



STATE OF NEW MEXICO
 REAL ESTATE COMMISSION
 5200 Oakland Ave. NE Suite B
 Albuquerque, NM 87113
 (505) 222-9820

Office Use Only:

Approved _____

Denied _____

Date _____

INSTRUCTOR APPLICATION

Date

Name

Home Phone

Home address

Work Phone

Work address

Fax #

Email

As an instructor candidate I will comply or have complied with the following criteria:

- I have attended an instructor training course or will attend one within one year of being approved. A certificate is enclosed.
- I am prepared to make a 15-60 minute presentation before the education steering committee in the courses I am planning to teach. I am prepared to answer questions about the subject matter.
- I understand that I will be judged by the Generally Accepted Principles of Education.

Course(s) I intend to teach:

Prelicensing Course(s)

- Principles and Practices
- Broker Basics
- Real Estate Law
- Brokerage Office Administration

Within 6 mos. prior to this application, I have passed the brokers examination with a minimum score of 84%.

Mandatory Course

Within 6 mos. prior to this application, I have passed the brokers examination with a minimum score of 84%.
 I am a currently approved instructor in real estate law and real estate principles and practices.
 I have attended the Mandatory Course, and also a seminar on "How to Present the Mandatory Continuing Education Course"

Broker Refresher Course

I am approved to teach Principles and Practices, Broker Basics and Real Estate Law and
 I am a Qualifying Broker Qualifying Brokers, or would qualify to be one

or

I am approved to teach NMREC Mandatory Course and
 I am a Qualifying Broker

Associate Broker First- []
 Licensing-Cycle Course

I have previous teaching experience, and evaluations indicating a superior level of teaching skills are attached.

Continuing Education Courses

I have complied with all the rules set forth in 16.61.15.11.A(1) – (3)

Sponsor(s) for whom I will instruct:

Address:

(add separate sheets if necessary)

Education Experience – list all education experience which is applicable to the position for which you are applying. Include college programs, any licensee training programs, apprenticeships, real estate designations, etc.

Dates (from/to)	Educational Institution(s)	Degree, Diploma, License, Award, Etc.
_____	_____	_____
_____	_____	_____
_____	_____	_____

(add separate sheets if necessary)

Occupational Experience – list all employment experience accumulated during the past 10 years.

Dates	Employed by	Job Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(add separate sheets if necessary)

Teaching Experience – list the teaching experience you have had (public and/or private school, military, industrial, etc.) which is applicable to the positions for which you are applying:

Dates (from/to)	Employed by	Subject taught
_____	_____	_____
_____	_____	_____
_____	_____	_____

(add separate sheets if necessary)

References – entities for whom you have taught a similar course(s)

1. Name _____	Address _____
Phone _____	Association with Applicant _____
1. Name _____	Address _____
Phone _____	Association with Applicant _____
1. Name _____	Address _____
Phone _____	Association with Applicant _____

Enclosed is: <input type="checkbox"/> a resume

If licensed as a New Mexico broker, give date of initial licensing: Associate Broker _____ Qualifying Broker _____

I attest to having qualities of honesty, integrity and trustworthiness. I have not had any real estate license or instructor certification revoked or suspended, nor had a real estate license or instructor certification renewal denied by any regulating entity of any state. I have not been convicted of nor entered a plea of nolo contendere to any criminal offense involving moral turpitude. I have not had any civil judgment entered against me based on fraud, misrepresentation or deceit.

I attest that the information provided on this application and all attachments is, to the best of my knowledge, true and correct. I also agree to abide by the administrative rules as outlined in Title 16 Chapter 61 Part 15.

Date

Signature of Director/Responsible Party

Sworn to and subscribed before me this ____ *day of* _____, 20____.

