

JANUARY

JUNE

2019



Brightwood  
REAL ESTATE EDUCATION

CURRICULUM BY  
**KAPLAN**

# NEW MEXICO

## Real Estate

Offered by Brightwood College, Baltimore

**CONTINUING EDUCATION**



# 4 WAYS

to complete your education!

## No two students' schedules are exactly alike.

That's why we offer you four distinctly different educational delivery vehicles to help you complete your CE requirements. Each has unique advantages designed with the highest level of convenience and success in mind.



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### Las Cruces

Springhill Suites  
1611 Hickory Loop

### Roswell

Holiday Inn Express & Suites  
3 Military Heights Drive

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# THE KNOWLEDGE

you need to succeed!

## Our comprehensive study solutions:

- Provide the skills you need to help your clients and excel in your career
- Contain the most current and accurate information available
- Satisfy New Mexico Real Estate Commission requirements



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Our stunning OnDemand video lecture format allows you to access professional instruction anytime and anywhere you have an Internet connection. Filled with studio and "onsite" video learning, OnDemand courses engage, enlighten, and entertain!

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## TEXT-BASED ONLINE

Comprehensive text-based (non-video) online instruction available anytime, anywhere you have access to the Internet. Courses include 100% clock-time gated course progression delivery.



## TEXTBOOK HOME STUDY

Our exam-focused self-study correspondence courses allow you to study when and where it's convenient for you.

# BUILD YOUR OWN Live CE Package

**12 CREDIT HOURS \$169**

Combine any NMREC Core Course with any other 2 live 4-hours classes.

\*Excludes Rules of the Commission Class. **CALL 877.512.3301 TO ORDER.**

## New Mexico CE Requirements as of January 1, 2019

All active and inactive associate brokers and qualifying brokers shall successfully complete a minimum of 36 hours of continuing education in courses approved by the commission during each licensing cycle.

**4-hour NMREC Core Course**—to be completed annually (totaling 12-hrs during each 3-year licensing cycle)

**4-hour Ethics Course**—to be completed once during each 3-year licensing cycle

### Additional Associate Brokers Requirements

**4-hour Core Elective Course**—to be completed once during each 3-year licensing cycle

In addition to the above those associate brokers involved in property management for others must also complete the below listed requirements:

Associate Brokers who offer or intend to offer property management services for others must also complete the commission approved course, Uniform Owner/Resident Relations Act, or commission approved equivalent property management related course, prior to offering property management services, and every subsequent 3-year licensing cycle.

Associate brokers shall complete a minimum of 6-hours of approved continuing education courses in property management during each 3-year licensing cycle.

While qualifying brokers are already subject to the meeting attendance requirement for license renewal, associate brokers who offer or intend to offer property management services shall also be subject to the same meeting attendance requirement.

### Additional Qualifying Brokers Requirements

**8-hours in Core Elective Courses**—to be completed during each 3-year licensing cycle

All qualifying brokers must take the Qualifying Broker Refresher Course once during each 3-year licensing cycle.

Attendance at one Commission meeting, rule hearing, or disciplinary hearing for at least 3 hours, or until the commission goes into executive session, or the hearing/meeting ends, whichever comes first. Attendance may be by live meeting/hearing or by live or recorded distance broadcast, but must be documented by signing into and out of the meeting/hearing.

In addition to the above those qualifying brokers involved in property management for others must also complete the below listed requirements:

Qualifying Brokers who offer or intend to offer property management services for others must also complete the commission approved course, Uniform Owner/Resident Relations Act, or commission approved equivalent property management related course, prior to offering property management services, and every subsequent 3-year licensing cycle.

Qualifying brokers complete a minimum of 12-hours of approved continuing education courses in property management during each 3-year licensing cycle.

### Additional Requirements for All Renewals

The NMREC is no longer going to accept paper renewal applications. They have instituted an online renewal process.

The online renewal process will ask you specific questions with respect to your continuing education compliance and the documents you need in order to successfully renew your license. You will be able to pay for the renewal online and instructions to do so will be part of the process. The online instructions will also contain directions on submitting your Errors and Omissions Certificate, Fingerprints, and Fingerprint Registration.

### 2018 NMREC Core Course B

**4 Credit Hours** LIVE CLASSROOM \$69

This is the required annual course for New Mexico licensees.

*This course category is core.*

### 2019 NMREC Core Course C

**4 Credit Hours** LIVE CLASSROOM \$69

This is the required annual course for New Mexico licensees.

*This course category is core.*

### **NEW!** Anatomy of a Commercial Lease (Part 1)

**8 Credit Hours** LIVE CLASSROOM \$99

This eight-hour class is designed to provide you with a detailed summation of the principle aspects of a commercial real estate lease. It is designed to provide an exhaustive view of the main elements that revolve around how a commercial real estate lease is formatted.

