New Mexico Board of Nursing

CMA APPLICATION INFORMATION

NOTE: This is not a complete or comprehensive review of requirements for certification. Refer to 16.12.5 NMAC – Medication Aides for all CMA application requirements.

Supporting documents are part of the application; failure to submit them will delay an applicant’s eligibility to sit for the exam. Review the following items to expedite processing your application.

- **Online application.** The online application can be accessed from the Board of Nursing (BON) home page under Online Services: Exam/ReExam/Endorsement Application.

- **Current CPR card.** If a CPR card has a line for the holder’s signature, the applicant must be sure to submit a signed copy. Unsigned card copies will not meet the requirement.

- **High school diploma, GED or proof of higher education.** Higher education refers to graduation from an institution of higher learning such as a community college or university. An official transcript may be submitted in lieu of a high school diploma. Applicants who graduated from Albuquerque Public Schools and no longer have a diploma can contact APS District Imaging And Archives about obtaining a replacement: (505) 848-8836.

- **International graduates** are required to submit an evaluation completed by a board-approved evaluation company to confirm that their degree is equivalent to a US degree. Approved evaluation companies can be found at this link: http://nmbon.sks.com/initial-exam.aspx. See Step 3. Note: The Commission on Graduates of Foreign Nursing Schools only handles nursing degrees. Applicants may choose to obtain a GED in lieu of providing an evaluation of their international degree.

- **Name verification documentation.** If the applicant’s name on a supporting document does not match the name on their application, they must also submit to the BON a document that will link and verify them, such as a marriage certificate, divorce decree, or court order.

- **Other documents.** Unless specifically requested, applicants should not submit other documents such as copies of driver’s licenses, resumes, CMA and other course certificates, skills checklists, CNA certificates.

- **Nurse Educator Attestation/Letter of Verification.** This document is prepared by the nurse educator and verifies that the applicant meets the eligibility requirements. It must be submitted directly to the Board of Nursing by the nurse educator.

**Questions about individual exam applications.** Applicants who have questions about the status of their applications should submit them through the message center in their Nurse Portal accounts.