



STATE OF NEW MEXICO  
 REAL ESTATE COMMISSION  
 5200 Oakland Ave. NE Suite B  
 Albuquerque, NM 87113  
 (505) 222-9820

Office Use Only:

Approved \_\_\_\_\_ Education credit \_\_\_\_\_  
 Denied \_\_\_\_\_ Training credit \_\_\_\_\_  
 Date \_\_\_\_\_ Credit hours \_\_\_\_\_

**CONTINUING EDUCATION COURSE APPLICATION**

Date \_\_\_\_\_

Title of Course \_\_\_\_\_ CE Hours \_\_\_\_\_ Course Sponsor \_\_\_\_\_ [ n/a ] Fee \_\_\_\_\_

Address of Sponsor/School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone number \_\_\_\_\_

Approved Education Course  Courses in:  
*Selling, leasing or managing residential, commercial and industrial property; Basic real estate law and practice; Real estate financing including mortgages and other financing techniques; Material specific to the regulatory, technical and ethical practice of real estate; All federal laws including Fair Housing, ADA, Lead-based Paint Disclosure, etc.*

Approved Training Course  Courses in:  
*Personal and property protection for the licensee and clients; Offerings in using the computer, the Internet, business calculators and other technologies to enhance the licensee's service to the public; Offerings concerning professional development, customer relations skills, sales promotion including salesmanship, negotiation, marketing techniques, servicing the client, etc.*

Non-acceptable courses Courses in:  
*Mechanical office and business skills such as typing, speed reading, memory improvement, language report writing, etc; Offerings concerning physical well-being or personal development such as personal motivation, stress management, time management, dress-for-success, etc.*

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

- all instructor materials
- student handouts
- the final exam and answer key (if applicable)
- all proposed advertising
- any other applicable fees

COURSE TYPE

- Live lecture
- Independent Study
- Other \_\_\_\_\_

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 \_\_\_\_\_

(continued on next page)

Describe the physical classroom facilities:
The instructor(s) for the course will be:
Provide evidence of the instructor(s) New Mexico instructor certification, or attach instructor applications:
How this course will 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*

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

\_\_\_\_\_  
*Date*

## COURSE CONTENT OUTLINE

What are the Levels of Learning that are to be expected from the student? The Levels will be reflected in the active verbs that are used when you write your Learning Objectives. For help in remembering some of the verbs for each level, see the attachment at the back of this application form.

**LEARNING OBJECTIVES.** Please provide three to five Learning Objectives for every three hours of course work (what will the student be able **to do** with the knowledge gained?)

Learning  
Level:

- \_\_\_\_\_ 1. The licensee will be able to \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2. The licensee will be able to \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3. The licensee will be able to \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 4. The licensee will be able to \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 5. The licensee will be able to \_\_\_\_\_  
\_\_\_\_\_

The following will be the means used in assessing whether the Learning Objectives have been reached:

**COURSE OUTLINE:** Describe in detail the components of the course by breaking it down into subject areas of no greater than 15 minutes (more detail is acceptable). What will be the method of instruction or teaching technique used for each area (lecture, slides, group involvement, videotape, etc.)? If this section is NOT completed, your application will be returned without review. If you wish, you may provide this information on a computer generated sheet.

Length in Time  
(no greater than  
15 min. segments)

Teaching  
Technique

Subject Matter Segment and Description


(continued on next page)



## INSTRUCTIONS FOR CONTINUING EDUCATION COURSES

1. The candidate must complete and submit to the commission an application for commission review. **One copy** shall be submitted on the approved form required by the commission plus all applicable fees no less than **21 days** prior to appearing before the Education Steering Committee. A copy of the completed application shall also be e-mailed to the Education Administrator [margo.yee@state.nm.us](mailto:margo.yee@state.nm.us). ESC appearances will be scheduled by the Education Administrator once both copies are received.
2. Nationally recognized professional real estate entities; e.g., NAR, NAREB, AARO, IREM ,etc., that provide national designations (GRI, CRB, CRS, CCIM, etc.) shall be automatically certified for education credit on an hour-for-hour basis.
3. Unless otherwise specified, all courses approved for prelicensing credit by the commission are eligible for credit from the date of course approval.
4. The minimum length of a course shall be one hour. A credit hour is defined as 50 minutes within a 60 minute period of time. No credit is given for partial hours.
5. Courses submitted for approval shall have significant intellectual and/or practical content and shall meet the commission's charge of protecting the public and increasing the professional competence of the licensee.
6. Instructor's materials shall include thorough, high quality readable, carefully prepared materials, which are given to participants prior to, or at the time of, the course.
7. Workshops seminars or conferences offered for credit must be offered by an approved sponsor. All education activities (except for distance education) shall be presented in a suitable classroom setting.
8. Course approvals expire on December 31 of each year.
9. If a course outline has not been updated within the last 3 years, the committee may, at its discretion, recommend disapproval or removal from the approved list by the real estate commission.
10. If a course represents an update to a previously approved course, and if the update is approved, the original course shall be considered as retired 120 days after approval of the updated course. All sponsors and instructors shall be notified of this revision and instructors may appear before the committee to insure currency in course material.

## VERBS REQUIRING COGNITIVE OUTCOMES

KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
define repeat record list name relate underline recall inquire record recognize match memorize select distinguish identify label	translate restate discuss describe recognize explain express identify locate report review tell change rearrange give example illustrate comment transform demonstrate infer generalize summarize	interpret apply imply use demonstrate dramatize practice illustrate operate schedule shop sketch organize reconstruct solve transfer generalize choose classify calculate	distinguish analyze differentiate appraise calculate experiment test compare contrast criticize diagram inspect debate inventory question relate solve examine categorize discriminate deduce classify categorize	compose plan + propose design + formulate arrange assemble collect construct create set up organize prepare solve + produce +	judge appraise evaluate rate compare value revise score select choose assess estimate measure consider conclude weigh criticize

**Knowledge/Recall:**

To remember previously learned material (without comprehension)

**Comprehension:**

To grasp the meaning of the knowledge being learned and be able to paraphrase or explain it.

**Application:**

The ability to use learned information and materials.

**Analysis:**

The ability to break material down into its elements or parts so that its organizational structure may be understood.

**Synthesis:**

The ability to combine previous experience with new material to form a structure.

**Evaluation:**

The ability to assess value and critique ideas in order to make choices and make recommendations. This is the most desirable learning level!