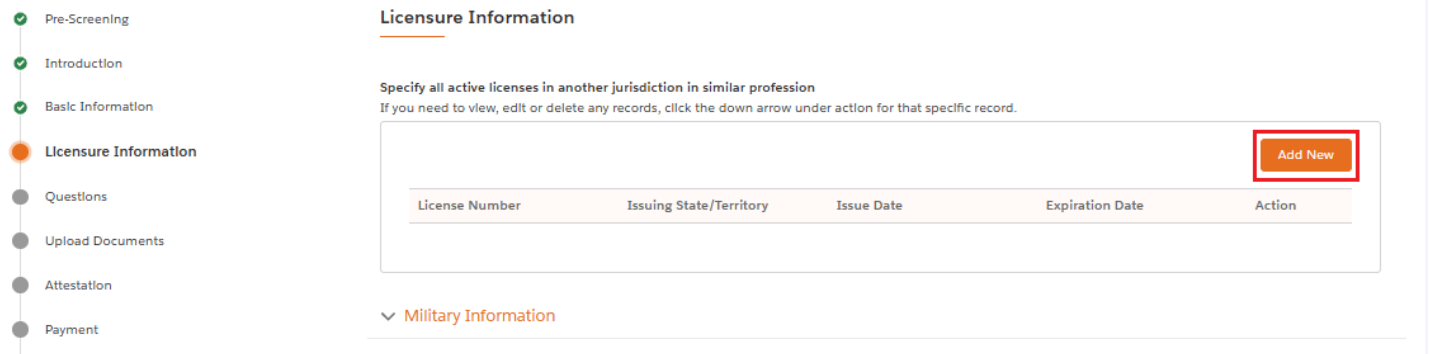
Save for later [Previous](#) **Next**

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**.

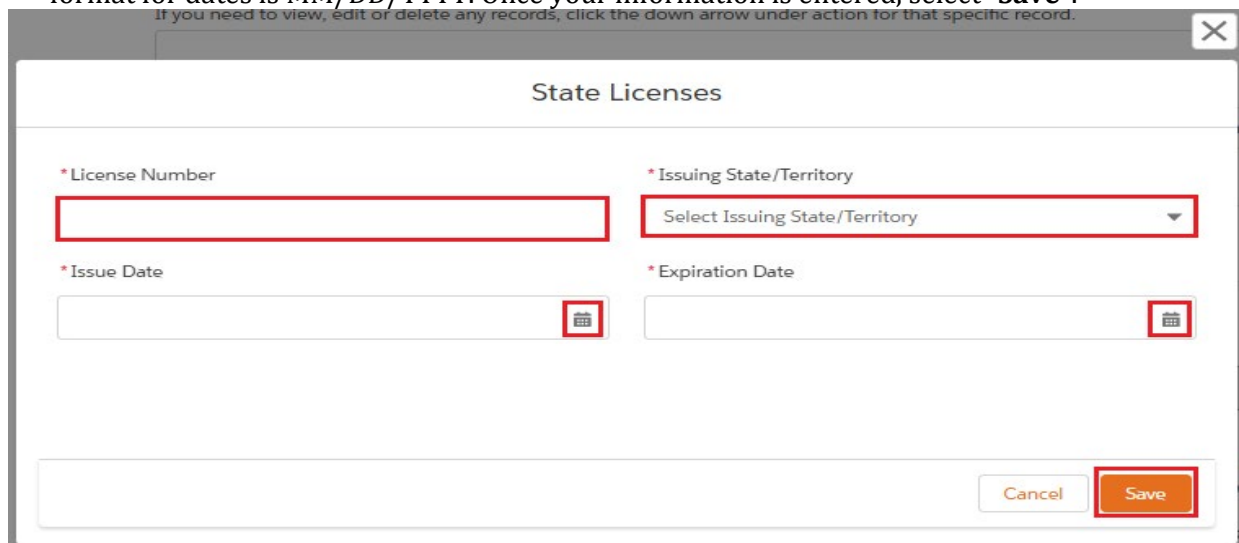
- Select the “**Add New**” button to begin entering your license information. A smaller window will then open asking for additional information.

