



Board of Barbers and Cosmetologists

Student Extern Permit

Application Manual

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Application for Student Extern Permit

1. Click the “Select” button to the right of the Student Extern Permit license type.

Student Extern Permit

Student Externship means a student enrolled in any course licensed by this act may, at the school's option, participate in an externship program upon completion of seventy-five percent of the contracted course of study.

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.

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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.

You must successfully complete 75% of the contracted course of study to qualify for the externship program. The externship program would allow students to train in a licensed salon establishment for 1 day or up to 8 hours per week until graduation. The training would be supervised by a designated licensee and would include any activity that is routine in a salon except for offering complete services on the public, applying any chemicals, or receiving any compensation. Permit is only valid till graduation date from the date of issuance.

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

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.

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Introduction

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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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Basic Information

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[My Profile](#)

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* First Name Middle Name * Last Name

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* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

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

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Basic Information

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[My Profile](#)

Applicant Information

*First Name Middle Name *Last Name

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?

Yes No

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)

[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?

Yes No

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 “Step 1: Select Student Extern Permit Application” to continue.

5. 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.

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Questions

If you are not able to search the name of your school, please contact the Board Office to check the status of your school's ability to provide services. Specify the Name and License Number of the New Mexico licensed Establishment where you will be working. Search by entering an active Salon Establishment License Number.

* School Establishment Name * School Establishment License Number

* Specify the type of student permit you currently hold?

☐ Barber Student Permit
☐ Cosmetologist Student Permit
☐ Esthetician Student Permit
☐ Manicurist/Pedicurist Student Permit
☐ Manicurist/Esthetician Student Permit
☐ Electrologist Student Permit
☐ Hairstylist Student Permit

* Do you certify that you have successfully completed seventy-five percent of the contracted course of study?

☐ Yes

You must successfully complete seventy-five percent of the contracted course of study to qualify for the externship program. You could either upload a proof that you have completed seventy-five percent of your curriculum on document upload page, later in the application, or you could ask your school establishment to confirm the board after you submit the application. Your application will not be approved until board receives the proof/confirmation.

* Has your expected graduation date changed since the time of your student permit application?

☐ Yes
☐ No

* Specify the expected graduation date as agreed upon within your student contract?

Student Extern Permit is valid till graduation date from the date of issuance. You must upload copy of signed student contract on document upload page, later in the application. If your expected graduation date changes after issuance of the permit, you or your school establishment should reach out to the board regarding adjustment to your graduation date.

If you are not able to search the name of your salon establishment, please contact the Board Office. Specify the Name and License Number of the New Mexico licensed Establishment where you will be working? You can search the salon establishment by entering the license number.

* Establishment Name * Establishment License Number

* Do you certify that you have read the Barbers and Cosmetologist Act, to include specifically the Student Externship section of the rules and fully understand that you bind yourself to be governed by them.

☐ 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 16.3A.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.

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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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☒ Yes
☐ No

* 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.

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

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Upload Documents

Document Name	Document Description	Uploaded Files
* Student Contract	Copy of signed student contract specifying the expected graduation date	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	
Proof of 75% Course Completion	Proof of completion of 75 percent of the contracted course of study. You could also ask your school to confirm with the Board Office that you have accrued 75 percent of the required hours for graduation from the course of study.	

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

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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 that:

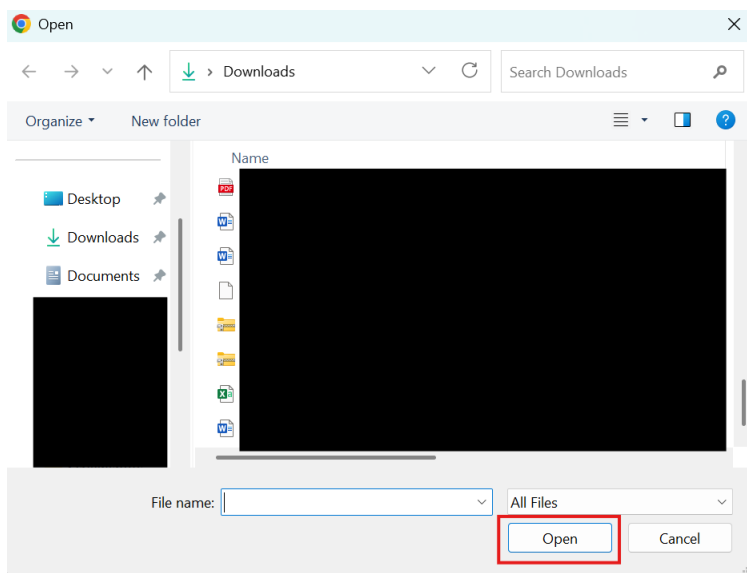
- 1. File size should not exceed 10MB.
- 2. File extensions will be accepted only of type doc, docx, pdf, png, jpg, jpeg, tiff, gif, eps.
- 3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload File

