Attention All New Mexico Continuing Education Providers

The New Mexico Real Estate Commission, in cooperation with PSI, has implemented a system for electronic gathering and reporting of continuing education completion data. Real estate schools and sponsors will upload broker continuing education completion data to PSI, which will in turn download the information into the Commission's licensing data base. Brokers will be able to view their continuing education completion information through the licensee search function of the Commission web site. The electronic reporting process will eventually eliminate paper certificates of course completion.

Commission-approved schools and sponsors must provide PSI with an electronic file for each student. The student's course completion data must be uploaded to PSI within 3 days of completion of the course. If you are unable to upload within 3 days, you will need to contact the Real Estate Commission.

All correspondence and technical support should be initiated with an email sent to schoolsupport@psionline.com. Your email should clearly state your provider name, and the name and phone number of who to contact, and the nature of the problem. PSI technical support will promptly respond to you through an email reply or phone call if necessary.

You must use Internet Explorer version 8.0 or lower. PSI does not support Chrome, Firefox, Safari or Macintosh.
To access the site please follow these steps.
1. Go to http://schools.psiexams.com
2. Log in using the following information (see detail instructions on page 2):
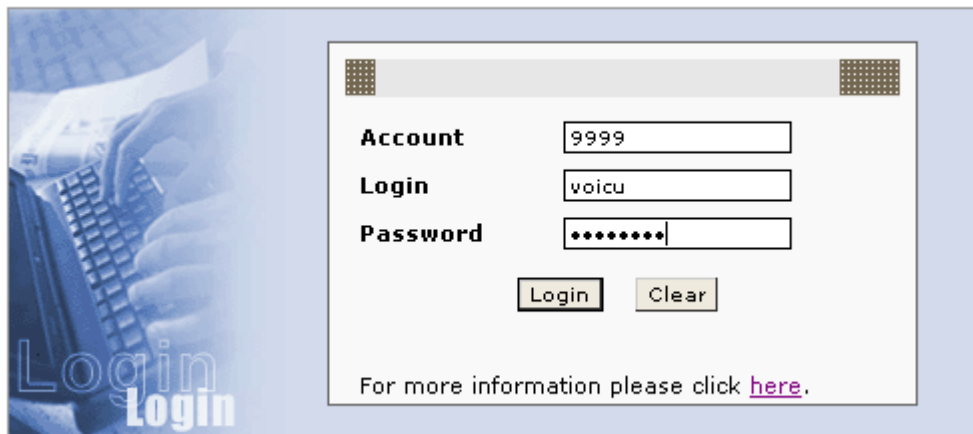   ACCOUNT ID: 115
   LOGIN NAME: 1115
   PASSWORD: 2300

The fields that you will be collecting and entering are as follows. **For Brokers with more than one license, you must enter continuing education completion data under each license.**

#	Field Name	Length	Datatype	Mandatory	Description
1	Broker Last Name	50	character	YES	Broker's Last Name
2	Broker First Name	50	character	YES	Broker's First Name (Legal Name - no nicknames)
3	Broker License Number	20	character	YES	Up to 20 digits, like 4444444, (no comma's, dashes, periods, etc.)
4	Broker Type	2	character	YES	AB for Associate Broker or QB for Qualifying Broker (must be in caps)
5	Course Title	200	character	YES	For example, ADA and Fair Housing (may not use "&")
6	Course Number	10	character	YES	Up to 10 digits, like 21100022, (no comma's, dashes, periods, etc.)
7	Course Completion Date	10	character	YES	10 digit character (like 01/15/2004)
8	Hours of Completion	2	character	YES	1 or 2 digit character
9	School Name	50	character	YES	For example, Hurlburt and Brooke School (may not use "&")
10	Instructor Name	50	character	YES	For Example, John Smith
11	Course Type	1	character	YES	E for Education or T for Training (must be in caps)

Please note: to find the current list of approved course titles, course numbers, and hours of completion visit
http://www.rld.state.nm.us/boards/Real_Estate_Commission_Requirements_and_Continuing_Education.aspx
 and click on the approved course list.

Instructions for Uploading CE Hours

Login screen:
- Account: 9999
- Login: voicu
- Password: ••••••••
- Login / Clear buttons
- For more information please click here.