NOTARY PUBLIC

My commission expires: _____

INSTRUCTOR REQUIREMENTS

1. All instructors teaching real estate courses shall have been approved by the commission prior to teaching a course.
2. The candidate must complete and submit to the commission an application for commission review.
 - **One hard copy original** shall be submitted on the approved form required by the commission no less than **30 days** prior to the Education Steering Committee meeting when the candidate would like to present their application in person. (Meeting dates are posted at www.state.nm.us/nmrec then click on EDUCATION!)
 - **Additionally one electronic copy of the application (via e-mail or CD ROM in MS Word 2000)** shall be submitted on the approved form required by the commission via no less than **30 days** prior to the Education Steering Committee meeting when the candidate would like to present their application in person. (Meeting dates are posted at www.state.nm.us/nmrec then click on EDUCATION!)
3. All instructor candidates shall complete a commission-approved instructor-training course or NMREC Instructor Development Workshop within one year of being approved as an instructor and every three years thereafter. Instructors who fail to submit documentation of completion of the instructor-training course will be de-certified.
4. All instructor candidates must have high integrity, and be honest, truthful, reputable and competent.
5. Instructor candidates must be prepared to make a minimum 15-60 minute presentation to the Education Steering Committee (ESC), exhibiting their teaching skills and knowledge of the subject matter.
6. Candidates shall be prepared to answer questions about the subject matter they are seeking approval to teach. Presentations shall be audiotaped or videotaped and the tapes will be retained for a period of three months for commission review.
7. The candidate may bring notes, books, etc. to support the oral presentation before the committee but may not use the notes on the oral exam. The candidate must bring 14 copies of any student materials (not to include the course outline previously submitted). The materials will be distributed to Education Steering Committee, and the Education Administrator.
8. Candidates must use NMREC approved course outlines for courses previously approved by NMREC. Candidates and approved instructors may be required by NMREC to update approved course outlines although they will remain the property of NMREC.

9. The presentation shall conform to the Generally Accepted Principles of Education as proposed by the Real Estate Educators Association.¹ (Attached)
10. The commission shall grant or deny instructor approval based on this presentation.
11. If the application is denied a recommendation for approval by the Education Steering Committee, a written notice to the candidate from the NMREC Education Administrator will provide specific reasons. Candidates may present the same course to the ESC a maximum of 2 times per 12-month period of time. If the ESC fails to recommend, the denial may be appealed to the Real Estate Commission during the Public Forum section of their meeting.
12. An approved instructor shall comply with the following requirements:
 - a. Conduct all classes in accordance with commission rules and education policies
 - b. Ensure that all instruction is free from misrepresentation
 - c. Instruct in accordance with commission approved course content requirements
 - d. Allow access to any approved class to any duly appointed representative of the commission
 - e. Certify to the sponsor a true and correct record of student attendance.

¹ Bloom's Taxonomy was used by REEA when developing the Generally Accepted Principles of Education and remains an important tool NMREC instructors use when preparing and presenting courses. (Chart Attached)



Generally Accepted Principles of Education Adopted By The Real Estate Educators Association

Category: KNOWLEDGE

Instructors should:

1. provide current information.
2. present alternative viewpoints on material when there is not a single position that is accepted industry-wide.
3. clearly identify opinions as the instructor's opinion.
4. build a proper foundation for each major element of a subject.
5. deal with all key elements of a subject.
6. cover the material adequately in the allotted time.
7. answer all questions logically and concisely.
8. be informed enough to handle a variety of questions on the subject being taught.
9. admit when he/she does not know the answer to a question and volunteer to obtain that information.

Category: ANDRAGOGY

Instructors should:

1. present new ideas by relating them to pre-existing knowledge held by the learners.
2. teach at the learner's level.
3. show in a specific way how new material will benefit learners.
4. encourage questions and motivate involvement.
5. show tolerance – both to ignorance and disagreement thus avoiding arguments and confrontation.
6. build learner's self-esteem.
7. call learners by name.
8. involve learners in the learning process through planned activities.
9. use a variety of teaching methods.
10. teach to all participants, not just those who show interest.
11. present key points by using examples as illustrations.

