



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



CORE COURSE INSTRUCTOR APPLICATION

Date

Name:	Home Phone:
Home address:	Work Phone:
Work address:	Fax #:
<input type="checkbox"/> I currently am an approved Instructor for other NMREC approved courses. Please mark if this applies to you.	Email:
<input checked="" type="checkbox"/> I am a new instructor candidate or new approved Core Course Instructor.	

As an core course instructor candidate I will comply or have complied with the following criteria:

- I have attended Core Course Instructor Boot Camp
- I was inducted by oath as a Core Course Instructor. The Oath was taken on _____.
- I have not yet taken the Core Course Oath but anticipate doing so on or about: _____.
- I agree to comply with the Anti-Harassment and Non-Solicitation Policy (Attached) in the instruction of the core course and any course for which I am approved.

Course(s) I propose to teach

Prelicensing Course(s) [N/A]	Core Course [X]	QB Refresher Course [N/A]	New Broker Business Practices [N/A]
<p>[N/A] Principles and Practices</p> <p>[N/A] Real Estate Law</p> <p>[N/A] Broker Basics (must be approved to teach RE P&P and RE Law)</p> <p>[N/A] Brokerage Office Administration [must have two years' experience as a qualifying broker in New Mexico or another licensing jurisdiction.]</p> <p>[N/A] Within 6 mos. prior to this application, I have passed the brokers examination with a minimum score of 84%.</p>	<p><input checked="" type="checkbox"/> AS a new core course instructor I have complied with all the steps in the Core Course Roadmap approved by the NMREC (attached)</p>	<p>[N/A] I am approved to teach Principles and Practices, Real Estate Law, and Broker Basics;</p> <p>And,</p> <p>[N/A] I am a Qualifying Broker or have a QB License but acting as an AB;</p>	<p>[N/A] have two years' experience as an active supervisory broker with supervisory responsibilities; or two years actively licensed as an associate broker and served as a trainer for a brokerage, or two years actively licensed as an associate broker and am approved as a continuing education instructor of other NMREC courses.</p> <p>[N/A]New Course</p> <p>[N/A] Existing Course</p> <p>Title/Number:</p> <p>[N/A] I have complied with all the rules set forth in 16.61.15.11.A(1) – (3)</p> <p>[N/A] I am seeking permanent ZOOM or other live/distance method approval on a permanent basis.</p>

[N/A] I have attached a Resume.

[N/A] I understand that a \$75 application fee
Will not be due until after notification of approval by the NMREC.

[X] I understand that as a new core course instructor the initial instructor fee is waived but after the three year cycle from the date of my approval is complete, an instructor renewal application and instructor renewal fee of \$100 will be due.

If licensed as a New Mexico broker, give date of initial licensing:

Associate Broker _____

Qualifying Broker _____

License # _____

I attest to having qualities of honesty, integrity and trustworthiness. I have not had any real estate license or 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 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.

Signature of Director/Responsible Party

Date

INSTRUCTOR REQUIREMENTS

1. All instructors teaching real estate courses shall have been approved by the commission prior to teaching a course.
2. The candidate must complete and submit to the commission an application for commission review.
 - **Either One hard copy original** no less than **30 days** prior to the Education Advisory Committee meeting when the candidate would like to present their application in person. (Meeting dates are posted at www.state.nm.us/nmrec then click on EDUCATION!)
 - **OR one electronic copy of the application** via e-mail to the Education Administrator at Thomas.baca@state.nm.us in .pdf format, no less than **30 days** prior to the Education Advisory Committee meeting when the candidate would like to present their application in person. (Meeting dates are posted at www.state.nm.us/nmrec then click on EDUCATION!)
3. All instructor candidates shall complete a commission-approved instructor-training course or NMREC Instructor Development Workshop within one year of being approved as an instructor and every three years thereafter. Instructors who fail to submit documentation of completion of the instructor-training course will be de-certified.
4. All instructor candidates must have high integrity, and be honest, truthful, reputable and competent.
5. Instructor candidates must be prepared to make a minimum 15 - 60 minute presentation to the Education Advisory Committee, exhibiting their teaching skills and knowledge of the subject matter.
6. Candidates shall be prepared to answer questions about the subject matter they are seeking approval to teach. Presentations shall be audiotaped or videotaped and the tapes will be retained for a period of three months for commission review.
7. The candidate may bring notes, books, etc. to support the oral presentation before the committee but may not use the notes on the oral exam. The candidate must bring 14 copies of any student materials (not to include the course outline previously submitted). The materials will be distributed to Education Advisory Committee, and the Education Administrator.
8. Candidates must use NMREC approved course outlines for courses previously approved by NMREC. Candidates and approved instructors may be required by NMREC to update approved course outlines although they will remain the property of NMREC.
9. The presentation shall conform to the Generally Accepted Principles of Education as proposed by the Real Estate Educators Association.¹ (Attached)
10. The commission shall grant or deny instructor approval based on this presentation.
11. If the application is denied a recommendation for approval by the Education Advisory Committee, a written notice to the candidate from the NMREC Education Administrator will provide specific reasons. Candidates may present the same course to the Education Advisory Committee a maximum of 2 times per 12-month period of time. If the Education Advisory Committee fails to recommend, the denial may be appealed to the Real Estate Commission during the Public Forum section of their meeting.
12. An approved instructor shall comply with the following requirements:
 - a. Conduct all classes in accordance with commission rules and education policies.
 - b. Ensure that all instruction is free from misrepresentation.
 - c. Instruct in accordance with commission approved course content requirements.
 - d. Ensure that all instruction is free harassment, bullying and non-solicitation.
 - e. Allow access to any approved class to any duly appointed representative of the commission.
 - f. Certify to the sponsor a true and correct record of student attendance.