Home | Logout

Tips for uploading files:

1. Create a file in the following Tab-delimited format : file format/sample.

2. For more information on creating a Tab-delimited file : Information.

3. Remove all characters that are NOT in the following sets:

   -- Alpha characters A through Z and spaces
   -- Numbers 0 through 9 (for address info)
   -- Last names like "Cruz-Ramirez" should be entered as "Cruz Ramirez".
   -- Suffixes like "Jr.", "Sr.", etc. should be "Jr", "Sr" (no periods)

4. Do not include data that contains "&", "#", ".", "-" etc.

5. PSI recommends using the Microsoft Internet Explorer

Steps to upload a candidate file:

1. Select the file to be uploaded using the "Browse" button below.

2. Click "Continue"

3. View the uploaded file. If it is in the correct format and is valid you may click "Finish" to upload the file to PSI.

File to Upload : [   ] Browse... Continue

Individual candidate file record(s) :

When a Tab delimited candidate file does not exist. Click Here

You have two options:
- Import an individual candidate record.
- Import a txt file containing more than one record (candidate file).

Importing an Individual Candidate Record

Choose "Click Here" under "Individual candidate file record(s)". You will then be presented with a screen that will give you the opportunity to enter information for the individual candidate record:

1. Click on the "Validate to Continue" button below to validate the individual candidate record.

2. If the content is not valid it will be shown in RED.

3. In the event that an illegal character is found, or if the record is in an incorrect format, please fix the data and try again.

4. After the record has been validated, you may add other Candidates if needed. The running list displayed at the bottom of the screen will indicate which Candidates are valid and ready for entry.

5. Once all Candidates are entered and valid, you may continue by pressing the "Continue" button.

Individual candidate file record(s):

Broker Last Name		Broker First Name	
Broker License Number		Broker Type	
Course Title		Course Number	
Course Completion Date		Hours of Completion	
School Name		Instructor Name	
Course Type			

Candidate List

[Validate to Continue]

Fill in the Candidate information and select Validate to Continue. Upon processing the order you will get the following confirmation:

* **Your transaction is successful.**

* **Candidate information is generally processed within 48 hours.**

* **For your records, the credit card transaction information :**

   No payment necessary!

List of Candidates Processed:

Broker Last Name	Broker First Name	Broker License Number	Course Title	Course N
Miller	Cathy	123456	Contract to Closing	21020141

Import a txt File Containing More Than One Record

Use the CE Sample Excel Spreadsheet to fill in the candidate's information. Remove rows 1 and 2. Once you have entered your data, you will need to cut and paste, just the data that you entered, and put into a clean Excel Spreadsheet. After all the data is in the correct format, go to the FILE >> SAVE TARGET AS menu option.
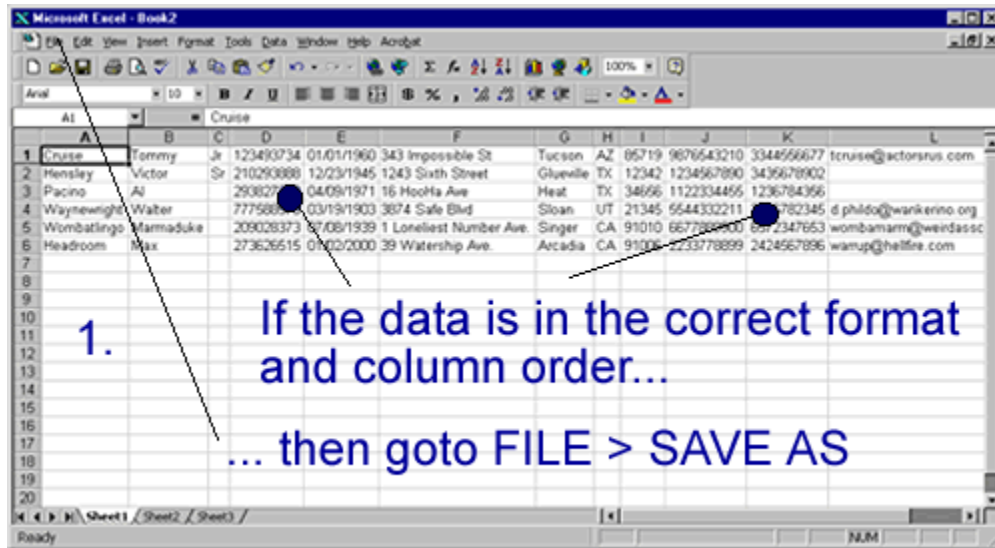
Use the dropdown box or directory selector to determine where to save the excel spreadsheet.

The most important step is to re-save the file as "Tab delimited (*.txt)".

Press the SAVE button and you're finished. (You might see a message that looks like the image below. Press the OK button to continue saving the file.) You are now ready to upload.