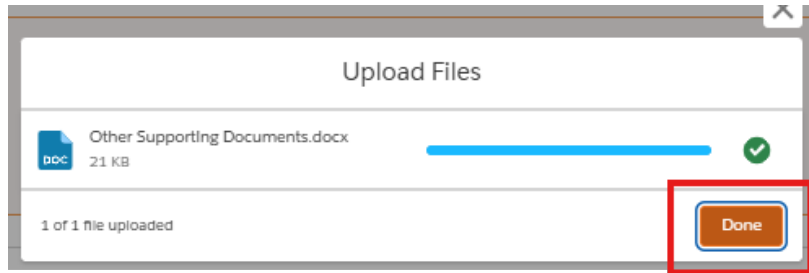
 Drop Files



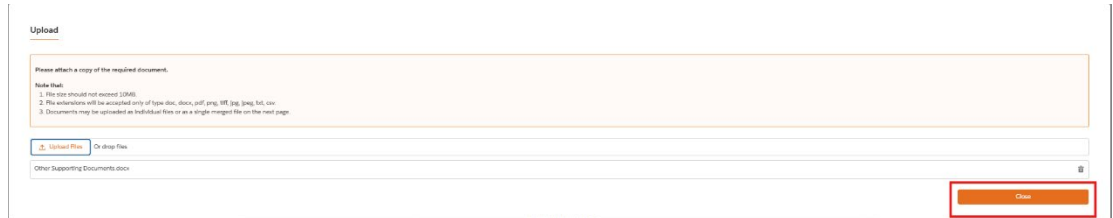
- c. Select the appropriate document from your files and then select “Open”



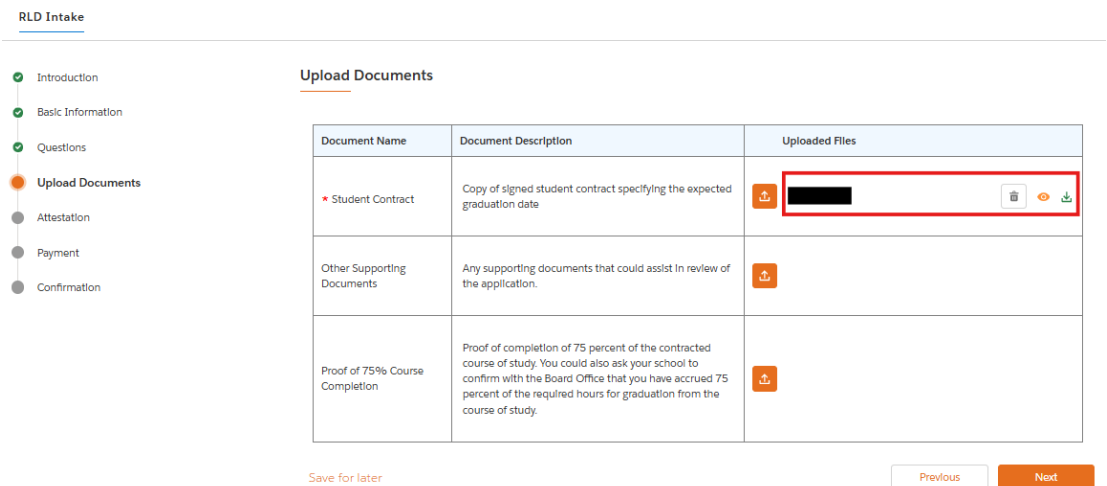
- d. The file will notify you when it's completed. Select the “Done” button when it's completed.



- 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.

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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 that I have read the Barbers and Cosmetologist Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name

Date

12/15/2025

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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 \$ 

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

Save for later

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Pay and Submit

- 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.

- b. *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.*

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* 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](#)

- c. 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 * [REDACTED]

Last Name * [REDACTED]

Company Name [REDACTED]

Address Line 1 [REDACTED]

City [REDACTED]

Country/Region [United States of America]

State/Province [New Mexico]

Zip/Postal Code [REDACTED]

Phone Number * [REDACTED]

Email * [REDACTED]

[Cancel Order](#) [Next](#)

Your Order

Total amount \$ [REDACTED]

9. 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 [REDACTED]
PAR-0000 [REDACTED]

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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](#)