¹ Bloom's Taxonomy was used by REEA when developing the Generally Accepted Principles of Education and remains an important tool NMREC instructors use when preparing and presenting courses. (Chart Attached)

Generally Accepted Principles of Education

Adopted by The REEA Board of Directors*

KNOWLEDGE

Instructors should:

1. Provide current information
2. Present alternative viewpoints on material when there is not a single position that is accepted industry wide
3. Clearly identify opinions as the instructor's opinions
4. Build a proper foundation for each major element of a subject
5. Deal with all key elements of a subject
6. Cover the material adequately in the allotted time
7. Answer all questions logically and concisely
8. Be informed enough to handle a variety of questions on the subject being taught
9. Admit when he/she does not know the answer to a question and volunteer to obtain the information
10. Focus on students gaining knowledge, not on impressing the students with the instructor's knowledge

ANDRAGOGY (Adult Learner)

Instructors Should:

1. Present new ideas by relating them to pre-existing knowledge held by the learners
2. Teach at the learners level
3. Show in a specific way how new material will benefit learners
4. Encourage questions and motivate involvement
5. Show tolerance—both to ignorance and disagreement, thus avoiding arguments and confrontation
6. Build learner's self-esteem
7. Call learners by name
8. Involve learners in the learning process through planned activities
9. Use a variety of teaching methods
10. Teach to all participants, not just to those who show interest
11. Present key points by using examples as illustrations

SPEECH

Instructors Should:

1. Use concise, simple, and normal speech patterns, use simple terminology
2. Not read to the class
3. Keep the presentation on pace thus finishing the material in the allotted time
4. Keep the topic flowing
5. Speak loudly enough to be heard by all
6. Enunciate clearly without being overdone
7. Restate an individual learner's questions to the group as a whole prior to attempting to answer the question
8. Use humor when appropriate to make a point

TEACHING AIDS

Instructors Should:

1. Make sure materials are legible, correctly spelled, properly numbered and mechanically produced using readable typeface
2. Use visual imagery when possible to enhance written words
3. Use written words when possible to enhance oral speech. NOTE: Written is better than oral; visual is better than written
4. Follow the prepared outline
5. Make sure that all material on the outline will be covered in the class and none of it is extraneous
6. Deviate from prepared material only to meet specific needs
7. Arrange the classroom so that learners do not have to look through physical objects
8. Use modern presentation equipment such as overhead projector or computer projection
9. Use equipment that enables the instructor to remain looking at the learners rather than turning back to the class to write
10. Make sure that the physical stature of the instructor does not block the view of the learners toward the projected material
11. Make sure that the projector screen is easily visible to the group as a whole
12. Use color
13. Use large images for projected material
14. Turn the projected image off when not in use and on to recall attention to the material
15. Never block the image by walking between the projector and the screen with the projector on

LEARNING ENVIRONMENT

Instructors Should:

1. Be positive toward the subject matter
2. Refrain from ridiculing either the learners or others
3. Wear professional attire
4. Attend to personal grooming
5. Set up the room to accommodate the approximate number of learners expected to attend
6. Make sure to keep empty seats at a minimum
7. Make sure that a lectern or table at front of room is unobtrusive
8. Provide writing surfaces for learners
9. Make sure that learners have ample space between seats
10. Not stand behind physical objects for more than a short time period
11. Use gestures during the presentation
12. Use physical movement during the presentation to minimize the physical distance between the instructor and learners and try to involve all learners equally

*Revised 1994

Knowledge	<ul style="list-style-type: none"> • <i>Focus on students gaining knowledge, not on impressing the students with instructor's knowledge.</i>
Speech	<ul style="list-style-type: none"> • <i>Concise, simple and normal speech patterns.</i> • <i>Not read to the class. Stay on pace, Speak loudly enough to be heard.</i> • <i>Use humor when appropriate to make a point.</i>
Andragogy	<ul style="list-style-type: none"> • <i>Present key points by using examples as illustrations.</i> • <i>Teach at the learner's level.</i> • <i>Show in a specific way how new material will benefit the learner.</i> • <i>Call learners by name.</i> • <i>Encourage questions and motivate involvement.</i> • <i>Teach to all participants, not just to those who show interest.</i>
Learning Environment	<ul style="list-style-type: none"> • <i>Be positive toward the subject matter. Be professional attired and groomed. Use gestures during the presentation.</i>
Teaching Aids	<ul style="list-style-type: none"> • <i>Make sure materials are legible, correctly spelled, properly numbered, and mechanically produced using readable type face. Use written word when possible to enhance oral speech. (Note: written is better than oral; visual is better than written).</i> • <i>Follow the prepared outline.</i> • <i>Deviate from prepared material only to meet specific needs.</i> • <i>Use color.</i> • <i>If using a projector, make sure image is visible to the group, turn projector off when not in use, never block image by walking in front of projected image.</i>

Learning Level	BLOOM'S TAXONOMY
6	Evaluation: appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, core, select, support, value, evaluate.
5	Syntheses: arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
4	Analysis: analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
3	Application: apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch solve, use, write.
2	Comprehension: classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate.
1	Knowledge: arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, state.



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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.