Category: SPEECH

Instructors should:

1. use concise, simple, and normal speech patterns; use simple terminology.
2. not read to the class.
3. keep the presentation on pace thus finishing the material in the allotted time.
4. keep topic flowing.
5. speak loudly enough to be heard by all.
6. enunciate clearly without being overdone.
7. restate an individual learner's question to the group as a whole prior to attempting to answer the question.
8. use humor when appropriate to make a point.

Category: TEACHING AIDS

Instructors should:

1. make sure materials are legible, correctly spelled, properly numbered and mechanically produced using readable typeface.
2. use visual imagery when possible to enhance written words.
3. use written words when possible to enhance oral speech. NOTE: Written is better than oral; visual is better than written.
4. follow the prepared outline.
5. make sure that all material on the outline will be covered in the class and none of it is extraneous.
6. deviate from prepared material only to meet specific needs.
7. arrange the classroom so that learners do not have to look through physical objects.
8. use modern presentation equipment such as overhead projector or computer projection.
9. use equipment that enables the instructor to remain looking at the learners rather than turning their back to the class to write.
10. make sure that the physical stature of the instructor does not block the view of the learners toward the projected material.
11. make sure that the projector screen is easily visible to the group as a whole.
12. use color.
13. use large images for projected material.
14. turn the projected image off when not in use and on to call attention to the material.
15. never block the image by walking between the projector and the screen with the projector on.

Category: LEARNING ENVIRONMENT

Instructors should:

1. be positive toward the subject matter.
2. refrain from ridiculing either the learners or others.
3. wear professional attire.
4. attend to personal grooming.
5. set up the room to accommodate the approximate number of learners expected to attend.
6. make sure empty seats are kept to a minimum.
7. make sure that lectern or table at front of room is unobtrusive.
8. provide writing surfaces for learners.
9. make sure that learners have ample space between them.
10. not stand behind physical objects for more than a short time period.
11. use gestures during the presentation.
12. use physical movement during the presentation to minimize the physical distance between the instructor and learners and try to involve all learners equally.

Adopted by the REEA Board of Directors, 1990; Revised 1994

Generally Accepted Principles of Education²

Knowledge	<ul style="list-style-type: none"> • <i>Focus on students gaining knowledge, not on impressing the students with instructor's knowledge.</i>
Speech	<ul style="list-style-type: none"> • <i>Concise, simple and normal speech patterns.</i> • <i>Not read to the class. Stay on pace, Speak loudly enough to be heard.</i> • <i>Use humor when appropriate to make a point.</i>
Andragogy	<ul style="list-style-type: none"> • <i>Present key points by using examples as illustrations.</i> • <i>Teach at the learner's level.</i> • <i>Show in a specific way how new material will benefit the learner.</i> • <i>Call learners by name.</i> • <i>Encourage questions and motivate involvement.</i> • <i>Teach to all participants, not just to those who show interest.</i>
Learning Environment	<ul style="list-style-type: none"> • <i>Be positive toward the subject matter. Be professional attired and groomed. Use gestures during the presentation.</i>
Teaching Aids	<ul style="list-style-type: none"> • <i>Make sure materials are legible, correctly spelled, properly numbered, and mechanically produced using readable type face. Use written word when possible to enhance oral speech. (Note: written is better than oral; visual is better than written).</i> • <i>Follow the prepared outline.</i> • <i>Deviate from prepared material only to meet specific needs.</i> • <i>Use color.</i> • <i>If using a projector, make sure image is visible to the group, turn projector off when not in use, never block image by walking in front of projected image.</i>

² This Form is based on the Real Estate Educators Association (REEA) "Generally Accepted Principles of Education". Please refer to a copy of the REEA "Generally Accepted Principles of Education" which is on page 6 of this application.

Learning Level	BLOOM'S TAXONOMY
6	Evaluation: appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, core, select, support, value, evaluate.
5	Syntheses: arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
4	Analysis: analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
3	Application: apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch solve, use, write.
2	Comprehension: classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate.
1	Knowledge: arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, state.