*This course category is core elective.*

### **NEW!** Anatomy of a Commercial Lease (Part 2)

*Anatomy of a Commercial Lease* is a 2-day class. You must attend both days to receive the credit.

*This course category is core elective.*

### **Albuquerque Zoning: What Every Real Estate Broker Should Know**

**4 Credit Hours** LIVE CLASSROOM \$69

Zoning, exceptions, variances—what does it all mean? This course will provide you with a brief history of zoning and how it all began. Explore the zoning code, how it is applied, and the office that oversees the code. You will learn to identify zoning codes, determine what they mean, and interpret their bearing on your clients.

*This course category is education.*

*Also approved for 4 hours of Appraisal continuing education*

### **Anatomy of a Purchase Contract**

**4 Credit Hours** LIVE CLASSROOM \$69

Learn the parts of a contract and their importance in this exciting program. You'll explore the proper purchase agreement, usage, requirements, and points to consider when properly preparing them.

*This course category is core elective.*

### **Business Ethics in Real Estate**

**4 Credit Hours** LIVE CLASSROOM \$69

This course provides an overview of the challenges and obstacles facing those who seek to make ethical considerations an essential part of their business practices. This course will provide you the opportunity to think through the process from morality, ethics, and integrity, with a special emphasis on NAR Code of Ethics.

*This course category is ethics.*

### **NEW!** Commercial Mortgage Fundamentals

**4 Credit Hours** LIVE CLASSROOM \$69

When a commercial property owner lists their property for sale, and the buyer submits a purchase offer, the pre-qualification is different than applying for a residential mortgage. In a residential mortgage, the lender can pre-qualify a borrower based on their personal income and credit. In a commercial loan, the lender can give a rough estimate based on property type, loan-to-value ratio and net operating income. This course will give you the basic understanding of commercial real estate financing and general metrics used by lenders.

*This course category is core elective.*

**NEW! Commercial Real Estate Fundamentals****2 Credit Hours** LIVE CLASSROOM \$34

This course is a concise guide designed to help “filter through” some of the complexities related to commercial real estate and to narrow their comprehensive scope to a more basic format.

*This course category is education.*

**NEW! Commercial Real Estate Leasing****2 Credit Hours** LIVE CLASSROOM \$34

A commercial real estate lease is viewed as a legal contract which represents a conveyance of possessory rights to real estate. Legal aspects will vary dependent upon local rules and regulations. The focal point of this course will be the principles that are behind these fundamental elements that make up a commercial real estate lease.

*This course category is education.*

**NEW! Commercial Real Estate & Municipal Planning: Architecture****4 Credit Hours** LIVE CLASSROOM \$69

Familiarity with architectural guidelines, especially as they apply to municipal planning, can carry essential knowledge for anyone who wants to be proficient in the multiple facets and industries that center on commercial real estate.

This course provides an easy to follow overview of some of the main elements that revolve around architecture, as they apply to commercial real estate.

*This course category is core elective.*

**NEW! Commercial Real Estate & Municipal Planning: Construction****4 Credit Hours** LIVE CLASSROOM \$69

Construction is one of the most visible and tangible categories when it comes to the field of commercial real estate and municipal planning. It is one of the elements that ties in both multiple trades and civic envoys as the process unfolds. This course shows an easy to follow map of some of the main elements that revolve around construction, as they apply to commercial real estate.

*This course category is core elective.*

**NEW! Commercial Real Estate & Municipal Planning: Government Domain****4 Credit Hours** LIVE CLASSROOM \$69

Cities all over the United States utilize “Planning and Zoning Departments,” or variations thereof, to multiple degrees, dependent on local statutes, to carry out the directive of the law. Designed for comprehensive coverage of how the various functions of government interplay and hold domain, or jurisdiction, when crossing over into the field of commercial real estate.

*This course category is core elective.*

**NEW! Commercial Real Estate & Municipal Planning: Zoning****4 Credit Hours** LIVE CLASSROOM \$69

This course is outlined to provide an easy to follow overview of some of the main elements that revolve around zoning, as they apply to commercial real estate, and lay out a simple format to follow when it comes to local municipal planning.

*This course category is core elective.*

**NEW! Commercial Real Estate Overview****4 Credit Hours** LIVE CLASSROOM \$69

The practice of commercial real estate incorporates many terms and acronyms that must be understood to interpret it clearly, and gain an accurate picture of the numerous components that play a role. This course gives an overview of the fundamentals of commercial real estate, focusing on principles and, where applicable, local laws and standards.

*This course category is education.*

**NEW! Commercial Real Estate Property Management****2 Credit Hours** LIVE CLASSROOM \$34

Commercial real estate, as applied to property management, focuses on principles and, where applicable, local laws and standards to help give a broad view of the subject.