RLD Intake Form



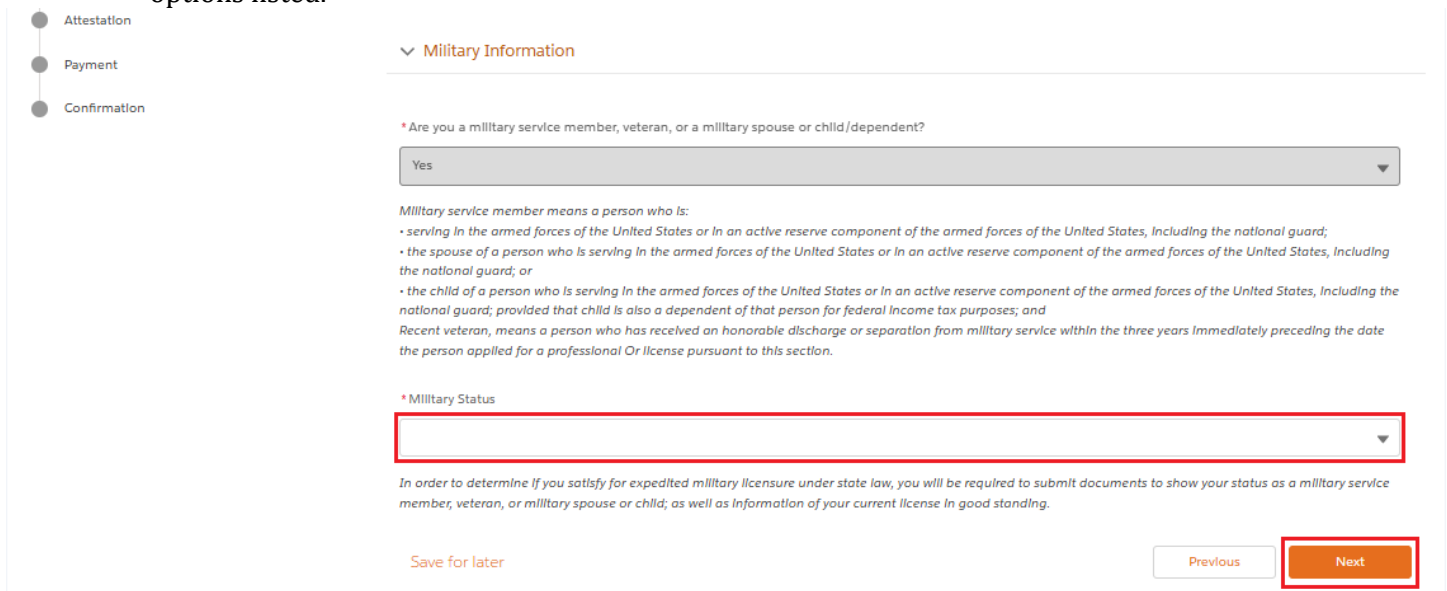
The screenshot shows the 'RLD Intake Form' with a sidebar on the left containing steps: Pre-Screening, Introduction, Basic Information, **Licensure Information** (highlighted), Questions, Upload Documents, Attestation, and Payment. The main content area is titled 'Licensure Information' and includes the instruction: 'Specify all active licenses in another jurisdiction in similar profession. If you need to view, edit or delete any records, click the down arrow under action for that specific record.' Below this is a table with columns: License Number, Issuing State/Territory, Issue Date, Expiration Date, and Action. An 'Add New' button is located in the top right corner of the table area. Below the table is a collapsed section for 'Military Information'.

- 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**”.



The screenshot shows a modal window titled 'State Licenses' with a close button (X) in the top right corner. The window contains four required fields: '* License Number' (text input), '* Issuing State/Territory' (dropdown menu with 'Select Issuing State/Territory' as the placeholder), '* Issue Date' (text input with a calendar icon), and '* Expiration Date' (text input with a calendar icon). At the bottom right, there are 'Cancel' and 'Save' buttons.

- 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.



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Military Information

* Are you a military service member, veteran, or a military spouse or child/dependent?

