

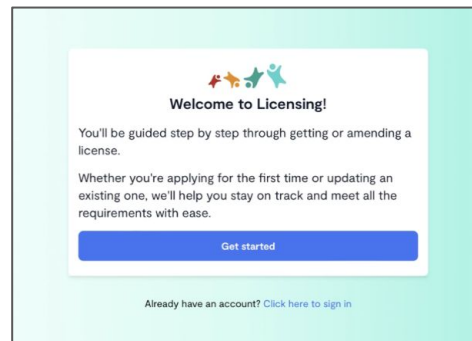


New Mexico Licensing Portal

This resource provides step-by-step guidance for **Providers** to navigate the **ECECD Licensing Portal** and complete a new application with confidence.

Watch the Video

Click the link here to access a demo video to learn how to navigate the Child Care License Application Portal →



1

Step One

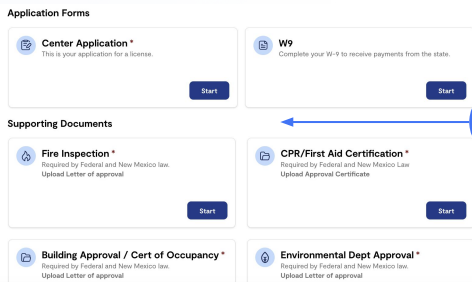
Sign up at <https://childcare.ececd.nm.gov/director/sign-up/> to start your licensing journey



2

Step Two

Choose the license type you would like to apply for



3

Step Three

Fill out your application forms and supporting documents

Submit application?

4

Step Four

Submit your initial application for ECECD's review

We'll create the licensing packet and submit it to ECECD. After submitting, you won't be able to edit the information.





New Mexico Licensing Portal

This resource provides step-by-step guidance for **Providers** to navigate the **ECECD Licensing Portal** and complete a new application with confidence.

🕒

ECECD is reviewing your application

Once ECECD is done, you'll receive an email containing your EPICS ID.

5

EPICS ID *

Enter your EPICS ID

Step Five

ECECD will issue you an EPICS ID via e-mail. Once received, enter it in the Background Check tab

Provider Application

Background Check

Change Appli

6

Completed

You've entered your EPICS ID and can continue with background check steps.

Edit EPICS ID

Fingerprinting *

Start Here!

Schedule your fingerprinting session

Start

Applicant Written Statement *

Complete your fingerprints before you start your written statement

Start

Employer Statement *

Complete your fingerprints and Written Statement before submitting your employer statement

Step Six

Complete the rest of the steps in the Background Check tab

Submit background check?

7

We'll submit your background check documents to ECECD for review. After submitting, you won't be able to edit the background check information.

Cancel

Submit

Step Seven

Now it's time to submit your background check. ECECD will be notified and start reviewing your information.

🕒

Submission Under Review

You did all the hard work. ECECD will be reviewing your license application. Upon approval, ECECD will contact you within 10 business days.

8

Download Submission Files

Step Eight

Wait for ECECD to review your application. Upon approval, you will be contacted via email or phone within 10 business days.

New Mexico Licensing Portal

This job aid is designed to assist **ECECD administrators** in effectively managing and processing applications within the licensing portal.



Watch the Video

Click the link here to access a demo video to learn how to navigate the Child Care License Application Portal →

Manage License Applications

Status: License Type: Application Type:

Search by email:

Showing 1 - 10 of 10 Applications

Application Type	Status	License Type	Downloaded At	Email	Download
New License	Initial Submission	For	-	felipe.placsek-nmtesting@wonderschool.com	Download
New License	Initial Submission	For	-	felipe.placsek-nmtesting@wonderschool.com	Download
New License	Initial Submission	For	-	test.demoprovider10@wonderschool.com	Download
New License	Initial Submission	For	-	felipe.placsek-nmtesting@wonderschool.com	Download
New License	Initial Submission	For	-	felipe.placsek-nmtesting@wonderschool.com	Download
New License	Initial Submission	For	-	felipe.placsek-nmtesting@wonderschool.com	Download

You're invited!

Hi Felipe,

Wonderschool has invited you to join the NM network on the Wonderschool platform. Click 'Accept Invitation' below to create your account and get started.

[Accept invitation](#)

1

Step One

Follow the invitation link in your email to get started, click the sign up button to sign up as an admin, and get access to all the application submissions

Manage License Applications

Status: License Type: Application Type:

Search by email:

Showing 1 - 3 of 3 Applications

Application Type	Status	License Type	Downloaded At	Email
New License	Discarded	Center	-	stacy@wonderschool.com
New License	Initial Submission	Center	-	bradley@wonderschool.com
New License	Initial Submission	Center	Jan 15, 2025 at 07:01 PM	felipe@wonderschool.com

Showing 1 - 3 of 3 Applications

2

Step Two

Find the application you'd like to review by searching by the provider email and license type

3

Step Three

Download the application you'd like to review

[Download](#)

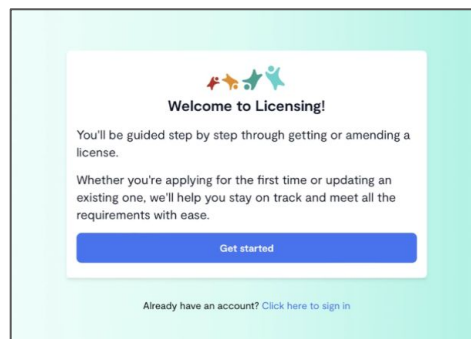


Portal de Licencias de Nuevo México

Esta guía ofrece instrucciones paso a paso para que los proveedores puedan navegar el Portal de Licencias del ECECD y completar una nueva solicitud con confianza.