*This course category is core elective.*

**NEW! Commercial Real Estate Sales****2 Credit Hours** LIVE CLASSROOM \$34

The most common way to view commercial real estate sales are categorically by: vacant land, pending construction, properties with a structure or structures on premises, and properties that are already comprised of existing tenants.

This course will give you a simple review of how it really works in today’s market.

*This course category is education.*

**Diversity Issues and the Real Estate Professional****6 Credit Hours** LIVE CLASSROOM \$84

This 6-hour diversity course will help you to learn about deeply ingrained cultural tendencies and beliefs that will impact the real estate transaction. This course examines the role that various beliefs such as Feng Shui play in the real estate transaction. By having clients fill out a *Needs and Wants Questionnaire*, the client will have the opportunity to state any cultural beliefs that will influence the decision-making process. This class also challenges brokers to become aware of steering practices, which are illegal under the Fair Housing Act, and to know how to properly respond when a client asks to limit the housing search based on race or other protected class status. Finally, we will discuss working with multicultural clients from “negotiating countries,” where people haggle on everything from groceries to clothing to buying homes.

*This course category is training.*

**Easements and Access for the Non-Lawyer****4 Credit Hours** LIVE CLASSROOM \$69

If you would like to understand the meaning and implications of an easement, this course can help explain the laws in terms everyone can understand.

**Topics Include:**

- The importance of easements and how they burden or benefit the various parties
- Explanations of the different types of easements
- The various uses of easements
- Extermination or termination of easements

*The course category is core elective.*

*Also approved for 4 hours of Appraisal continuing education.*

**Fair Housing Made EZ****4 Credit Hours** LIVE CLASSROOM \$69

This is your chance to get up to speed on fair housing requirements and be sure you are following the law. No Fair Housing course would be complete without reviewing the Act and Amendments, but this course also applies the law to today's marketplace, including fair housing issues commonly found in property management and advertising. You will review actual case law and discover practical, down-to-earth examples that give you the know-how and tools to stay in compliance.

*The course category is core elective.*

**Legal Descriptions and Survey Maps****4 Credit Hours** LIVE CLASSROOM \$69

Learn the basics of map and survey reading. Learn the different methods of describing property, and where to find source information about real estate descriptions and locations. You will be better able to discuss survey types and requirements with your customers and clients. Learn how to read a metes and bounds legal description, how to interpret the Uniform Parcel Code (UPC) codes, and much more. This hands-on course is enlightening and entertaining.

*The course category is core elective.*

*Also approved for 4 hours of Appraisal continuing education.*

**NEW! Modern Urbanism****4 Credit Hours** LIVE CLASSROOM \$69

This course provides a detailed summation of the current aspects of "Modern Urbanism" and the application of sustainable real estate growth. It gives a view of the main elements that revolve around the constantly evolving complexities related to both commercial and residential responsible land use, positive environmental planning, and manageable real estate growth.

*This course category is education.*

**New Broker Business Practices****10 Credit Hours** LIVE CLASSROOM \$249

All associate brokers must have this course completed within their first year of licensure. This course covers the basics of establishing a real estate business to the successful closing of a transaction.

*This course category is education.*

**Property Disclosures: The Real Estate Professional's Guide to Reducing Risk****6 Credit Hours** LIVE CLASSROOM \$84

If you want to learn more about what, when and how to disclose then this is the seminar for you. The course will explore that theories of legal liability regarding property disclosure, seller disclosure and the use of property condition disclosure forms. Not all disclosure issues involve the physical property condition. The seminar will provide an in-depth analysis of stigmatized property, Megan's Law and how best to answer questions regarding neighborhood safety. We will discuss various environmental laws such as the Lead-Based Paint Hazard Reduction Act and the disclosure responsibilities of real estate professionals regarding mold, asbestos, radon and underground storage tanks. At the conclusion of this course, broker will have essential tools to use as a guide to reducing risk.

*This course category is education.*

**Property Management Essentials—Residential****4 Credit Hours** LIVE CLASSROOM \$69

This course discusses progressive management control, rules and regulation requirements and compliance, and the new obligations of today's property manager.

*The course category is core elective.*

**Qualifying Broker Refresher****0 Credit Hours** LIVE CLASSROOM \$99

All qualifying brokers must take this course to renew their license every three years. Even qualifying brokers who are otherwise exempt from mandatory CE must take this course. This course does not give you any CE credit hours toward your renewal requirement.

**NEW! Realtor Consul, Ethics & Arbitration Hearing****4 Credit Hours** LIVE CLASSROOM \$69

This course will help you understand the hearing process for both NAR Ethics infractions and Arbitration disputes and how to effectively guide either party. You will understand the role of Realtor Consul in either hearing process.