Yes

Military service member means a person who is:

- serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard;
- the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; or
- the child of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; provided that child is also a dependent of that person for federal income tax purposes; and

Recent veteran, means a person who has received an honorable discharge or separation from military service within the three years immediately preceding the date the person applied for a professional or license pursuant to this section.

* Military Status

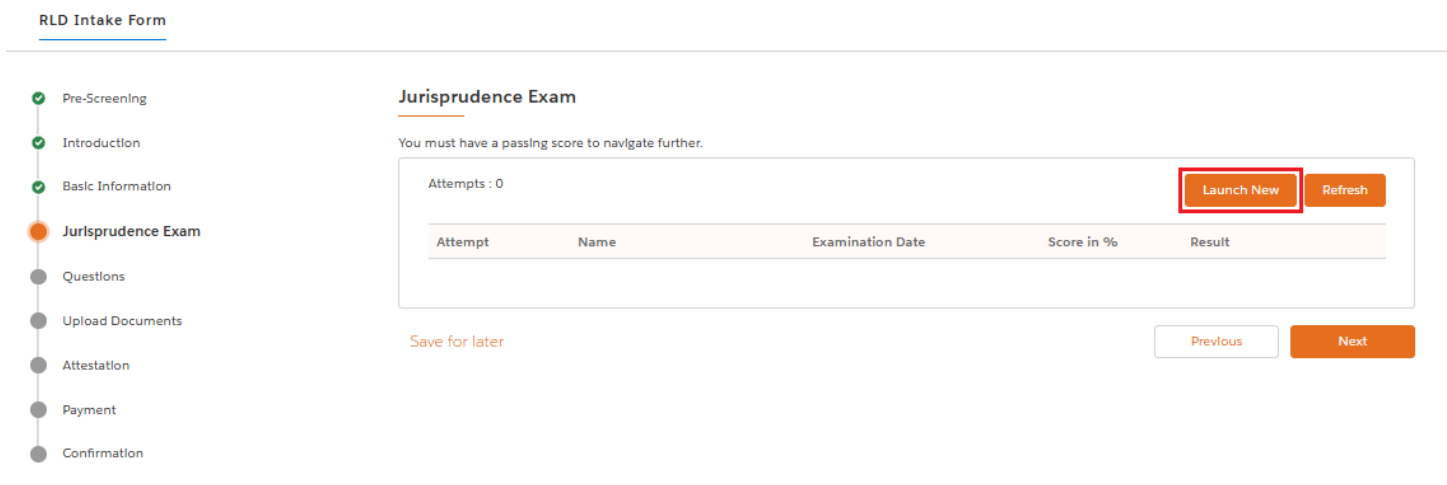
In order to determine if you satisfy for expedited military licensure under state law, you will be required to submit documents to show your status as a military service member, veteran, or military spouse or child; as well as information of your current license in good standing.

Save for later

Previous Next

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

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



RLD Intake Form

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 **Tab** will open containing 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 your **Exam Score** by selecting the orange “**Refresh**” button at the top right. If you passed the exam, a ‘**Pass**’ will show under the **Result** section.

RLD Intake Form

- Pre-Screening
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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-0000117327	10/30/2025	100	Pass

Save for later

Previous Next

- c. If you have not passed, you will receive a **Warning** and not be able to continue the application. Click “**Previous**” to go to the previous page and retake the **Jurisprudence Exam**.

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Warning

Is Exam Passed? false

Please complete your exam before moving into next step

Save for later

Previous

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.

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

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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-0000117327	10/30/2025	100	Pass

Save for later

Previous

Next

5. 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.
- Read Questions 1 through 5 carefully, then select the “**Yes**” or “**No**” radio button located directly under each question. 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.

Questions

* Do you certify that you are minimum 18 years old?

☒ Yes

* Have taken and passed the Examination for Professional Practice in Psychology (EPPP)?

☒ Yes
☐ No

* Date of Exam

* Do you certify that you hold a master's degree (or higher) from a department of psychology, counseling psychology or school of psychology from a university or higher education's institution that is regionally accredited in psychology, or is approved through the American Psychology Association (APA)?

☒ Yes

* Do you certify that you meet educational requirements as outlined in 16.22.12.9 NMAC?

