

New Mexico State Board of Nursing Licensure Application Process

1 February 2008

Points of Interests:

1. All required fees must be submitted and your application must be completed in its entirety before the application can be processed.
2. Incomplete applications will not be processed and will be returned to the address provided on your application.
3. Applications are reviewed in the date order received.
4. All sections must be completed in full. If an item is not applicable, indicate with N/A (non-applicable).
5. N/A is not acceptable for Yes or No questions and could delay your application processing.
6. Please indicate "Licensure by Examination Applicant" on all communications with the board office prior to issuance of a nursing license.
7. **Applications become null and void one (1) year after being received at the board office. Incomplete applications and/or fingerprint cards will be returned upon receipt.**
8. In addition to applying to the Board of Nursing, all applicants for examination must register with Pearson VUE (<http://www.vue.com/nclex>). Failure to register for the examination with Pearson VUE will delay issuance of your authorization to test.

EXAMINATION APPLICATION CHECK LIST

(Section 1)

FEES AND FINGERPRINT CARDS

Application Fee: You must submit the correct FEE (**\$110**) with your application payable to the **NM Board of Nursing**.

Fingerprint cards: You must submit the fingerprint cards with your application with correct FEE (**\$40.25**) payable to **NM Department of Public Safety**.

FEES ARE NON-REFUNDABLE.

Fees are accepted only in the form of U.S. Money Order, Cashier's Check or Demand Draft drawn on U.S. banks and Credit Cards (MasterCard or Visa).

Important notice: Applications will not be processed without the required fingerprint cards, state and criminal background check forms and the background check processing fee.

(Section 2)

PERSONAL INFORMATION: Applications will be processed with the complete name provided in this section. Be sure to use the same name and address on all documentation. Exam candidates must enter your name exactly as it appears on your picture identification that will be presented at the test center.

(Section 3)

NURSING EDUCATION HISTORY: Complete all nursing education history. Information listed in this section must match with your Pearson VUE registration.

Graduates of Foreign Nursing Programs: The Board of Nursing requires you to have

your nursing education (transcripts) evaluated by a qualified credentialing agency. **If you have a CGFNS certificate, send a notarized copy with your application and this will be accepted in lieu of the credentials review.**

You must request the nursing or health care profession and science **course-by-course credentials review**. You are responsible for all fees charged by these services. Agencies that may be used to request a **course-by-course credentials review**:

Educational Records Evaluation Service Inc
601 University Avenue Suite 127
Sacramento CA 95825-6738 USA
Phone: (916) 921-0790 or 866-411-3737
866-411- ERES (Toll Free)
Fax: (916) 921-0793
Email: edu@eres.com Web: www.eres.com

International Education Research Foundation Inc
Post Office Box 3665
Culver City, CA 90231-3665 USA
Phone: (310) 258-9451
FAX: (310) 342: 7086
Email: information@ierf.org Web: www.ierf.org

Commission on Graduates of International Education Consultants Foreign Nursing Schools
3600 Market Street Suite 400
Philadelphia PA 19104-2651, USA
Phone: (215) 662-0425
Fax: (215) 662-0425
Email: info@cgfns.org Web: www.cgfns.org

(Section 4)

PERMIT TO PRACTICE: Does not apply to Filipinos or foreign applicants.

(Section 5)

DISCIPLINARY: Failure to disclose criminal history or disciplinary action on your nursing license may result in denial of your application.

Disciplinary questions require a YES or NO answer. If yes, you are required to provide certified copies to the NM Board of Nursing any legal documents and explain the charges.

(Section 6)

DECLARATION OF PRIMARY STATE OF RESIDENCE: You must declare your primary state of residence. This is where you live and this is considered your fixed or permanent residence.

For Filipinos, your primary state of residence is **Philippines**.

(Section 7)

APPLICANT SIGNATURE: The application must be signed by the applicant before submission. Failure to sign your application will result in your application being returned. Be sure the same name used on your application is the same on each document.