*This course category is ethics.*

**Rules of the Real Estate Commission****4 Credit Hours** LIVE CLASSROOM \$79

This is your chance to gain a better understanding of the New Mexico Real Estate Commission. You will become familiar with current rules and regulations, their intent, and the commission interpretations.

*The course category is core elective.*

**Solar PV Value? Questions to Ask****2 Credit Hours** LIVE CLASSROOM \$34

Can solar PV (photovoltaic) add value? You will explore the history of PV in New Mexico and understand how appraisers currently value PV systems. Learn how to address this growing segment in the industry and how to protect your clients from potential pitfalls.

*The course category is education.*

*Also approved for 2 hours of Appraisal continuing education.*

**Surveys from A to Z****4 Credit Hours** LIVE CLASSROOM \$69

Learn how to describe real property! In this course, you will be provided with examples of why a survey is important and the regulations that oversee them. You'll explore different types of surveys and their purposes. Additionally, you will gain an understanding of preparing for a survey, how to read them, and how title searches fit into the process.

*The course category is core elective.*

*Also approved for 4 hours of Appraisal continuing education.*

**NEW! The Twenty Most Cost-Effective Home Improvements****4 Credit Hours** LIVE CLASSROOM \$69

Here is your guide to 20 home improvements that maximize resale value. You'll learn where the money goes in a typical remodeling job, and how much is spent on kitchen and bathroom remodeling, plumbing, HVAC, roofing, and more. You'll get many ideas to help you communicate with clients and customers about value-added improvements.

*The course category is education.*

*Also approved for 4 hours of Appraisal continuing education.*

**NEW! Understanding Residential Real Estate Investments****8 Credit Hours** LIVE CLASSROOM \$99

This course focuses on the basic investment concepts in residential real estate investments. Everyone from the beginner in real estate to the seasoned professional will gain a better understanding of the role of real estate in an investment portfolio. You will learn the advantages and disadvantages of real estate as an investment vehicle, as well as the difference between equity and debt investments. Concepts covered include tax advantages, cash flow analysis, investment property financing, and management. You will also learn several methods for the evaluation of residential real estate investments.

*The course category is education.*

**Understanding and Using RANM Forms****8 Credit Hours** LIVE CLASSROOM \$99

**This 8-hour course is required for those associate brokers who are upgrading their license to qualifying broker status.**

This course is designed to provide you with an in-depth look and knowledge of the RANM forms used in real estate transactions.

*The course category is core elective.*

**Uniform Owner/Resident Relations Act****6 Credit Hours** LIVE CLASSROOM \$84

This course provides an in-depth analysis of the provisions of the Uniform Owner/Resident Relations Act, including the obligations of both owners and residents. Learn the proper way to handle notices to tenants, how to properly handle deposit refunds and the step by step process involved in an eviction procedure. You will also learn the Act's requirements regarding disposition of property abandoned on the premises and what your rights are regarding right of entry. Avoid litigation down the road by learning your rights and responsibilities as a landlord.

*The course category is core elective.*

**NEW! Yes Your Honor I Did Disclose****4 Credit Hours** LIVE CLASSROOM \$69

We will discuss disclosure requirements based on the New Mexico Real Estate License Law and Commission rules, required disclosures listed in the Broker Duties and how courts can impose additional duties via rulings and risk management techniques. We will review six appellate court opinions and understand what the courts have said about how we must act in the real estate profession.

*This course category is core elective.*



# Career Starter Pack

## \$59

**This valuable package of our top selling books is designed to provide you with effective tools and strategies for your business.**

Includes:

- 21 Things I Wish My Broker Had Told Me
- Before Hitting Send: Power Writing Skills for Real Estate Agents
- Up and Running in 30 Days

*"Your instructors are **true professionals** of real estate and openly share their knowledge and wisdom. **Very enjoyable** and **worthwhile education.**"*

—Linda M.

