

State of New Mexico – New Mexico Real Estate Commission Date

DISTANCE EDUCATION COURSE AND INSTRUCTOR OF RECORD APPLICATION

Name: Home Address Work Address		Cell Phone Work Phone Fax Email
---	--	--

Title of Course	CE Hours	Course Sponsor
-----------------	----------	----------------

Sponsor Email:	Sponsor Phone:
----------------	----------------

Please check the applicable Course Category(s)

<p>Education Course <input type="checkbox"/></p> <p><i>Courses in: 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><i>Courses in: 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><input type="checkbox"/> This course is substantially related to the practice of Property Management.</p> <p><input type="checkbox"/> This course is an Ethics course.</p> <p><input type="checkbox"/> Core elective</p> <p style="color: red; font-size: small;">Non-acceptable courses: 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.</p>
--	---	--

<p>ENCLOSED WITH THIS APPLICATION IS A COPY OF:</p> <p><input type="checkbox"/> student learning materials (Please provide of student learning materials .pdf format with this application)</p> <p><input type="checkbox"/> The applicant on this application will serve as the Sponsor's permanent Instructor of Record.</p> <p><input type="checkbox"/> The sponsor promises to inform the Commission of any changes With regard to the Instructor of Record and the appropriate contact Information.</p>	<p>COURSE/ PLATFORM TYPE</p> <p><input type="checkbox"/> Learning Management System Name of software program _____</p> <p><input type="checkbox"/> Webinar Name of software program _____</p> <p><input type="checkbox"/> Correspondence or Home Study</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> The course includes a final examination.</p>
--	--

Is this course currently offered in the classroom (Face to Face)? Y or N

Has the distance education platform been approved previously by the New Mexico Real Estate Commission? Y or N
(Please check with the Education Administrator if you are unsure.)

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

If the instructor of Record is an approved New Mexico instructor, provide evidence of the instructor(s) New Mexico instructor certification:

How this course will serve to protect the public and increase the professional competence of the licensee:

Education Experience – list all education experience which is relevant to the applicant’s request to be a distance instructor of record for distance real estate courses. 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 applicant has had (relevant to this application to be a real estate course Distance Instructor of Record) which is applicable to the positions for which the applicant is applying:

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

(add separate sheets if necessary)

References – entities for which the applicant has taught real estate or other courses.

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
--

Candidate Instructor of Record Signature

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

INSTRUCTOR REQUIREMENTS

1. All instructors teaching real estate courses for pre-licensing or continuing education credit 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.
3. All instructor candidates shall complete a commission-approved instructor-training course or New Mexico Real Estate Commission (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 be honest, truthful, reputable and competent.
5. Instructor candidates must be prepared to make a minimum 15-60 minute presentation to the Education Advisory Committee (Committee), exhibiting their teaching skills and knowledge of the subject matter.
6. Candidates shall be prepared to answer questions from Committee members about the subject matter they are seeking approval to teach.
7. The candidate must bring 13 copies of any student materials (not to include the course outline previously submitted) to the Committee meeting at which they will be presenting.
8. Candidates must use NMREC approved course outlines for courses previously approved by the NMREC. Candidates and approved instructors may be required by the NMREC to update approved course outlines although they will remain the property of the NMREC.
9. The presentation shall conform to the Generally Accepted Principles of Education as adopted by the Real Estate Educators Association.
10. The commission shall grant or deny instructor approval based on the recommendation of the Committee after the candidate presentation.
11. If the applicant is not recommended for approval by the Committee, a summary evaluation of the applicant's presentation will be provided with specific feedback. Candidates may present the same course to the Committee a maximum of 3 times per 12-month period of time. Additional appearances will be scheduled as the Committee agenda permits. An instructor candidate not recommended for approval by the Committee may ask the commission to review the Committee's unfavorable recommendation.
12. An approved instructor shall comply with the following requirements:
 - a. Conduct all classes in accordance with NMREC rules and education policies
 - b. Ensure that all instruction is free from misrepresentation
 - c. Instruct in accordance with NMREC approved course content requirements
 - d. Allow access to any approved class to any duly appointed representative of the commission

Additional Required Information (New Mexico Real Estate License Law and Real Estate Commission Rules Part 16.61.15.11 G. Distance Education):

- (1) A course syllabus (student handout) which clearly states the course objectives and the specific learning objectives for desired student competencies.
- (2) Instructions for accessing, using and testing the online materials for ESC auditing purposes including everything necessary for evaluating course content materials, duration, accuracy and timeliness.
- (3) Reference materials appropriate to the course.
- (4) When a series of courses is offered in a curriculum, evidence of sequential development and logical progression.
- (5) Description of the method, such as examination and quizzes, by which student progress and mastery of the subject matter are measured, and for determining what is required for a student to successfully complete the course.
- (6) Description of the method by which student identity is verified, such as user name and password.
- (7) The names, telephone numbers and email addresses of individuals, websites or other resources that students can contact for technical assistance.
- (8) The name and contact information of the New Mexico instructor approved to teach the course who will be available to answer subject matter questions during regularly posted hours.
- (9) A description of the methodology used by the sponsor in determining the classroom hour equivalency of each distance education course.