

Education Advisory Committee Instructor Appearance Procedures for Permanent Course Approvals

Here are the procedures for instructors requesting permanent approval for a course before the Education Advisory Committee (Committee).

Submission Requirements

1. Continuing Education Instructor Application submitted no later than 7 days prior than Committee meeting. Special arrangements can be made with the Education Administrator if there was a cancellation. However, no applications will be accepted less than 48 hours prior to the Committee meeting.
2. Continuing Education Course Application (for instructors presenting a new course) submission schedule explained above applies.
3. Timed outline of the course

Committee Meeting Requirements

1. Thirteen copies of student handouts must be provided by the instructor to Committee members at the Committee meeting.
2. Instructors must wear **professional attire** to the Committee meeting.
3. Instructors will be required to present the course as they would in the classroom. For example, if the instructor plans to use PowerPoint to teach the course. PowerPoint must be used during the Committee presentation. Please coordinate with the Education Administrator to ensure that AV requirements are met.

Instructor Presentation Requirements for a New Course

A 45-minute presentation which includes the following:

- Fifteen (15) minute presentation to the committee describing the contents of the course and how it enhances the professional competence of real estate brokers
- Fifteen (15) minute presentation to the committee from a section of the outline of the instructor's choosing
- Fifteen (15) minute presentation to the committee from a section of the outline of the ESC committee's choosing
- Question and answer session

Instructor Presentation Requirements for a Previously Approved Course

A 30-minute presentation which includes the following:

- Fifteen (15) minute presentation to the committee from a section of the outline of the instructor's choosing
- Fifteen (15) minute presentation to the committee from a section of the outline of the Committee's choosing
- Question and answer session

Committee Presenter Cancellation Policy

1. A scheduled Committee presenter who fails to cancel their presentation with 24 hours notice may not be allowed to present for the next three consecutive Committee meetings.
2. A scheduled Committee presenter who misses two Committee presentations shall not be allowed to present without prior consent by the NM Real Estate Commission.

If you have any questions about these procedures, please contact the Education Administrator at (505) 222-9825.