## LIVE CLASSROOM SCHEDULE

**LIVE CLASSROOM** descriptions  
& pricing on pages 5–11.

DATE		LOCATION	TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
<b>JANUARY</b>							
7	2019 NMREC Core Course C	Las Cruces	1pm–5pm	Michael Glass	4	\$69	Core
9	Anatomy of a Purchase Contract	Albuquerque	1pm–5pm	Michael Glass	4	\$69	Core Elective
10	2019 NMREC Core Course C	Albuquerque	8am–Noon	Michael Glass	4	\$69	Core
10	Realtor Consul, Ethics & Arbitration Hearing	Albuquerque	1pm–5pm	Larry Ashwood	4	\$69	Ethics
11	2019 NMREC Core Course B	Albuquerque	9am–1pm	Jack Sheehan	4	\$69	Core
14	Realtor Consul, Ethics & Arbitration Hearing	Las Cruces	9am–1pm	Larry Ashwood	4	\$69	Ethics
14	Solar PV Value? Questions to Ask	Las Cruces	2pm–4pm	Larry Ashwood	2	\$34	Education
16	Uniform Owner/Resident Relations Act	Albuquerque	9am–4pm	Marcia Russell	6	\$84	Core Elective
17	Yes Your Honor I Did Disclose	Albuquerque	8am–Noon	Brandon Curtis	4	\$69	Core Elective
17	Commercial Mortgage Fundamentals	Albuquerque	1pm–5pm	Brandon Curtis	4	\$69	Core Elective
18	Commercial Real Estate Fundamentals	Albuquerque	9am–11pm	Richard Gallegos	2	\$34	Education
18	Commerical Real Estate Property Management	Albuquerque	11am–1pm	Richard Gallegos	2	\$34	Core Elective
28–31	New Broker Business Practices	Albuquerque	8am–5pm	Michael Glass	10	\$249	Education
<b>FEBRUARY</b>							
1	Commerical Real Estate & Municipal Planning: Government Domain	Albuquerque	9am–1pm	Richard Gallegos	4	\$69	Core Elective
4	Realtor Consul, Ethics & Arbitration Hearing	Roswell	1pm–5pm	Larry Ashwood	4	\$69	Ethics
11	2019 NMREC Core Course C	Roswell	8am–Noon	Michael Glass	4	\$69	Core
11	Anatomy of a Purchase Contract	Roswell	1pm–5pm	Michael Glass	4	\$69	Core Elective
12	Qualifying Broker Refresher	Albuquerque	9am–4pm	Jack Sheehan	0	\$99	Other
13	2019 NMREC Core Course C	Albuquerque	8am–Noon	Jack Sheehan	4	\$69	Core
13	Legal Descriptions and Survey Maps	Albuquerque	1pm–5pm	Bill McCoy	4	\$69	Core Elective
15	The Twenty Most Cost Effective Home Improvements	Albuquerque	9am–1pm	Larry Ashwood	4	\$69	Education
15	Solar PV Value? Questions to Ask	Albuquerque	2pm–4pm	Larry Ashwood	2	\$34	Education
19	2018 NMREC Core Course B	Albuquerque	8am–Noon	Michael Glass	4	\$69	Core
19	Surveys from A to Z	Albuquerque	1pm–5pm	Michael Glass	4	\$69	Core Elective
20	Property Disclosures: RE Professionals Guide to Reducing Risk	Albuquerque	9am–4pm	Marcia Russell	6	\$84	Education
<b>MARCH</b>							
4–7	New Broker Business Practices	Albuquerque	8am–5pm	Jack Sheehan	10	\$249	Education
7	Business Ethics in Real Estate	Albuquerque	8am–Noon	Michael Glass	4	\$69	Ethics
7	2019 NMREC Core Course C	Albuquerque	1pm–5pm	Michael Glass	4	\$69	Core
8	Easements and Access for the Non-Lawyer	Albuquerque	9am–1pm	Steve Riemann	4	\$69	Core Elective
13	Fair Housing Made EZ	Albuquerque	1pm–5pm	Marcia Russell	4	\$69	Core Elective

