

	STATE OF NEW MEXICO REAL ESTATE COMMISSION 5500 San Antonio Dr. NW Albuquerque, NM 87109 (505) 222-9824	Office Use Only: Approved _____ Education credit _____ 8 digit course code: _____ Training credit _____ Date _____ Credit hours _____
<b>ONE-TIME CONTINUING EDUCATION COURSE APPLICATION</b>		Date _____
15.61.15.11, C. The commission must approve any continuing education course offered for one-time credit before the course is offered. (1) A commission approved application form for one-time credit approval must be completed and submitted to the ESC before consideration of the course for credit. (2) Approved sponsors are limited to four course submittals for one-time credit during each calendar year. (3) The sponsor, or its representative, requesting one-time course credit, shall make a presentation before the ESC according to presentation criteria established by the ESC.		
<b>PLEASE CHECK EITHER "Education" or "Training."</b>		
1. Approved Education Course <input type="checkbox"/> Courses in: <i>Selling, leasing or managing residential, commercial and industrial property;</i> <i>Basic real estate law and practice;</i> <i>Real estate financing including mortgages and other financing techniques;</i> <i>Material specific to the regulatory, technical and ethical practice of real estate;</i> <i>All federal laws including Fair Housing, ADA, Lead-based Paint Disclosure, etc.</i>	2. Approved Training Course <input type="checkbox"/> Courses in: <i>Personal and property protection for the licensee and clients;</i> <i>Offerings in using the computer, the Internet, business calculators and other technologies to enhance the licensee's service to the public;</i> <i>Offerings concerning professional development, customer relations skills, sales promotion including salesmanship, negotiation, marketing techniques, servicing the client, etc.</i>	Non-acceptable Courses Courses in: <i>Mechanical office and business skills such as typing, speed reading, memory improvement, language report writing, etc;</i> <i>Offerings concerning physical well-being or personal development such as personal motivation, stress management, time management, dress-for-success, etc.</i>
<b>Sponsor Name</b>		
<b>Contact Person</b>		
Sponsor Address		
City	State	Zip
Phone		Email
<b>Course Title</b>		
Is the subject matter for this course substantially related to Property Management?    YES                      NO		
Course Type		
<input type="checkbox"/> Live Lecture/Classroom <input type="checkbox"/> Online <input type="checkbox"/> Other _____		
Requested number of credit hours:		<input type="checkbox"/> Education credit <input type="checkbox"/> Training credit
<b>Please circle: (Sponsors are allowed up to 10 One Time Course applications each calendar year.)</b>		
1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> 7 <sup>th</sup> 8 <sup>th</sup> 9 <sup>th</sup> 10 <sup>th</sup> Courses proposed for one-time credit in 20____.		

This course will be taught at the following locations (one-time courses are limited to one-time in one location in a calendar year):

Date \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

**Course Description: (please attach any flyers or brochures regarding the proposed session/ course)**

**Instructor Bio. (Please attach any printed information regarding the Instructor's experience and background).**

I certify that the information on this application is correct and that the course will be taught in accordance with the attached content outline.

\_\_\_\_\_  
Signature of Director/Responsible Party

\_\_\_\_\_  
Date

**COURSE OUTLINE**

Length in Time (no greater than 15 min. segments)	Teaching Technique	Subject Matter Segment and Description
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>