



**STATE OF NEW MEXICO
NEW MEXICO REAL ESTATE COMMISSION**
5500 San Antonio Drive NE Suite B
Albuquerque, NM 87109 (505) 222-9824

CONTINUING EDUCATION PERMANENT NEW COURSE APPLICATION

Date _____

Title of Course: _____ **CE Hours** _____ **Fee:** \$50 + \$2 per ceu requested (Upon Approval)

Instructor Applicant Name and Email Address: _____

a. Is this an ethics course? Y N
 b. Related to Property Management? Y N

<p>Core Elective Course <input type="checkbox"/></p> <p><i>Commission-approved advanced continuing education course in residential transactions, commercial transactions, property management transactions, or vacant land/ranch transactions required once during each three-year cycle, core elective courses advance the broker's practice of real estate by one or more of the following: (1) improve broker transactional expertise focusing on, but not limited to, contractual and disclosure forms used in the practice of real estate, real estate title issues, contracts, and real estate transactional negotiating skills; (2) improves broker business practices and professionalism focusing on, but not limited to, broker responsibilities and duties; (3) improves broker awareness of issues that impact the public and real estate transactions focusing on, but not limited to, land development, jurisdictional taxation issues; or (4) increases the broker knowledge of third party services within a transaction. The number of core elective hours required for both associate brokers and qualifying brokers is further defined at 16.61.13.8 NMAC.</i></p>	<p>Elective Course <input type="checkbox"/></p> <p><i>A commission approved elective course not considered as intensive in focus as a core elective course in a broad array of topics directly and indirectly related to the practice of real estate or the skills necessary to practice real estate including: real estate law and practice; real estate financing, mortgages and other financing techniques; material specific to the regulatory, technical and ethical practice of real estate; and all state and federal laws including but not limited to fair housing, the Americans with Disabilities Act (ADA), and lead-based paint disclosure. This broad category of courses also includes courses associated with various national and state designations and certifications not already categorized as core electives; courses in personal and property protection for the broker and clients; broker skills-related offerings in using the computer, the internet, business calculators, and other technologies to enhance the broker's service to the public; other skills offerings related to broker professional development, broker customer relations skills, broker sales promotion including salesmanship, negotiation, marketing techniques, servicing the client, or similar courses.</i></p>	<p>Non-acceptable courses</p> <p><i>Mechanical office and business skills such as typing; speed reading; memory improvement; language report writing; offerings concerning physical wellbeing or personal development such as personal motivation; stress management; time management; dress-for-success; or similar courses.</i></p>	<p>Likely Course Sponsor:</p> <hr/> <p>NOTES:</p>
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ENCLOSED WITH THIS APPLICATION ARE A COPY OF:

student handouts (Please provide a .pdf version)

Power Point Slides (.ppt or .pdf)

COURSE TYPE

Live lecture

This application must be accompanied by A concurrent Instructor Application.

Live / Distant Technology (i.e. zoom)

List major reference materials used in the development of this course:

This course will be taught at the following locations (attach additional sheet if necessary):

Date _____ Location _____

Date _____ Location _____

Describe the physical classroom facilities:
Provide evidence of the instructor(s) New Mexico instructor certification, or attach instructor applications:
What are the names of the Approved Education Sponsors you intend to use to instruct this course?
How does this course serve to protect the public and increase the professional competence of the licensee?

I certify that this course shall have significant intellectual and/or practical content and will be taught in accordance with the attached content outline.

Signature of Instructor

Date

Instructor

Date

Course Title: **Insert**

Course Description: **Insert a few sentences which briefly describe your course.**

Learning Objectives (See attachment on Bloom’s Taxonomy and Learning Levels)

Learning Level	Learning Objective
Insert Level (Words or Numbers)	Insert corresponding learning objective

The following will be the means used in assessing whether the Learning Objectives have been met (Pre and post test, Q&A etc.)

Insert specific methods

Timed Outline: Describe in detail the components of the course by breaking it down into subject matter areas of no greater than 15 minutes. What will be the method of instruction or teaching technique used for each area (lecture, slides, group activities, videotape etc.)

Length in Time (15 min. increments)	Teaching Technique	Subject Matter Segment and Description

INSTRUCTIONS FOR CONTINUING EDUCATION COURSES

1. Any pre-licensing or continuing education course must have been approved by the commission before the course is offered for credit. Courses must incorporate New Mexico law and regulations when relevant. A course application form must be completed and submitted to the commission before consideration of a course for approval by the Education Advisory Committee (Committee).
2. Before course approval, the instructor teaching the course shall make a presentation before the Committee according to presentation criteria established by the Committee.
3. The Committee shall assign the number of credit hours to each course and determine whether the course is in the education or training category.

Please review the New Mexico Real Estate License Law and Real Estate Commission Rules Part 15, Approval of Real Estate Courses, Sponsors and Instructors for additional requirements.