**LIVE CLASSROOM**  
addresses on page 2.

## LIVE CLASSROOM SCHEDULE

DATE		LOCATION	TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
<b>MARCH CONTINUED</b>							
14	2019 NMREC Core Course B	Albuquerque	8am–Noon	Jack Sheehan	4	\$69	Core
14	Rules of the Real Estate Commission	Albuquerque	1pm–5pm	Jack Sheehan	4	\$79	Core Elective
26	Understanding and Using RANM Forms	Albuquerque	8am–5pm	Michael Glass	8	\$99	Core Elective
29	Commercial Real Estate Leasing	Albuquerque	9am–11am	Richard Gallegos	2	\$34	Education
29	Commerical Real Estate Sales	Albuquerque	11am–1pm	Richard Gallegos	2	\$34	Education
<b>APRIL</b>							
10	Qualifying Broker Refresher	Albuquerque	9am–4pm	Michael Glass	0	\$99	Other
11	2019 NMREC Core Course C	Albuquerque	8am–Noon	Jack Sheehan	4	\$69	Core
11	Property Management Essentials: Residential	Albuquerque	1pm–5pm	David Steele	4	\$69	Core Elective
15	Anatomy of a Commerical Lease (Part 1)	Albuquerque	9am–1pm	Richard Gallegos	8	\$99	Core Elective
16	Anatomy of a Commerical Lease (Part 2)	Albuquerque	9am–1pm	Richard Gallegos			must attend both days for credit
25	Understanding Residential Real Estate Investments	Albuquerque	8am–5pm	Bill McCoy	8	\$99	Education
26	Commerical Real Estate & Municipal Planning: Zoning	Albuquerque	9am–1pm	Richard Gallegos	4	\$69	Core Elective
<b>MAY</b>							
6	2019 NMREC Core Course C	Roswell	1pm–5pm	Michael Glass	4	\$69	Core
9	2019 NMREC Core Course C	Albuquerque	8am–Noon	Michael Glass	4	\$69	Core
9	Realtor Consul, Ethics & Arbitration Hearing	Albuquerque	1pm–5pm	Larry Ashwood	4	\$69	Ethics
10	Commerical Real Estate & Municipal Planning: Architecture	Albuquerque	9am–1pm	Richard Gallegos	4	\$69	Core Elective
16	Uniform Owner/Resident Relations Act	Albuquerque	9am–4pm	Marcia Russell	6	\$84	Core Elective
20–23	New Broker Business Practices	Albuquerque	8am–5pm	Jack Sheehan	10	\$249	Education
22	Yes Your Honor I Did Disclose	Albuquerque	9am–1pm	Brandon Curtis	4	\$69	Core Elective
31	Commerical Real Estate Overview	Albuquerque	9am–1pm	Richard Gallegos	4	\$69	Education
<b>JUNE</b>							
4	Commercial Mortgage Fundamentals	Albuquerque	1pm–5pm	Brandon Curtis	4	\$69	Core Elective
5	Qualifying Broker Refresher	Albuquerque	9am–4pm	Jack Sheehan	0	\$99	Other
6	Albuquerque Zoning: What Every Real Estate Broker Should Know	Albuquerque	8am–Noon	Michael Glass	4	\$69	Education
6	2019 NMREC Core Course C	Albuquerque	1pm–5pm	Jack Sheehan	4	\$69	Core
14	Commerical Real Estate & Municipal Planning: Construction	Albuquerque	9am–1pm	Richard Gallegos	4	\$69	Core Elective
19	Diversity Issues and the Real Estate Professional	Albuquerque	9am–4pm	Marcia Russell	6	\$84	Training
28	Modern Urbanism	Albuquerque	9am–1pm	Richard Gallegos	4	\$69	Education

Become a Qualifying Broker and advance your real estate career! If you have been active as an Associate Broker or Salesperson for at least four of the last five years, you are most likely qualified to upgrade your New Mexico license. To obtain your license, you will need to complete:

- Broker Basics (30 Credit Hours) (not required if licensed as an Associate Broker in New Mexico after January 2006)
- Brokerage Office Administration (30 Credit Hours)
- Documented qualifying transactional experience totaling 100 points, with at least one transaction accomplished during each of the four years
- Completion of the eight-hour *Understanding and Using RANM Forms* course, or at least eight hours of other commission approved contract courses
- Completion of a minimum of eight hours of core elective courses
- Attendance at one New Mexico real estate commission meeting, rule hearing, or disciplinary hearing for at least 3 hours

**REQUIRED Broker Basics**

**30 Credit Hours** LIVE CLASSROOM \$269

Choose 1 option below. Must be attended in FULL to receive credit.

This course is approved to count toward your licensing education requirement and will also give you 10 hours of CE credit.

DATES	DAYS	LOCATION	TIME
<b>JANUARY</b>			
4, 5, 6, 7	Fri–Mon	Las Cruces	8 am–5 pm
<b>FEBRUARY</b>			
1, 2, 3, 4	Fri–Mon	Roswell	8 am–5 pm
4, 5, 6, 8, 11, 12, 13	Mon–Fri	Albuquerque	5:30 pm–10:00 pm
<b>MARCH</b>			
1, 2, 3, 4	Fri–Mon	Santa Fe	8 am–5 pm
18, 19, 20, 21, 22, 25, 26	Mon–Fri	Albuquerque	9 am–1:30 pm
22, 23, 24, 25	Fri–Mon	Albuquerque	8 am–5 pm
29, 30, 31, April 1	Fri–Mon	Las Cruces	8 am–5 pm
<b>APRIL</b>			
29, 30, May 2, 3, 6, 7, 9, 10	Mon–Fri	Albuquerque	6 pm–10 pm
<b>MAY</b>			
3, 4, 5, 6	Fri–Mon	Roswell	8 am–5 pm
31, June 1, 2, 3	Fri–Mon	Santa Fe	8 am–5 pm
<b>JUNE</b>			
10, 11, 12, 13, 14, 17, 18, 19	Mon–Fri	Albuquerque	9 am–1 pm

**REQUIRED Brokerage Office Administration**

**30 Credit Hours** LIVE CLASSROOM \$269

Choose 1 option below. Must be attended in FULL to receive credit.

