



STATE OF NEW MEXICO  
REGULATION AND LICENSING DEPARTMENT  
NM REAL ESTATE COMMISSION  
5500 San Antonio Dr. NE Suite B  
Albuquerque, NM 87109  
(505) 222-9820

## NEW SPONSOR APPLICATION & CURRENT SPONSOR RENEWAL

This application may be filled in using your computer. Enter information in the gray boxes and tab from box to box to move through the application. You may then save it to your computer and print a copy to send to the Commission.

<input type="checkbox"/> <b>If this is a <u>renewal</u> of current sponsorship. \$500 must accompany this application</b>	
<input type="checkbox"/> <b>If this is a <u>New Sponsor Application</u> the Fee: \$500 will be due once application has been approved.</b>	Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____
Date:	
Sponsor:	Sponsor type: <input type="checkbox"/> Proprietary <input type="checkbox"/> Community College
Address:	<input type="checkbox"/> University/College <input type="checkbox"/> Professional Organization (RANM, NAR, etc.)
School address (if different from sponsor):	Current NM Sponsor License #:
Sponsor Phone:	Sponsor fax:
Director/Responsible party:	Director phone:
Director address:	Director e-mail:
Type of ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Public
Name of Corporation or Association:	
New Mexico address:	
Corporate officer's names and addresses - attach additional pages if necessary:	
Name:	Address:
City/State/Zip:	
Name:	Address:
City/State/Zip:	
<input type="checkbox"/> Enclosed is a copy of the student evaluation form which evaluates the adherence to course content, the effectiveness of the instructor, and other school prescribed criteria.	
<input type="checkbox"/> Enclosed is a copy of certificate of completion given to each student who successfully completes a course of study.	
<b>Commission Attendance Requirements</b> <ul style="list-style-type: none"> <li>• Certify no candidate as successfully completing the broker basics or brokerage office administration course unless the student has attended at least 90% of the classroom instruction and has passed a written examination at the conclusion of the course;</li> <li>• Certify no broker as successfully completing a commission approved course unless the broker has attended 50 minutes of each hour, or successfully completed a distance education course approved by the New Mexico real estate commission. In the case of a course that is offered in both live and distance education formats, the sponsor shall have discretion as to completion and certification;</li> </ul>	

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Attendance Monitoring Policy - Explain how you monitor attendance of your courses.

Admission/Refund Policy - Explain your admission policy and how refunds are to be made.

Exam and Re-exam Procedures (if applicable): Explain your exam procedures and policy for make-up exam(s).

Method of Record Maintenance – Explain your procedure for maintaining education records for a minimum of three years:

**By signing this Application, the Sponsor Applicant certifies/re-certifies (in the case of renewal) to:**

- Maintain current, complete, and accurate student records; these records shall include, but not be limited to, a record of payments made, a record of attendance, and a record of course work completed; records shall be maintained for a period of three years;
- Permit the commission or its representative access to classes being conducted, and make available to the commission, upon request, all information pertaining to the activities of the sponsor;
- Advertise at all times in a manner free from misrepresentation, deception or fraud; all course advertising must include the name of the commission-approved sponsor, and must specify whether the course is in the education or training category;
- In the event a sponsor determines that it intends to cease sponsoring real estate classes it shall inform the commission in writing not less than 30 days before cessation;
- Advise the commission within 30 days of changes in ownership, directorship, financial status, location or other pertinent information, and reapply for sponsorship in the event of change of majority ownership;
- At the end of each course, the sponsor shall collect from each student an evaluation that evaluates adherence to course content, the effectiveness of the instructor, and other prescribed criteria; the evaluation forms shall be maintained by the sponsor for not less than one year and shall be made available to the commission upon request;
- Renew sponsorship approval every three years by submitting a sponsor renewal form and renewal fee to the commission;
- Shall meet the requirements of the Americans with Disabilities Act and all other local, state and federal laws.

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(Continued - Application certifications/ re-certifications in the case of renewal)

- Conduct all courses in accordance with commission rules and education policies, and in accordance with approved course content;
- Permit all New Mexico real estate brokers to attend all classes offered by the sponsor for which continuing education credit is awarded;
- Document electronically to the real estate commission that the student has completed the course and provide a certificate of Completion containing the accurate course name, approved course number, the CE credit awarded, the date the course was taken, Course Category (i.e. Education or Training), the attendee's name, and the attendee's broker license number.

Failure to comply with this rule may result in the loss of sponsor approval. The commission may investigate any claim of violation of this rule pursuant to 16.61.36.8 NMAC of the commission rules. [16.61.15.10 NMAC - Rp, 16.61-15.10 NMAC, 1-1-2012]

**THE AMERICANS WITH DISABILITIES ACT (ADA)** *Any private entity offering courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information please contact your Equal Employment Opportunity Commission.*

*This application must be signed in the presence of a Notary Public.*

I attest to having qualities of honesty, integrity and trustworthiness. I have not had any real estate license nor instructor certification revoked or suspended, nor had a real estate license or instructor certification renewal denied by any regulating entity of any state. I have not been convicted of, nor entered a plea of *nolo contendere*, to any criminal offense involving moral turpitude. I have not had any civil judgment entered against me based on fraud, misrepresentation or deceit.

I attest that the information provided on this application and all attachments is, to the best of my knowledge, true and correct. I also agree to abide by the administrative rules as outlined in Title 16 Chapter 61 Part 15.

I attest that any employees, vendors or instructors associated with this Sponsor will abide by the New Mexico Real Estate Commission's "Anti-Harassment and Non-solicitation" policy.

Signature of Director/Responsible Party:

Date:

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

Notary signature:

My commission expires:

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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.

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