

# Associate Broker Continuing Education Tracking Sheet **[Property Management (PM) Form]**

BROKER NAME	LICENSE #	LICENSE RENEWAL CYCLE (DATES)

**36 CE Credit Hours Required every 3 years (max 10 hrs from "Training" category):**

- 4 hour Core Course required every year = 12 hours total in 3 year cycle
- 4 hour Core Elective course every 3 years
- 4 hours of Ethics Elective course every 3 years
- 16 additional CE hours every 3 years (up to 4 hours of this can be from attending commission meetings, rules hearings, and disciplinary hearings)
- Associate Broker Property Managers must submit an Associate Broker Property Management Declaration Form signed also by their Qualifying Broker
- Of the 16 additional CEs necessary, Property Management Associate Brokers must have: Either the NM Uniform Owner Resident Relations Act 6 hour course or they may take Commercial Property Management (6 hour course).
- Associate Broker Property Managers must also take an additional 6 hours of any approved property management course in the commission approved list of courses.
- Associate Broker Property Managers must also attend a NMREC Meeting once in their 3-year cycle (see meeting attendance duration rule on this form below).

	SUBMITTED PROPERTY MANAGEMENT DECLARATION (signed by QB)	DATE			
	NMREC MEETING ATTENDANCE (S)	DATE	CE Credit		
	CORE COURSE NAME - 4 Hours Each Year	DATE	# CREDIT HOURS		
Year 1:			4		
Year 2:			4		
Year 3:			4		
	CORE ELECTIVE - COURSE NAME minimum 4 hours every 3 yrs	DATE	# CREDIT HOURS		

ETHICS ELECTIVE - COURSE NAME minimum 4 hours every 3 yrs	DATE	# CREDIT HOURS	
NM UORRA COURSE <b>OR</b> COMMERCIAL PROPERTY MANAGEMENT COURSE	DATE	# CREDIT HOURS	<u>NM UNIFORM OWNER RESIDENT RELATIONS ACT <b>OR</b> COMMERCIAL PROPERTY MANAGEMENT PLUS 6 ADDITIONAL HOURS OF PM COURSES.</u>
		6	
6 ADDITIONAL PM REQUIRED HOURS	DATE		
TOTAL ADDITIONAL HOURS		6	
ADDITIONAL ELECTIVES COURSE NAME	DATE	# CREDIT HOURS	EDUC /TRAIN CATEGORY?
<b>TOTAL CE HOURS (MINIMUM CEUS = 36)</b>			

**Categories:**

- T = Training
- E = Education
- C = Core Elective
- NMC = Core Course
- Eth = Ethics

**Meeting Attendance Rule:** Each 3 year cycle, Qualifying Brokers are required to attend a New Mexico Real Estate Commission Meeting or Commission Disciplinary Hearing for at least 3 hours or until the meeting/hearing have moved to "executive session" or adjournment, **WHICH EVER IS FIRST.**