☒ Yes

You may save your application and continue once you meet the educational requirements as outlined in 16.22.12.9 NMAC.

* Do you certify that you will perform your duties under the supervision of an approved supervisor (as outlined in 16.22.12.8 NMAC)?

☒ Yes

- b. If you indicate that you passed the Examination for Professional Practice in Psychology by selecting “**Yes**” to Question 2. An additional field will populate for you to enter the **Date of Exam**. You can enter the date into the field in **MM-DD-YYYY** format, or you can use the **Calendar** icon to select the date from the full calendar view.

* Have taken and passed the Examination for Professional Practice in Psychology (EPPP)?

☒ Yes
☐ No

* Date of Exam

01-01-2025 

* Do you certify that you hold a master's degree (or higher) from a department of psychology, counseling psychology or school of psychology from a university or higher education's institution that is regionally accredited in psychology, or is approved through the American Psychology Association (APA)?

- c. Indicate the **Type of Supervisor** you have by selecting “**Psychologist**”, or “**Psychiatrist**” then use the Search Box to enter your **Psychologist/Psychiatrist Supervisor’s License Number**. Select the full **License Number** from the list that populated below the **Search Box**. The **Supervisor Name** and **Supervisor License Number** will automatically populate in the corresponding boxes.

You will be required to upload Signed Supervisor Agreement Form on the document upload page, later in the application.

* Specify the type of your Supervisor

☒ Psychologist
☐ Psychiatrist

Specify an active New Mexico licensed Psychologist who will act as your Primary Supervisor. You can search by entering the Psychologist license number.

PSY1

* Supervisor Name

* Supervisor License Number

PSY1

- d. Answer questions 7 through 11 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.

* Do you certify that you have completed the required finger-printing process to request an FBI and State Criminal history report?

☒ Yes

Please register at: <https://nm.state.identogo.com/>. Refer FAQ's on this website regarding information for out-of-state applicants. The ORI number for Psychologist Examiners is NM920261Z. You must complete the required finger-printing process prior to proceeding with your application. You may save your application and continue once you have completed this process. You must upload a copy of the receipt with registration number for background report on the document upload page, later in the application.

* Do you certify that within the first year of licensure, you shall furnish evidence to the board that demonstrates an awareness and knowledge on New Mexico cultures?

☒ Yes

* 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 16.22.2.20 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.

*Provide any relevant details below. It is also recommended that you upload any supporting documentation on the document upload page, later in this application.

Save for later

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Next

- e. Once all sections of the **Question** page are complete and correct, click “**Next**” to proceed.

6. 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.

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Upload Documents

Document Name	Document Description	Uploaded Files
* Official Transcripts	Official transcripts from the institution's office of the registrar reflecting a master's degree from a department of psychology, counseling psychology or school of psychology from a university or higher education's institution that is regionally accredited in psychology, or is approved through the American Psychology Association (APA).	
* EPPP Score	Proof of passing the Examination for Professional Practice in Psychology (EPPP)	
* Supervisor Agreement Form	Signed Supervisor Agreement Form. Available for download from the board's website.	
* Receipt of Background Check	Receipt with registration number for finger-printing process to request an FBI and State Criminal history report.	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	
Certificate of NM Culture Awareness Coursework	Certificate of completion of cultural awareness coursework approved by the board.	

Save for later

Previous

Next

- a. Select the **“Upload Files”** button to open the file directory of your computer.

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 of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.

