



NMRLD

**NEW MEXICO
REGULATION &
LICENSING DEPARTMENT**

Application for Approval to Sponsor Education Courses Approved by the NM Real Estate Appraisers Board

FEE: \$75.00 (Check or Money Order made out to NM Real Estate Appraisers Board)

Date: _____ Sponsor Telephone Number: _____ Fax: _____

Trade Name of Sponsor: _____

Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

(If address changes, please notify Board within 30 day)

Responsible Party/ Director: _____

Owner

NM Location where record will be kept: _____

TYPE OF SPONSOR: Check one that applies:

- | | | | |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> Proprietary | <input type="checkbox"/> Community College | <input type="checkbox"/> University/College | <input type="checkbox"/> Professional Organization |
|--------------------------------------|--|---|--|

List the Name(s) and address(s) of owner(s) or corporate officer(s):

Name of Corporation or Association: _____

New Mexico Address: _____

Corporate Officers: _____

Name of Director: _____

Director Qualifications: _____

Name of Instructor: _____

Instructor Qualifications: _____

For Board office use only:

Date Received: _____ Date Board Reviewed: _____

Approved/Denied: _____ **Notes:** _____



I, _____ the authorized official of Responsible Party/ Director
_____ certify I have presented true Name of Sponsor

statements throughout this application for and attachments to the best of my knowledge and belief. I also agree:

- (1) To conduct the instruction in an ethical manner at all times and in accordance with the statutes, rules and regulations and policies established by the New Mexico Real Estate Appraisers Board;
- (2) To permit the New Mexico Real Estate Appraisers Board to inspect the sponsor or classes being conducted and to make available to the Board, when requested to do so, all information pertaining to the activities of the sponsor required for the administration of the New Mexico Real Estate Appraisers Act and other related laws;
- (3) To advertise at all times in a form and manner that will be free from misrepresentation, deception or fraud and shall conform with the rules and regulations of the Board governing advertising;
- (4) To reasonably see that all representation made by anyone authorized by the sponsor to act as an agent or solicitor shall be free from misrepresentation, deception or fraud;
- (5) To prominently display the current Certificate of Approval where it may be inspected by students, visitors and the Board or its representatives;
- (6) To main all premises, equipment, and facilities in an adequate, safe, and sanitary condition;
- (7) To submit to the New Mexico Real Estate Appraisers Board, in the event of a school closing, with students enrolled who have not completed their program of study, a list of students enrolled at the time the school closes, including the amount of tuition paid, the amount of their course completed, and your notification to students of school closure;
- (8) To maintain current, complete, and accurate student records which shall be accessible to the New Mexico Real Estate Appraisers Board. These records shall include, in addition to other information, a record of payments made, a record of attendance, date(s) of attendance, and a record of continuing education hours completed and said records to be kept for a minimum of three (3) years, except for pre-licensing courses which shall be kept indefinitely. In the event the sponsor ceases to operate, all records shall be submitted to the New Mexico Real Estate Appraisers Board;
- (9) To conduct all accredited courses in accordance with materials submitted to and approved by the New Mexico Real Estate Appraisers Board;
- (10) To conduct all accredited pre-licensure courses only with instructors licensed or certified by the New Mexico Real Estate Appraisers Board, who are at the same or a higher category than the level of classes they are engaged to teach (16.62.8.14), and in accordance with the provisions of the requirements outlined in 16.62.8 of the New Mexico Real Estate Appraisers Board Rules and Regulations.
- (11) To conduct all accredited continuing education courses in accordance with the provisions of the Continuing Education requirements outlined in 16.62.8 of the New Mexico Real Estate Appraisers Board Rules and Regulations.

Date

Signature of Responsible Party/ Director

Title

Sworn to and subscribed before me this ____ day of _____ 20__

My Commission Expires

NOTARY PUBLIC _____