Course includes: Pertinent Statutes and Regulations Overview, Starting Your Brokerage, Keeping Track of Your Company, and Business and Professional Involvement. This course will also give you 10 hours of CE credit.

DATES	DAYS	LOCATION	TIME
<b>MARCH</b>			
18, 19, 20, 21	Mon–Thu	Albuquerque	8 am–5 pm

**Includes all textbooks & exams**  
**New Mexico Real Estate Exam Prep**  
**0 Credit Hours** LIVE CLASSROOM \$79

Choose 1 option below.

DATES	DAYS	LOCATION	TIME
<b>JANUARY</b>			
13	Sun	Las Cruces	3 pm–5 pm
<b>FEBRUARY</b>			
10	Sun	Roswell	3 pm–5 pm
17	Sun	Albuquerque	3 pm–5 pm
<b>MARCH</b>			
10	Sun	Santa Fe	3 pm–5 pm
29	Fri	Albuquerque	3 pm–5 pm
<b>APRIL</b>			
7	Sun	Las Cruces	3 pm–5 pm
<b>MAY</b>			
11	Sat	Roswell	3 pm–5 pm
12	Sun	Albuquerque	3 pm–5 pm
<b>JUNE</b>			
9	Sun	Santa Fe	3 pm–5 pm
21	Fri	Albuquerque	3 pm–5 pm



**CAREER toolbox**

Please visit our **Career Toolbox**, the single source for real estate related news and career information. Whether you are interested in entering the industry or are a veteran of the business, **we're here to help** you every step of the way.

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–Eugene F.

### **Buying Within Your Budget** **4 Credit Hours** ONDEMAND \$38

Learning how to budget is essential to getting out of debt and making the best decision when buying a home. Instructor Todd Rooker will teach you methods to help your clients decrease debt, improve credit, and save more of their hard-earned money.

*The course category is training.*

### **Houses: From the Ground Up** **8 Credit Hours** ONDEMAND \$68

There are many challenges to helping others find suitable housing. One of the biggest challenges is to effectively answer simple questions about housing structure and condition. In this course, you'll learn the language of houses and how they are built...plain and simple.

*The course category is education.*

*Also approved for 8 hours of Appraisal continuing education.*

### **Houses: Why Bad Things Happen to Good Houses** **6 Credit Hours** ONDEMAND \$58

We will take you on a building physics adventure, explaining in easy-to-understand terms how houses work and, more importantly, why perfectly good houses sometimes go bad. You'll learn the critical role new construction materials play in reduced building tolerances and why that can create huge problems.

*The course category is education.*

*Also approved for 8 hours of Appraisal continuing education.*

### **How to Measure Real Property** **3 Credit Hours** ONDEMAND \$34

Real estate licensees, appraisers, assessors, builders, and contractors have specific methods used to measure and describe residential real property. In this engaging course, we'll clarify the standards and pinpoint common mistakes made in measuring property. You'll also learn the proper terminology and definitions that even the playing field between agents, appraisers, and lenders who use this value-laden information for many of the decisions made concerning a property. Learn to talk the same talk while more accurately representing the home, as well as enhancing the value you bring to your client with this knowledge.

*The course category is education.*

*Also approved for 3 hours of Appraisal continuing education.*

### **Identity Theft: Protecting Your Clients and Your Business** **3 Credit Hours** ONDEMAND \$34

The odds of experiencing business identity theft are ever-increasing. The risks your business faces are bigger yet. From a criminal's perspective, it is significantly more cost-effective to steal business identities than individual identities. Learn how not to let your clients or your business fall victim! Learn how business ID theft spells potential disaster for your livelihood, as well as your client's. Understand how to respond if your client's information is compromised. Plus, learn how to spot and address the warning signs.

*The course category is education.*

### **Introduction to Real Estate Investments** **6 Credit Hours** ONDEMAND \$58

This course can open the door for you to the lucrative investment real estate market. If you are unfamiliar with selling residential real estate as an investment, you'll get a step-by-step understanding of the fundamentals you'll need to get started.

*The course category is education.*

### **Millennials: Challenging the Traditional Real Estate Model** **4 Credit Hours** ONDEMAND \$38

This course examines the factors driving today's real estate market. You will learn how millennials—today's largest real estate market—buy, sell, rent, strategize, and communicate. Learn how you can better serve this new leading population of clients. Get insight into how to educate yourself about millennials' specific preferences and how builders and the real estate industry are responding to them.

