

This is an amendment to 16.34.2 NMAC, Section 8, effective July 16, 2004.

16.34.2.8 GENERAL LICENSING PROCEDURES

A. Application forms

(1) Application for any license to be issued or renewed by the board shall be made on the official form provided by the board for that purpose. Applications must include the required fee in the form of a money order, cashier's check or business check, (no personal checks will be accepted). Incomplete applications will be returned. Designated deadlines will apply to resubmitted applications.

(2) Applications for licensure must include:

(a) proof of age includes a copy of a birth certificate, a driver's license or a state issued identification card, or a baptismal certificate;

(b) proof of applicable secondary education includes a high school diploma, a G.E.D. certificate or transcript of G.E.D. test scores, a letter from the high school attended containing the school seal, a copy of the high school transcript showing all required grades have been passed, a letter from the G.E.D. testing facility stating that the G.E.D. test has been passed or any other test approved by the United States department of education for the purpose of determining an applicant's ability to benefit, providing that documentation of grade equivalency is established by the test publisher and the required grade level for licensure has been achieved; documents submitted in a language other than English must be accompanied by a notarized translation of the document;

(c) the board, or its executive director, may accept as proof of secondary education the applicants notarized statement that he/she has completed the required secondary education, but has been unable to obtain documentary proof of that from a foreign nation; a notarized statement will not be accepted for applicants who have completed the secondary education in the United States;

(d) a transcript of hours showing that the training hours were completed within the preceding twenty-four months.

B. Photographs

(1) Applicants for original licensure by the board shall submit a recent (within three months), front-view, head only photograph of him/herself. The photo must be at least 1.5" X 1.5" and no larger than 2" X 3".

(2) Licensees must attach a recent (within three months), (front-view, head only photograph of him/herself) to the license when it is issued and sign the license. The photo must be at least 1.5" X 1.5" and no larger than 2" X 3".

(3) Licensees must present a driver's license or other identification when requested by the public, the board or its authorized representative.

C. Renewals

(1) Timely renewal of license(s) is the full and complete responsibility of the LICENSEE. Failure to renew the license by the expiration date will result in late fees or reexamination as set forth in the act.

(2) If a licensee has held a valid practitioner or instructor license within the previous twelve months, the instructor license may be used to renew or reinstate the original practitioner license.

(3) The board will issue renewal licenses within fifteen working days of receipt of the renewal request and applicable fee.

(4) Timely renewal of an establishment, enterprise, electrology clinic and school license is the full and complete responsibility of the LICENSEE. Failure to renew the license within thirty days after its expiration, payment of the renewal fee and a late fee will be required.

D. For the purpose of meeting deadlines for submission of applications or required documentation, facsimiles may be accepted at the discretion of the board's executive director.

[16.34.2.8 NMAC - Rp 16 NMAC 34.2.8, 06-16-01; A, 07-16-04]