

NM Caregivers Respite Training Portal, Next Steps

Guide for completing Provider Registration/Profile

Congratulations! You have completed your Respite Care Provider Training and have received your completion certificate. You are now eligible to list yourself as a respite care provider on the New Mexico Respite Care Provider Registry. Your next step is to visit the respite registry and create your Respite Care Provider profile to connect with family caregivers looking for respite in your area.

Go to <https://respiteregistrynm.org/> then click on **I am a Respite Care Provider**. Next click on **New Providers: Create and account here!** Follow the steps on the Provider sign-up/Provider registration page.

All the fields on the Provider sign-up/Provider registration page must be completed. We have included a guide for completing the Provider sign-up/registration below.

Guide for completing Provider Registration/Profile

Create a username then enter your first name, last name, email address, phone, street address, city, state and zip code.*

Email address: You should use an email you check daily. This email address is how caregivers looking for respite care will contact you. Some Respite Care Providers have created an email address just for the registry to keep their personal email from being publicly listed on the site. Whether you choose to use an existing email address or you create a new one specifically for the Respite Registry, ensure that you check the email provided at least once a day and respond to every inquiry. You are not required to accept every offer; however, it is important to respond to all potential clients.

Phone: This must be a current, working phone number with a voicemail set up and ready to receive voicemail messages. Potential clients will contact you on this phone number and need to be able to leave you a voicemail with their contact information so you can return their call. If you would prefer to not have your personal phone number listed publicly, you are welcome to create an alternative phone number through a service such as GoogleVoice or CallHippo. However, please ensure that it is set up properly and you understand how to access voicemail for the alternative phone number.

Street Address: This is not displayed publicly but will be used to locate you in the state. Potential clients will search by location and your address will be used to determine if you are within the client's requested distance.

This next section is the “resume” part of the registration. You are looking for a respite care provider job and are providing potential clients with your “resume” for their review.

Caregiver Experience/History: Please list caregiver jobs that you have had in the past (no personal information) and list your duties/responsibilities from each job. Experience

can be as a professional caregiver (such as working for an assistant living or home care agency) or as a family caregiver (caring for a loved one). You are advertising your skills and experiences as a respite caregiver to another caregiver that needs your help with their loved ones.

Education/Certifications/Licenses: Please list any professional certifications or licenses that you have (for example: Certified Nursing Assistant (CNA) or Medical Assistant (MA)). This section should list the **Respite Care Provider Training** (this training must be completed prior to being eligible to list yourself on the respite provider registry & a link to the training portal is provided on the registry website should potential clients be interested in the training).

Additional training: Please list any training that you have completed that relates to being a respite caregiver. We highly suggest that you list training topics (not training titles) and avoid using acronyms. Potential clients reading your profile will not know what training titles or acronyms mean. Potential clients are looking for respite caregivers to have training in topics that will help them provide quality care for their loved ones (for example: safe transfer, infection prevention, proper nutrition, etc.).

Bio: This is the part of the provider registration that allows you to introduce yourself to potential clients. Let them know who you are, what hobbies you have, what you like to do in your spare time, etc. Tell them a little about your cultural background and what languages you speak. Family caregivers who are looking for a respite care provider want to know who they are leaving their loved ones with. Do you enjoy playing board games? Do you have a favorite movie or tv show that you like to watch? Are you a crafter? This is the place to let your personality shine. Potential clients will want to see what type of person you are and how you might interact with their loved one.

Counties Served: Think about this in terms of how far you are willing and able to drive to provide respite care. Select from the drop-down menu provided listing all New Mexico counties.

Availability to Work: List a schedule to which you can commit. Please be as specific as possible. People that are interested in you as a respite caregiver will want to schedule you based on what you list here.

Ages served: Select from the drop-down menu provided. Options include: “Children,” “Older Adults,” or “Adults.”

Types of Respite provided: Select from the drop-down menu provided. Select “in-home” if you intend to work in the client’s homes and/or “facility” if you work for a facility (such as an assistant living or a nursing home) that is currently accepting clients.

