

STATE OF NEW MEXICO REAL ESTATE COMMISSION
 5500 San Antonio Drive NE Suite B
 Albuquerque, NM 87109 (505) 222-9820

CONTINUING EDUCATION COURSE APPLICATION

Date 9/12/16

Title of Course: ETHICS

CE Hours – 4

Fee \$70 (Upon Approval)

Approved Education Course 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.

Approved Training Course 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.

Non-acceptable courses Courses in:
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.

ENCLOSED WITH THIS APPLICATION ARE **ONE COPY** OF:

student handouts (11 copies must be provided at ESC presentation)

COURSE TYPE

Live lecture

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

- 1) Business Ethics & Compliance Timeline – Ethics & Compliance Institute @ www.ethics.org
- 2) SIOR Ethics Course - Society of Industrial & Office REALTORS® - Stephen F. Blau & Victor S. Bruno, Co Authors
- 3) The Challenge of Real Estate Professionalism – Article by Professor Ron Green
- 4) Ethics related videos – The University of Texas El Paso / Texas Holocaust & Genocide Commission

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

Date <u>TBD</u>	Location _____
Date _____	Location _____
Date _____	Location _____
Date _____	Location _____
Date _____	Location _____

<p>Describe the physical classroom facilities:</p> <p>From small professional group conference rooms to larger professional training facilities depending on class size.</p>
<p>The instructor(s) for the course will be:</p> <p>Victor S. Bruno</p>
<p>Provide evidence of the instructor(s) New Mexico instructor certification, or attach instructor applications:</p> <p>Instructor Application Attached</p>
<p>How this course will serve to protect the public and increase the professional competence of the licensee:</p> <p>The material is focused on the broad spectrum of ethics and professional conduct both in broader society and in business and real estate practice. Short videos describe 'What Is Ethics', and provide insights into 'Ethical Judgement' and 'Ethical Decision Making' along with ideas for 'Taking Action'. Class exercises include case studies and review common ethical dilemmas in both non-real estate and real estate situations.</p>

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

Victor S. Bruno
 Signature of Instructor

9/12/16
 Date

VICTOR S. BRUNO
 Instructor

9/12/16
 Date

Ethics

Victor S. Bruno, Instructor

4 Hour Course Outline

COURSE DESCRIPTION:

The 2016 rule modification by the NM Real Estate Commission required ALL licensees to provide 'ethical and professional conduct' to consumers. The NM Real Estate Commission's expressed intent for the inclusion of this requirement is to increase protection of consumer interests. Translated, it now may be considered illegal to be unethical. This course delves into the broad spectrum of ethics to increase knowledge and awareness by licensees in this field of study. It is NOT a course about the REALTOR® Code of Ethics!

TEACHING TECHNIQUES:

L = Lecture PP = PowerPoint V = Video GE = Group Exercises

Learning Level	Learning Objective
1. Knowledge	Licensees will be able to define key terms and provisions related to ethical and professional conduct.
2. Understand	Licensees will be able to identify the fundamental problems, opportunities, advantages and disadvantages of ethical/unethical conduct
3. Apply	Licensees will be able to apply their knowledge and understanding of ethical and professional conduct to supplement their business practice while minimizing the risk of liability to themselves and consumers of their services
4. Analyze	Licensees will be able to determine whether or not the key components of ethical and professional conduct are present in various marketplace situations.
5. Evaluate	Licensees will be able utilize their real estate expertise with the cross-training from this course to evaluate and to recommend safe actions for consumers of their services.
6. Create	Licensees will be able to raise public awareness of real estate ethics and professional conduct and join with related professionals to create opportunities and guide consumers to successful outcomes.

TIMED OUTLINE:

Length In Time	Teaching Technique	Subject Matter Segment & Description
5	PP, L, GE	Sign In, Introductory Remarks by Instructor
15	GE	Instructor and Attendees introduce themselves to establish their current knowledge, experience and skill sets
30	PP, L, V	Overview of Ethics and Professional Conduct: The Ethical Climate, Major Ethics and Compliance Issues and Ethics Program Development over the most recent 50+ years in the world of business.
10	Break	<i>Hour 1 Completed</i>
10	GE	Group Exercise in common ethical dilemmas.
10	PP, L	Definitions, Key Concepts of Ethical and Professional Conduct
30	GE	Case Study 1: Read, evaluate, identify and explore key concerns of a fictional case study many facts of which were drawn from a legal case.
10	Break	<i>Hour 2 Completed</i>
20	PP, L, V	Illustrated Concepts: Values, Principles and Ethics
5	PP, L, GE	Differentiating Ethics from Legal Issues
25	PP, L, GE	Ethical Problems in Real Estate
10	Break	<i>Hour 3 Completed</i>
15	PP, L, GE	Ethical Problems in Real Estate
30	GE	Case Study II: Read, evaluate, identify and explore key concerns of a fictional case study many facts of which were drawn from a legal case.
5	GE	Q&A
10	Evals/SignOut	<i>Hour 4 Completed</i>

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 steering committee (ESC).
2. Before course approval, the instructor teaching the course shall make a presentation before the ESC according to presentation criteria established by the ESC.
3. The ESC 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.