

NMREC SPONSOR APPLICATION



STATE OF NEW MEXICO REAL ESTATE COMMISSION

5500 San Antonio Dr. NE Suite B

Albuquerque, NM 87109

(505) 476-4622

SPONSOR APPLICATION (NEW & RENEWAL)	Date
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Applicant Name: Email: School Name: Sponsor NM Address: School Address (if different from above): Sponsor Website:	Phone: Type: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Office Type: <input checked="" type="checkbox"/> Proprietary <input type="checkbox"/> University or College <input type="checkbox"/> Professional Organization/Association
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CORPORATE DECLARATION

Type of Ownership: LLC Sole Proprietor Partnership Corporation Other:

Director/Responsible Party:

Director Email: _____ Director Phone: _____

Corporate Officer:

Corporate Officer Email: _____ Corporate Officer Phone: _____

Corporate Officer:

Corporate Officer Email: _____ Corporate Officer Phone: _____

Corporate Officer:

Corporate Officer Email: _____ Corporate Officer Phone: _____

DECLARATIONS and AFFIRMATIONS (Check all that apply)

Yes No I am currently an approved sponsor that is renewing

Yes No I am requesting to be a new sponsor.

Yes No I have enclosed a copy of the student evaluation form which evaluates the adherence to course content, the effectiveness of the instructor and other school prescribed criteria.

Yes No I am enclosed a copy of completion given to each student who successfully completes a course of study.

Yes No I understand that, if approved, the application fee is \$500 and will not be due until after notification of approval by NMREC .

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As a sponsor, I will comply with the following criteria:

- Yes No I affirm that I will comply with 16.61.15.10 NMAC
- Yes No I affirm that I will not certify no candidate as successfully completing the broker basics or brokerage office administration course unless the student has attended at least ninety percent of the classroom instruction and has passed a written examination at the conclusion of the course;
- Yes No I affirm that I will not 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.
- Yes No I affirm that all Courses offered for New Mexico real estate commission approved credit must be offered by sponsors approved by the New Mexico real estate commission and be taught by instructors approved by the commission
- Yes No I affirm that I will conduct all courses in accordance with commission rules and education policies, and in accordance with approved course content;
- Yes No I affirm that I will permit all New Mexico real estate brokers to attend all classes offered by the sponsor for which continuing education credit is awarded;
- Yes No I affirm that I will document electronically to the real estate commission that the student has completed the course
- Yes No I affirm that I will 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;
- Yes No I affirm that I will 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;
- Yes No I affirm that I will 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 a core elective, an elective, or ethics course;
- Yes No I affirm that I will 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;
- Yes No I affirm that I will 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;
- Yes No I affirm that I will 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, or any duly authorized commission representative, upon request;
- Yes No I affirm that I will renew sponsorship approval every three years by submitting a sponsor renewal form and renewal fee to the commission;
- Yes No I affirm that I will shall meet the requirements of the Americans with Disabilities Act and all other local, state and federal laws.

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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]

SPONSOR'S POLICIES

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

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

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

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

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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.

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.

I certify that this course shall have significant intellectual and/or practical content and will be taught in accordance with the attached content outline.

Signature

Date