

Education Steering Committee Instructor Appearance Procedures for Permanent Course Approvals

Here are the procedures for instructors requesting instructor approval or permanent approval for a course by the Education Steering Committee.

Submission Requirements (all required forms are available on the REC web site)

1. Fully completed *Continuing Education Instructor Application* submitted no later than 7 days prior than ESC appearance. 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 ESC appearance.
2. Fully completed *Continuing Education Course Application* (for instructors presenting a new course) submission schedule explained above applies.
3. Timed outline of the course must contain learning objectives.

ESC Meeting Requirements

1. Thirteen copies of student handouts must be provided by the instructor to ESC members at the ESC meeting.
2. Instructors must wear **professional attire** to the ESC 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 ESC presentation. Please coordinate with the Education Administrator to ensure that AV requirements are met.
4. Failure to meet the submission requirements will disqualify any presentation.

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
- The Education Steering Committee shall make its recommendation for course and instructor approval or denial based on this presentation.

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 ESC committee's choosing
- Question and answer session
- The Education Steering Committee shall make its recommendation for instructor approval or denial based on this presentation.

ESC Presenter Cancellation Policy

1. A scheduled ESC presenter who fails to cancel their presentation with 24 hours notice may not be allowed to present for the next three consecutive ESC meetings.
2. A scheduled ESC presenter who misses two ESC 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.