Ver el video

Haz clic en el enlace aquí para acceder a un video de demostración y aprender cómo navegar el Portal de Solicitud de Licencia para el Cuidado Infantil →



1

Paso uno

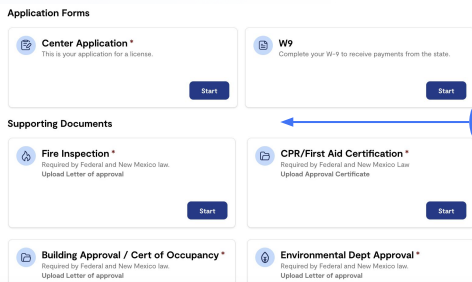
Regístrate en <https://childcare.ececd.nm.gov/director/sign-up/> para comenzar tu proceso de licenciamiento.



2

Paso dos

Elige el tipo de licencia para el que deseas postularte.



3

Paso tres

Completa tus formularios de solicitud y los documentos de respaldo.

Submit application?

4

Paso cuatro

Envía tu solicitud inicial para la revisión del ECECD.

We'll create the licensing packet and submit it to ECECD. After submitting, you won't be able to edit the information.





Portal de Licencias de Nuevo México

Esta guía ofrece instrucciones paso a paso para que los proveedores puedan navegar el Portal de Licencias del ECECD y completar una nueva solicitud con confianza.

5  **ECECD is reviewing your application**

Once ECECD is done, you'll receive an email containing your EPICS ID.

EPICS ID *

Enter your EPICS ID

Paso quince

El ECECD te enviará un ID de EPICS por correo electrónico. Una vez que lo recibas, ingrésalo en la pestaña de Verificación de Antecedentes.

6  **Completed**
You've entered your EPICS ID and can continue with background check steps.

Fingerprinting *  Start Here!
Schedule your fingerprinting session

Applicant Written Statement *
Complete your fingerprints before you start your written statement

Employer Statement *
Complete your fingerprints and Written Statement before submitting your employer statement

Paso seis

Completa el resto de los pasos en la pestaña de Verificación de Antecedentes.

7  **Submit background check?**

We'll submit your background check documents to ECECD for review. After submitting, you won't be able to edit the background check information.

Paso siete

Ahora es momento de enviar tu verificación de antecedentes. El ECECD será notificado y comenzará a revisar tu información.

8  **Submission Under Review**

You did all the hard work. ECECD will be reviewing your license application. Upon approval, ECECD will contact you within 10 business days.

 **Download Submission Files**

Paso ocho

Espera a que el ECECD revise tu solicitud. Una vez aprobada, te contactarán por correo electrónico o por teléfono dentro de un plazo de 10 días hábiles.



Portal de Licencias de Nuevo México

Esta guía de trabajo está diseñada para ayudar a los administradores del ECECD a gestionar y procesar eficazmente las solicitudes dentro del portal de licencias.

[Ver el video](#)

Haz clic en el enlace aquí para acceder a un video de demostración y aprender cómo navegar el Portal de Solicitud de Licencia para el Cuidado Infantil →

Manage License Applications

Status	License Type	Application Type			
Search by email					
Showing 1 - 8 of 8 Applications					
Application Type	Status	License Type	Downloaded At	Email	
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	test@demoorder102@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>
New License	Initial Submission	Fit	-	help@paw-sat-rollingagency@wonderschool.com	<button>Download</button>

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Accept invitation

1

Paso uno

Sigue el enlace de invitación en tu correo electrónico para comenzar, haz clic en el botón **Registrarse** para inscribirte como administrador y obtener acceso a todas las solicitudes enviadas.

2

Paso dos

Encuentra la solicitud que desees revisar buscando por el correo electrónico del proveedor y el tipo de licencia.

Manage License Applications

Back

License Type

Application Type

Search by email

Showing 1 - 3 of 3 Applications

Application Type	Status	License Type	Downloaded at	Email
New License	Discarded	Center	-	chris@wonderschool.com
New License	Initial Submission	Center	-	lindsey@wonderschool.com
New License	Initial Submission	Center	Jan 13, 2026 at 10:01 PM	felix@wonderschool.com

Access 1 - 3 of 3 Applications

3

Paso tres

Descarga la solicitud que deseas revisar.

Download