



**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 \$70 (Upon Approval)**

Please check one of the following course categories: **If applicable, please circle one of the following.**

<p>Education Course <input type="checkbox"/></p> <p>Courses in: <i>Real estate law and practice; real estate financing including mortgages and other financing techniques; material specific to the regulatory, and ethical practice of real estate; and real estate related local, state and federal laws including but not limited to fair housing, the Americans with Disabilities Act (ADA), and lead-based paint disclosure.</i></p>	<p>Training Course <input type="checkbox"/></p> <p>Courses in: <i>Personal and property protection for the broker and clients; using the computer, the internet, business calculators and other technologies to enhance the broker's service to the public; concerning professional development, customer relations skills, sales promotion including salesmanship, negotiation, marketing techniques, servicing the client, or similar courses.</i></p>	<p>a. Is this an ethics course? Y N</p> <p>b. Core Elective? Y N</p> <p>c. Related to Property Management? Y N</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>
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ENCLOSED WITH THIS APPLICATION ARE ONE COPY OF:

student handouts (11 copies must be provided at Education Advisory Committee presentation)

COURSE TYPE

Live lecture

This application must be accompanied by A concurrent Instructor Application.

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 _____

Date _____ Location _____

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

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.