Photo: We highly recommend that you include a photo. Potential clients appreciate being able to see the face of the Respite Provider they are reading about and are more likely to pass on a profile if it is missing a photo.

We have included two fictional examples of Respite Provider Profiles to provide a visual idea of what your Respite Provider Profile could look like. We recommend thinking through what you would look for in a Respite Provider Profile if you were wanting to hire someone to care for your loved one.

Respite Provider Profile Example 1

First Name: Susie

Last Name: Cue

Email: SCexample@gmail.com

Phone: 555-000-0000

Caregiving Experience/History: I was the sole caregiver for my mother for 15 years as she succumbed to Alzheimer's and assisted her with all her care needs.

Education/Certifications/Licenses: Respite Care Provider Training, CPR, High School Diploma

Additional Trainings: Skills for Dementia Caregivers, Communicating with a Person with Dementia

Bio: I am a transplant from Atlanta, Georgia. I moved to New Mexico, 33 years ago, because of my husband. He was military raised and loved his time in New Mexico and wanted live here. I did not expect to love New Mexico the way that I do! I enjoy hiking and have always ridden horses. I'm also a dog lover since childhood. I ran a dog boarding business in my home for 11 years and it taught me to stay focused with chaos around me. I am a mother, no grandchildren yet, but I still have my fingers crossed. I love to read; watch movies and I play a wicked game of Backgammon. I am always willing to take a drive and check out the countryside.

Counties served: Bernalillo, Sandoval

Ages served: Older Adults

Availability: Fridays, Saturdays and Sundays from 10am - 2pm or 6pm - 10pm

Types of respite provided: In-home

Respite Provider Profile Example 2

First Name: Jane

Last Name: Doe

Email: JDexample@gmail.com

Phone: 555-000-0000

Caregiving Experience/History: I have been working as a professional caregiver for 2 years as well as have been caring for my mother for 5 years and providing respite care for my aunt for the past year when her daughter needed a break. My duties as a professional caregiver included transporting my client to doctor appointments, assisting with activities of daily living and preparing meals.

Education / Certifications / Licenses: Respite Care Provider Training, CPR/First Aid

Additional trainings: Infection Prevention (proper use of personal protective equipment, handwashing and universal protocols); Safe Lifting and Transfer Techniques for Caregivers; and Effective Communication (active listening skills, person-centered approach, how to communicate with a person with dementia).

Bio: I am born and raised in New Mexico. I am bilingual in English and Spanish. I enjoy playing board games, watching movie musicals and visiting museums. One of my fondest memories growing up was listening to my grandpa tell stories about his life. It warms my heart to think about those moments with my grandpa.

Counties served: Sandoval, Bernalillo

Availability to work: Mondays/Wednesdays/Fridays from 2pm-8pm and Saturdays from 10am-5pm

Ages served: Children, Older Adults

Types of respite provided: In-home

Finally, effective January 1, 2026, full state, federal, local and sex offender registry Background Checks are required of all caregivers listed on our Respite Care Registry. We follow New Mexico state law so felonies disqualify an individual from serving as a caregiver to anyone. Misdemeanors do not.

At this time, New Mexico Caregivers Coalition pays the cost of obtaining background checks for all caregivers seeking to be listed on the Respite Care Registry. To get started, fill out the Authorization Form here <https://bit.ly/3M3suKu> and email it to Sharon@nmdcc.org.

New Mexico Caregivers Coalition hopes this guide is helpful to you while completing your Respite Care Provider registration/profile. You can edit your provider profile any time by logging into the Respite Care Provider Registry using the username and password that you created. Please save those login credentials and the website link in a location where you can find them for future use.

The need for respite care in New Mexico is great and we want you to be successful in connecting with caregivers in your area to provide this much needed service.<https://bit.ly/3M3suKu>

*We understand that the Respite Care Provider registration/profile includes personal information, so the New Mexico Respite Care Provider Registry website utilizes an SSL certificate issued through Let's Encrypt to ensure that the website is safe and secure.