WELCOME TO THE

New Mexico
BOARD OF NURSING

| LICENSE VERIFICATION | ONLINE SERVICES | APPLICATIONS, FORMS & GRANTS | EDUCATION | COMPLAINTS & DISCIPLINE |

When you get to the home page, you will want to click "Online Services"

ONLINE SERVICES

Online Renewal Video >

License Renewal > **You want to click "License Renewal"**

Online Initial Application Video >

Exam/ReExam/Endorsement Application >

Name/Address/Residency Change >

Finger Print Request >

File a Complaint >

Continuing Education for Disciplined Licenses >

Public Records Request >

Board of Nursing
Online Renewal

Nurses licensed by the NM Board of Nursing may renew their license online using a **Visa** or **MasterCard**. Your credit card payment is processed as a secure, encrypted transaction for your protection. Holders of licenses that expire a month in rear are mailed a **License Renewal Notice** with your online Registration Code (Pin #).

Please be aware online renewal fees are non-refundable. If you have questions about your eligibility for renewal please call board staff before renewing.

Please note that you will need the following <u>before</u> beginning the online renewal process:

1. **License Number**,
2. **Registration Code** (Pin #),
3. **Credit Card**

You will need to click on "Register as a new user"

If you are a first time visitor to the Online Licensing site please register as a New User using your Registration code (Pin #) and License number as provided in your Renewal Notice. If you have already logged into the Online Licensing site and have established your user name and password continue to the login page.

Apply for an Initial License or Certificate

Applicants applying for a *re-exam* must re-register as a new applicant with a new user id and password.

If you are a *Facility* license applicant or holder, please click Here to apply for or renew a facility license.

In order to apply for an initial/endorsement nursing license you must:

1. Register.

2. Add education information.

3. Complete a questionnaire.

4. Pay the fee **(Click Here to Review Fees)**.

   The application checklists and extra documents with instructions for your license type can be downloaded from Online Application Documents folder.

   NCLEX Examinees - all documents specified in the **Initial Licensure Application** will need to be submitted before your application can be processed.

Press the **Continue** button to Register and begin the **Application** process.

[**Continue**]

You will need to scroll down and insert your license number and registration code!

Renewals - Search for Existing License or Certificate

In order to renew an existing license or submit name and address changes, you must create a username and password and associate it to your records. This form allows you to search for your existing personal/professional records.

1. Enter your **entire** license number (ie "RN-12345" or "R98765") and registration code into the two fields below.

2. Press the **Search** button to search for your records based on the information you provided.
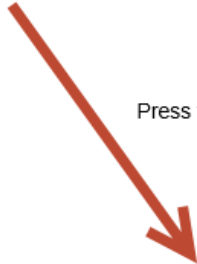
   NOTE: Your Registration Code is provided to you by the state and is usually printed on your renewal notice. If you do not have a registration code, click **here** to view contact information for the New Mexico Board of Nursing.

License Number: [ ]

Registration Code: [ ]

[**Search**]

Registration

We were able to find your records based on the entered search criteria. Please review the information below and double check that the search returned *your* record.

- If the record below is yours, enter your **entire** current license number (ie "RN-12345") and password in the indicated fields in the form below. Finish by pressing the **register button** to create your record. Once logged into the application you will be able to maintain your records, and renew an existing license.

- **If the information below is not yours, click here to search again. If your records can not be found, click here for information on contacting the New Mexico Board of Nursing.**

NOTE: Required fields are marked with an asterisk (*).

If everything was inserted correctly, your information should be filled out already.

Name

Name Prefix:		Birth Date:	
First Name:	███	SSN:	
Middle Name:	██	Gender:	███ ⌄
Last Name:	███	personEthnicity	Select ⌄
Name Suffix:		personCitStatus	Select ⌄

Address

Country:	United States ⌄	Phone:	███
Line 1:	███	Fax:	
Line 2:	███	Email:	███
City:	███		
State:	██ ⌄		
ZipCode:	██		

You will only need to create a User ID, Password, and Password question!

User ID

| License Number* | |
| | ex. jsmith |

| Password* | | Confirm Password* | |

Minimum 6 characters

| Password Question: | Middle name | Password Answer: | Ann |
| | ex. Favorite color? | | ex. Blue |

Last click "register"

Register

New Mexico Board of Nursing

Our Mission is to protect the public safety through effective regulation of nursing care and services

Welcome to MyLicense e-Government

The New Mexico Board of Nursing offers licensees the opportunity to renew a license and update address information, via our new secure web interface.

If you are a new user, you will need to register with us to create a user id and password. You will use your user id and password to access the site each time you visit.

AS OF JANUARY 1, 2015, ALL EXISTING USER ID'S HAVE BEEN CHANGED TO THE LICENSE NUMBER FOR EVERY NURSE WHO HAS PREVIOUSLY REGISTERED. USE YOUR *ENTIRE* LICENSE NUMBER(ie "RN-12345" or "R12345") AND PASSWORD TO LOG IN.

If you are unsure of your license number, click **here** to look it up.

The latest version of Internet Explorer is the preferred browser to use. Chrome, Firefox and others may get errors and not work correctly. Please call the board office for assistance. Contact information for the New Mexico Board of Nursing can be found **here**.

Insert your credentials that you created and login! You will then be able to renew after signing in.

User ID or License No: _____

Password: _____

[Login]

Click **here** if you have forgotten your password.

New Mexico Board of Nursing