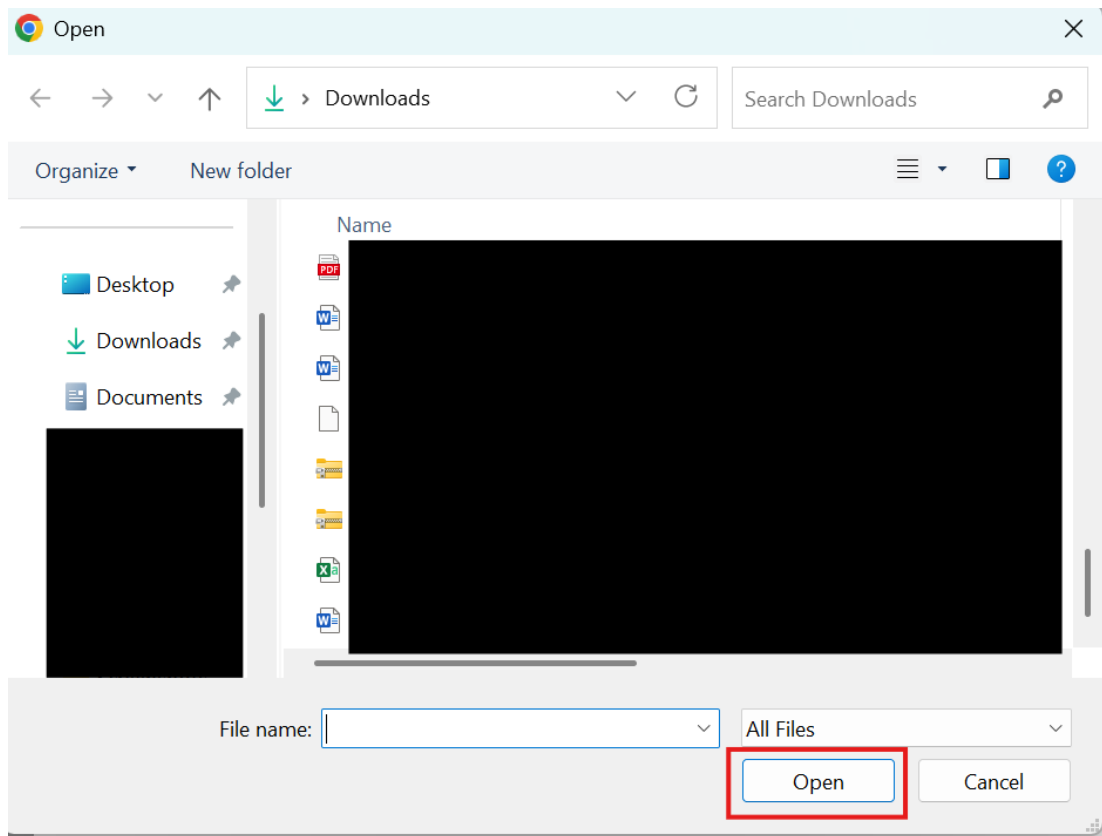
3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload Files

Or drop files

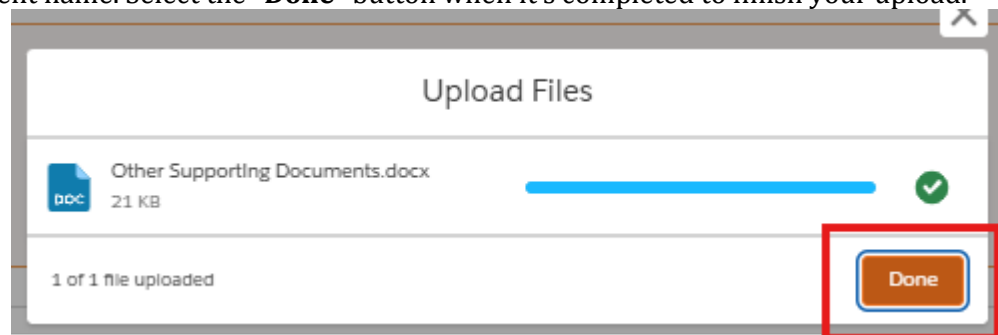
Close

- 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.

Upload

Please attach a copy of the required document.

Note that:

1. File size should not exceed 50MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, jpg, jpeg, tiff, etc.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

Or drag files

Other Supporting Documents.docx

- 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 them from your application. Use the orange **Eye** icon to preview your document and the green **Download** icon to save the uploaded document to your computer.

