

**THE FOLLOWING INFORMATION IS AN
EXAMPLE ONLY**

**WHAT LICENSEES WILL RECEIVE APPROXIMATELY TWO MONTHS PRIOR TO
EXPIRATION.**

This is why it is essential the NMREC has your CORRECT email.

PLEASE DO NOT REPLY TO THIS EMAIL

**—
THIS IS A
NON-RESPONSIVE EMAIL**

**2017 REAL ESTATE BROKER'S
LICENSE RENEWAL
NOTIFICATION**

Licensee Name: JANE DOE

License No: 48887

Registration Code: 237127

Email: janedoe@msn.com

Your New Mexico real estate broker's license expires soon.

To begin the license renewal process, you will need to create a username and password using your license number and registration code (shown above). The license number and registration code will not change and should be retained for your records.

Once you have successfully registered your account, you can login and begin the renewal process. You can also update your demographics

(address, phone number, email, etc.) at any time by entering your user name and password.

However, you cannot change your trade name, business address or other business information on-line and you cannot transfer your license to another brokerage on-line. The Trade Name Registration form and the License Transfer application form will still be required for these purposes.

Below are step-by-step instructions to help you with the renewal process.

*You **must** submit evidence of Continuing Education, finger printing and proof of current Errors & Omissions (E&O) insurance.*

THE COMMISSION WILL NOT PROCESS A RENEWAL WITHOUT THE REQUIRED DOCUMENTATION.

Documentation can emailed to: Nmrec.ceu@state.nm.us

~~Continuing Education requirements for renewal have changed~~

You will need 36 hours of continuing education courses every three years:

- 1 - 4 hour Core course for each year of your renewal cycle for a total of 12 hours
- 1 - 4 hour Core Elective course every three years
 - 1 - 4 hour Ethics course every three years
 - 16 additional hours of Commission approved courses

For more information on Continuing Education please click on:

http://www.rld.state.nm.us/boards/Real_Estate_Commission_Requirements_and_Continuing_Education.aspx.

QUESTIONS REGARDING YOUR RENEWAL CAN BE SENT

TO: nmrec.ceu@state.nm.us

Please click link to begin the online process:
<https://mylicense.rld.state.nm.us/Login.aspxx>

If you have any questions regarding the renewal process or do not receive your license 15 days after renewing online, please call the Commission office at 505-222-9820 or send an email to nmrec.ceu@state.nm.us.

ONLINE LICENSE RENEWAL INSTRUCTIONS

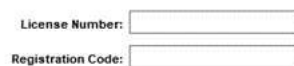
➤ First Step: Search for Existing Records Screen

- If you already you have your User ID and Password, click “**Login Page**” under Menu on the top left side of the page.



Enter your User ID and Password and click “**Login**”. Skip down to **Licensing Home Page Screen** below for further instructions.

- If you do not have a User ID and Password you will need to register. Please make sure you have your license number and registration code. The registration code can be found in the e-mail or postcard you received from the Commission office. **Please Note: The registration code never changes. It is just as permanent as your license number, so keep it for your records.** Enter your License Number and Registration Code (these entries are case sensitive) at the bottom of the screen, then click “**Search**”.

A screenshot of a form with two input fields. The first field is labeled "License Number:" and the second field is labeled "Registration Code:". Both fields are empty text boxes.

Your Licensing Information will appear. Continue to create your User ID and Password and click “**Register**”.

(If the Licensing Information appears blank, or if you receive a message that there are no licenses to renew check with the Commission office)

- Licensing Home Page Screen – Click “**Renew License**” under Menu on the top left side of the page.

Menu
Initial Application
Renew License
Duplicate License
Demographics Update
Logout

- **Application for License Renewal Screen** – A list of Renewable Licenses will appear. Click **“Continue”** to renew license. If you have multiple licenses, be sure to click on the appropriate license you are renewing.
- **License Renewal Application Screen** – Read the context, then click **“Next”**.
- **Personal Address Information Screen** – This is also known as Demographics Page. You can update your mailing address, phone number and email address by clicking **“Edit”**, then **“Update”**. **It is mandatory to provide an updated email address so you can receive future email notifications.** After verifying your information is correct click **“Next”**.
- **Continuing Education Courses Screen** – (*Not all Boards will have this screen.*) Click **“Add”** for each course you are entering. Once all courses have been entered click **“Complete”**.
- **Application Questions Screen** – **Please read all questions thoroughly before answering.** After all questions have been answered click **“Submit”**.
- **Application Summary Screen** – Verify all information is correct. Some professions may be required to complete a survey at this point. (*Survey must be completed in order for you to continue and close the renewal process.*) Click **“Pay Fees”**.
- **Application Fees Screen** – Enter your account information and submit payment. **DO NOT PRESS “SUBMIT PAYMENT” MORE THAN ONCE.** If you do not have access to a printer, please be sure to write down your authorization code and transaction number.