*The course category is training.*

### **The Tiny House: Is it a Phase or Craze?** **4 Credit Hours** ONDEMAND \$38

Witness this emerging market segment as you learn about the new world of tiny house living. You'll learn the origin of the tiny house, different types of tiny houses, the structural elements, costs and considerations, valuation of property, and when a tiny house is considered real property. We'll also identify financing options specific to the tiny house and introduce you to tiny house communities developing across the country.

*The course category is education.*

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*Courses must total 16 hours.*

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### Buyer Representation in Real Estate 4 Credit Hours

TEXT-BASED ONLINE \$34

Every real estate professional should know the fundamentals of buyer agency. If you are not as up-to-date on buyer agency as you should be, this class is for you.

Topics Include:

- Determine how to act as a buyer's agent or complete a transaction with one
- Discuss the foundation of buyer agency
- Review the technology available for buyer agents
- Learn how to exercise due diligence as a buyer's agent

*The course category is core elective.*

### Fair Housing 4 Credit Hours

TEXT-BASED ONLINE \$34

TEXTBOOK HOME STUDY \$34

This course gives a general overview of the Fair Housing laws and how they affect you and your business.

Topics Include:

- Review Fair Housing history
- Explain senior exemptions
- Discuss HUD's position on AIDS disclosure
- Determine ad guidelines
- Examine the 1968 Fair Housing Act and the subsequent amendments

*The course category is core elective.*

### Introduction to Commercial Real Estate Sales 4 Credit Hours

TEXT-BASED ONLINE \$34

Commercial real estate is on the move! This popular course provides a comprehensive introduction to the potentially lucrative field of commercial real estate. In this course you will learn how to realize the investment opportunity for various categories of commercial property. You will also explore the financial and tax elements involved in commercial real estate. From identifying property types and investment opportunities to developing a practical Marketing plan, this course brings commercial real estate into focus for you!

*The course category is core elective.*

### Investment Property Practice and Management 10 Credit Hours

TEXT-BASED ONLINE \$94

This course combines topics from the popular Introduction to *Commercial Real Estate Sales* and *Property Management and Managing Risk* courses.

*The course category is education.*

### Property Management and Managing Risk 4 Credit Hours

TEXT-BASED ONLINE \$34

TEXTBOOK HOME STUDY \$34

In this introductory course, you will receive a comprehensive overview of the major duties and responsibilities assigned to a Property Manager. You will also learn the biggest risks and liabilities associated with managing rental properties.

*The course category is core elective*

### Property Red Flags: A User's Guide to Real Estate Licenses 4 Credit Hours

TEXT-BASED ONLINE \$34

TEXTBOOK HOME STUDY \$34

Do you know what to watch for when listing a home? This course is a comprehensive review of the red flags that you may encounter in a home and what you can do to address them.

Topics Include:

- Learn the proper way to disclose red flags
- Discuss home inspection
- Determine how a variety of property conditions can affect a real estate transaction

*The course category is core elective.*

### Real Estate and Taxes: What Every Agent Should Know 6 Credit Hours

TEXT-BASED ONLINE \$54

TEXTBOOK HOME STUDY \$54

Real estate and taxes go hand-in-hand. This course helps eliminate the confusion that can be caused by the various terms and processes.

Topics Include:

- A review of home mortgage interest deduction
- Taxation of profit
- How to compute gains and losses
- Office-in-home rules

*The course category is education.*

### Real Estate Finance Today 4 Credit Hours

TEXT-BASED ONLINE \$34

TEXTBOOK HOME STUDY \$34

This course presents an overview of basic residential real estate financing, including a discussion of the important current trends and issues in mortgage lending. You will leave with a clear understanding of what loans are available and what it takes to qualify with today's lending regulations and guidelines.

*The course category is core elective.*

### Risk Management 6 Credit Hours

TEXT-BASED ONLINE \$54

What every sales professional must know to avoid legal problems and give their clients the best service possible. This course will review the essentials of risk management that are necessary in today's real estate market.

*The course category is core elective.*

### The Truth About Mold 4 Credit Hours

TEXT-BASED ONLINE \$34

Get past the sensational media coverage and discuss the impact of mold on the real estate industry. This course will give you practical information that you can use in your daily business.

Topics Include:

- Learn about remediation and reducing liability
- Analyze sampling and testing kits
- Discuss the health effects of mold
- Review the differences between mold and other environmental red flags

*The course category is education.*

### Understanding 1031 Tax-Free Exchanges 6 Credit Hours

TEXT-BASED ONLINE \$54

Learn through real-life examples. This course will help you learn the vocabulary and applications of tax-free exchanges so you are better able to answer your clients' questions.

Topics Include:

- Review the history and evolution of tax-free exchanges
- Discuss the rules of this type of exchange
- Learn the various forms of strategy used to defer tax liability until a later date
- Determine how a variety of property conditions can affect a real estate transaction

*The course category is core elective.*

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