Upload Documents

Document Name	Document Description	Uploaded Files
* Official Transcripts	Official transcripts from the institution's office of the registrar reflecting a master's degree from a department of psychology, counseling psychology or school of psychology from a university or higher education's institution that is regionally accredited in psychology, or is approved through the American Psychology Association (APA).	Upload Your Document Name Trash Can Eye Download
* EPPP Score	Proof of passing the Examination for Professional Practice in Psychology (EPPP)	Upload Your Document Name Trash Can Eye Download
* Supervisor Agreement Form	Signed Supervisor Agreement Form. Available for download from the board's website.	Upload Your Document Name Trash Can Eye Download
* Receipt of Background Check	Receipt with registration number for finger-printing process to request an FBI and State Criminal history report.	Upload Your Document Name Trash Can Eye Download
Other Supporting Documents	Any supporting documents that could assist in review of the application.	Upload
Certificate of NM Culture Awareness Coursework	Certificate of completion of cultural awareness coursework approved by the board.	Upload

Save for later

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- f. Repeat step 6 of this guide until all required documents (*) have been uploaded. Then click the **“Next”** button to proceed.

7. 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.

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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 read the Professional Psychologist Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

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

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

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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 \$ (Application Fee \$ + Jurisprudence Exam Fee \$)

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

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

Note: Military Applications DO NOT require payment.

- 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.

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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 \$ **(Application Fee \$ + Jurisprudence Exam Fee \$)**

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

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

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.

- 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.

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 *

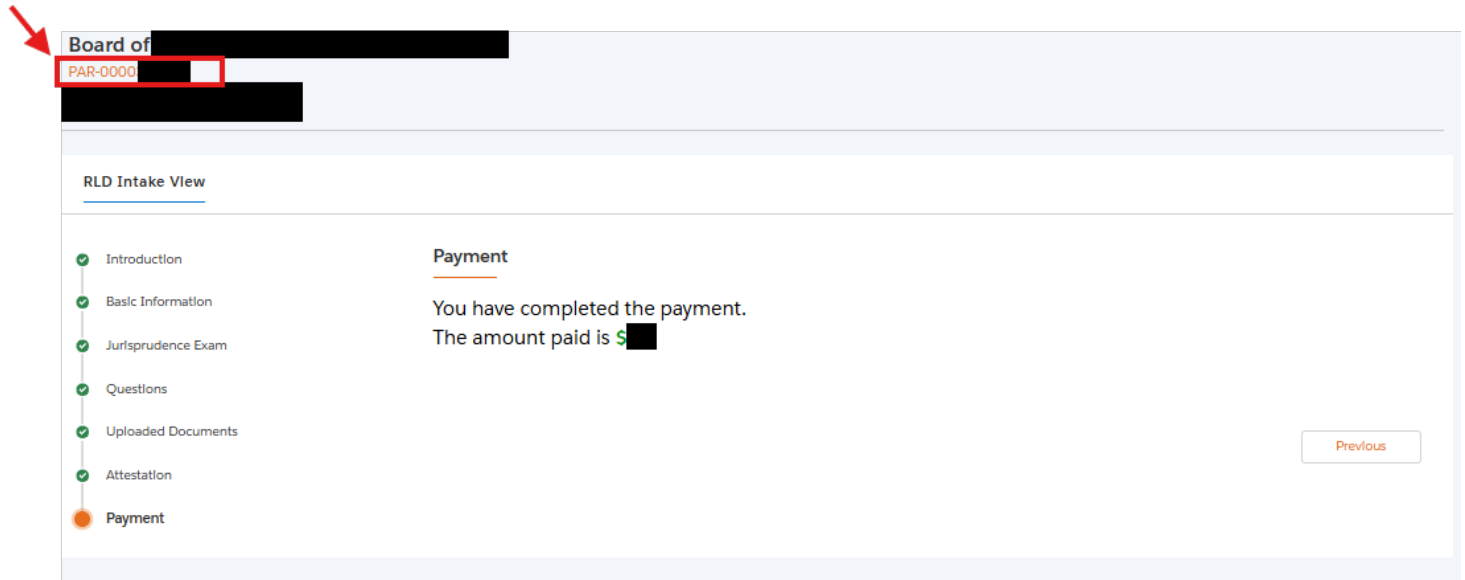
[Next](#)

[Cancel Order](#)

Your Order

Total amount \$

9. 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 [REDACTED]
PAR-0000 [REDACTED]

RLD Intake View

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- Payment**

Payment
You have completed the payment.
The amount paid is \$ [REDACTED]

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10. 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](#)