



STATE OF NEW MEXICO  
 REAL ESTATE COMMISSION  
 5500 San Antonio NW  
 Albuquerque, NM 87109  
 (505) 222-9824

Office Use Only:

Approved \_\_\_\_\_ Elective credit \_\_\_\_\_  
 8 digit course code: \_\_\_\_\_ Core Elective credit \_\_\_\_\_  
 Date \_\_\_\_\_ Credit hours \_\_\_\_\_

**ONE-TIME CONTINUING EDUCATION COURSE APPLICATION**

Date \_\_\_\_\_

15.61.15.11, C. The commission must approve any continuing education course offered for one-time credit before the course is offered.

- (1) A commission approved application form for one-time credit approval must be completed and submitted to the EAC before consideration of the course for credit.
- (2) Approved sponsors are limited to ten course submittals for one-time credit during each calendar year.
- (3) The sponsor, or its representative, requesting one-time course credit, shall make a presentation before the EAC according to presentation criteria established by the EAC.

**Non-acceptable courses:** 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.

PLEASE CHECK:

1. **Elective Course** [ ]

**Defined as:** a commission approved elective course not considered as intensive in focus as a core elective course in a broad array of topics directly and indirectly related to the practice of real estate or the skills necessary to practice real estate including: real estate law and practice; real estate financing, mortgages and other financing techniques; material specific to the regulatory, technical and ethical practice of real estate; and all state and federal laws including but not limited to fair housing, the Americans with Disabilities Act (ADA), and lead-based paint disclosure. This broad category of courses also includes courses associated with various national and state designations and certifications not already categorized as core electives; courses in personal and property protection for the broker and clients; broker skills-related offerings in using the computer, the internet, business calculators, and other technologies to enhance the broker's service to the public; other skills offerings related to broker professional development, broker customer relations skills, broker sales promotion including salesmanship, negotiation, marketing techniques, servicing the client, or similar courses.

2. **Core Elective Course** [ ]

**Defined as:** a commission-approved advanced continuing education course in residential transactions, commercial transactions, property management transactions, or vacant land/ranch transactions required once during each three-year cycle, core elective courses advance the broker's practice of real estate by one or more of the following: (1) improve broker transactional expertise focusing on, but not limited to, contractual and disclosure forms used in the practice of real estate, real estate title issues, contracts, and real estate transactional negotiating skills; (2) improves broker business practices and professionalism focusing on, but not limited to, broker responsibilities and duties; (3) improves broker awareness of issues that impact the public and real estate transactions focusing on, but not limited to, land development, jurisdictional taxation issues; or, (4) increases the broker knowledge of third party services within a transaction. The number of core elective hours required for both associate brokers and qualifying brokers is further defined at 16.61.13.8 NMAC.

**Sponsor Name**

**Contact Person**

Sponsor Address

City

State

Zip

Phone

Email

**Course Title**

Is the subject matter for this course substantially related to Property Management? YES NO

Is the subject matter for this course substantially related to Ethics? YES NO

Requested number of credit hours:

- [ ] Elective Credit
- [ ] Core Elective Credit

Please circle: (Sponsors are allowed up to 10 One Time Course applications each calendar year.)

1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup>

Courses proposed for one-time credit in 20\_\_.

This course will be taught at the following locations (one-time courses are limited to one-time in one location in a calendar year):

Date \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

**Course Description: (please attach any flyers or brochures regarding the proposed session/ course)**

**Instructor Bio. (Please attach any printed information regarding the Instructor's experience and background).**

I certify that the information on this application is correct and that the course will be taught in accordance with the attached content outline.

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

\_\_\_\_\_  
Date

**TIMED COURSE OUTLINE (May be submitted as an attachment)**

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

Teaching  
Technique

Subject Matter Segment and Description

Length in Time (no greater than 15 min. segments)	Teaching Technique	Subject Matter Segment and Description
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**ANTI-HARASSMENT AND NON-SOLICITATION POLICY**

The New Mexico Real Estate Commission is committed in all areas to providing an instructional environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. Any instructor certified by the New Mexico Real Estate Commission and instructing a qualified pre-licensing or continuing education course, including sponsors and sponsor's employees/vendors, are expected and required to abide by this policy. No student or course attendee will be adversely affected as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures

**Reporting Harassment**

If a pre-licensed student or licensee attending any real estate course approved by the New Mexico Real Estate Commission feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic, or believes he or she has been a target of sexual harassment, they should immediately report the matter to the New Mexico Real Estate Commission Education Administrator. If that person is not available, or if the student or licensee feels it would be unproductive to inform that person, the student or licensee should immediately contact the New Mexico Real Estate Commission Executive Director. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

**Non-Solicitation of Licensees**

Any instructor certified by the New Mexico Real Estate Commission and instructing a qualified pre-licensing or continuing education course, or the sponsor of that course and/or instructor, will not, directly or indirectly, approach, solicit, entice or attempt to approach, solicit or entice any of their course attendees to leave the brokerage with whom the licensee is associated, either during the instructional period or subsequently through information gained by the instructor through the pre-licensee's or licensee's registration for the course.

**Corrective Action**

Any instructor or sponsor found to be engaging in improper harassing behavior or solicitation will be subject to disciplinary action, including the possible termination of instructor or sponsor status with the New Mexico Real Estate Commission.