

## Certified Nurse-Midwife (CNM) and Licensed Midwife (LM) Frequently Asked Questions (FAQ)

1. Why am I receiving an error message while trying to login to my account?

There was a recent change to the website. Please visit the site at [license.nmmidwife.doh.nm.gov/default.html](https://license.nmmidwife.doh.nm.gov/default.html)

Before logging into your account, when you land on the website, press **Ctrl+Shift+R** simultaneously to clear your cache and reset the page.

2. Who do I contact for password problems including: password reset, receiving error when trying to request password reset, or not receiving the email to reset my password?

Please send your request with the detail of the issue to [DOH-MaternalHealth@doh.nm.gov](mailto:DOH-MaternalHealth@doh.nm.gov)

3. How do I change my login email or who do I contact if my login email has changed?

Please send your request with the old and new email address to [DOH-MaternalHealth@doh.nm.gov](mailto:DOH-MaternalHealth@doh.nm.gov).

4. How long is the application review and approval process?

Before NMDOH Maternal Health (MH) team can review the application, payment submitted for the application must be approved. The processing of application fees can take anywhere from 3 to 14 business days. After the payment is approved and the payment status shows as “complete,” the MH team can start the application review process.

The current system allows payments to be submitted prior to submitting the application. After submitting payment, please be sure to submit the application, and then make sure the application is at 100% status for NMDOH to receive for review. Both the payment and application must be submitted for NMDOH to start the review process.

### **Initial:**

MH team has 30 days after the receipt of the initial application and payment confirmation to process the application.

### **Renewal:**

An applicant for license renewal must be submitted to NMDOH electronically by the 5<sup>th</sup> day of the month of the expiration of the license. Failure to submit by the 5<sup>th</sup> will result in additional late fees.

NMDOH has until the last day of the month of the renewal to process all complete applications received by the 5<sup>th</sup> of the month. See question 5 regarding timeline for renewal review.

For late renewals (applications submitted after the 5<sup>th</sup> of the month), NMDOH has within 30 days of receipt of all required documents and payments to process late renewals. NMDOH will make every effort to not let a license lapse.

**Reactivation:**

A lapsed license occurs on the first day of the following month following the expiration date of the current license if the license is not renewed on time. The individual must apply for reactivation of the license, paying all added fees before being allowed to practice. A midwife may not work with a lapsed license or disciplinary action will be taken.

The requirements for reactivation of a license that has voluntarily lapsed in status or for an applicant that is returning to New Mexico are the same as those for license renewal except the applicant must pay the additional fee for reactivation.

5. When does NMDOH start reviewing Renewal Applications?

A renewal application is considered to be received timely when it is submitted by the 5<sup>th</sup> of the license expiration month. The NMDOH MH team starts reviewing timely submitted applications after the 5<sup>th</sup> of the expiration month. The NMDOH MH team has until the last day of the month to complete the renewal process.

6. What are the fee amounts?

Please refer to the table below:

| <b>CNM Certification Fees</b>                                                                                                                                                                                                                                                 | <b>Cost</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Initial licensure                                                                                                                                                                                                                                                             | \$200.00    |
| License renewal                                                                                                                                                                                                                                                               | \$100.00    |
| Late fee for renewing a license when the complete application is not electronically submitted by the 5 <sup>th</sup> calendar day of the month.                                                                                                                               | \$150.00    |
| <ul style="list-style-type: none"> <li>• Reinstatement of a revoked or suspended license, or reactivation of a lapsed license; this fee is in addition to the renewal fee.</li> <li>• Voluntary lapse of a license.</li> </ul> *** This fee is in addition to the renewal fee | ***\$200.00 |
| Verifying licenses by FAX or letter;                                                                                                                                                                                                                                          | \$25.00     |
| Rejected electronic payment for insufficient funds.                                                                                                                                                                                                                           | \$50.00     |

| LM Certification Fees                                                                                                                                                                                                                                                     | Cost        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Initial licensure                                                                                                                                                                                                                                                         | \$100.00    |
| License renewal                                                                                                                                                                                                                                                           | \$50.00     |
| Late fee for renewing a license when the complete application is not electronically submitted by the 5 <sup>th</sup> calendar day of the month.                                                                                                                           | \$75.00     |
| <ul style="list-style-type: none"> <li>Reinstatement of a revoked or suspended license, or reactivation of a lapsed license; this fee is in addition to the renewal fee.</li> <li>Voluntary lapse of a license.</li> </ul> *** This fee is in addition to the renewal fee | ***\$100.00 |
| Verifying licenses by FAX or letter                                                                                                                                                                                                                                       | \$25.00     |
| Rejected electronic payment for insufficient funds.                                                                                                                                                                                                                       | \$50.00     |

7. What are licensing and permit requirements?  
Licensing requirements vary depending on if the applicant is a CNM or an LM.  
Permit requirements depend on the pathway selected. Please visit NMAC 16.11.2 and NMAC 16.11.3 for full information related to CNM and LM license requirements and permit requirements.
  
8. What happens if the application is missing required document(s) or the state needs additional information?  
NMDOH MH Team will contact the applicant via email through the MH team email account requesting the missing or needed information.
  
9. How does someone obtain a NM Midwife license?  
The applicant will receive an “Application Approved” notification via email after the NMDOH MH has processed and approved the application.  
  
The licensed CNM or LM can check their account to obtain the license number.  
Primary source verification of licensure can be found at [license.nmmidwife.doh.nm.gov/registry.html](https://license.nmmidwife.doh.nm.gov/registry.html)
  
10. What is the process for taking the LM Jurisprudence Exam?  
New LM applicants must take and pass an online Jurisprudence Exam to be eligible for initial licensure. Proof of passing the NARM exam within one year or current CPM certification is required to sit for this exam.

Those who wish to take the exam should contact the NMDOH MH team at [DOH-MaternalHealth@doh.nm.gov](mailto:DOH-MaternalHealth@doh.nm.gov) to request to be scheduled for the Midwife Training on Newborn Genetic and Hearing Screening. This training must be attended before an exam link will be sent. The training is usually held on the 3rd Wednesday of the month from 9am-10am.

Once the training is complete, an exam link for the online Jurisprudence Exam will be sent to the applicant. Please allow up to 10 business days for the exam to be graded and for a letter to be generated that can be used for initial licensure application. At this time, there is no fee to take the exam.