

JULY
DECEMBER
2017



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NEW MEXICO

Real Estate

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NEW!

NMREC

Core Course

See page 5 for details.

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4 WAYS

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THE KNOWLEDGE

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Our comprehensive study solutions:

- Provide the skills you need to help your clients and excel in your career
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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.

NEW MEXICO CE REQUIREMENTS AS OF JANUARY 1, 2017

The Real Estate Commission increased continuing education requirements from 30 to 36 hours per licensing cycle. **The most significant change was the institution of an annual, 4-hour Core Course requirement.** The Core Course substitutes for the 8-hour Mandatory Course.

The Commission also added requirements for licensees to take a **4-hour core elective** in their areas of specialty during each licensing cycle. These areas of specialty include: Commercial, Residential, Vacant Land, and Property Management. Finally, the Commission put into place a requirement that all licensees include 4-hour of Ethics electives each licensing cycle.

The requirement of 36 hours will be made up of a cumulative 12 hours of the 4-hour Core Course taken annually, the 4-hour core elective, and the 4-hour Ethics elective, all totaling 20 hours of the 36. The remaining 16 hours can be made up of any Commission approved courses. Licensees continue to be restricted to 10 hours of Training category courses.

Qualifying Broker Requirement

All qualifying brokers must take the Qualifying Broker Refresher Course to renew their license every three years. This course **does not** give you any CE credit hours toward your 36-hour renewal requirement.

Additional Requirements for all renewals

The New Mexico Real Estate Commission requires a background check on all applicants for Brokers license (new or renewal). Fingerprinting is a required part of the background check and is handled through the Live Scan system administered by 3M Cogent.

You must register at www.cogentid.com before you complete the live fingerprint scan for matching with a national arrest record database. Fingerprinting shall be done no earlier than **21 days prior to submitting documents** to renew your license. You may find a full Fingerprint Source List for New Mexico Residents on the Commission's website at www.rld.state.nm.us/boards/Real_Estate_Commission_Requirements_and_Continuing_Education.aspx.

NEW! NMREC Core Course

4 Credit Hours LIVE CLASSROOM \$69

This is the required annual course for New Mexico licensees.

This course category is mandatory

New Broker Business Practices

10 Credit Hours LIVE CLASSROOM \$249

All associate brokers licensed for the first time on or after January 1, 2012, 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.

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.

1031 Tax Deferred Exchanges

4 Credit Hours LIVE CLASSROOM \$69

What is a 1031 Tax-Deferred Exchange? A 1031 or tax-deferred exchange is an investment real estate transaction structured to meet the IRS requirements for capital gains and recapture tax deferral. The exchange of certain types of property may defer the recognition of capital gains or losses due upon sale, and hence defer any capital gains taxes otherwise due.

The course category is education.

Advanced Map Reading and Surveys

8 Credit Hours LIVE CLASSROOM \$99

You will learn through fast-moving, hands-on comprehensive coursework that covers map and survey reading, how to locate property lines from metes and bounds, and topographical maps. You will also become familiar with the use of a compass, engineers scale, longitude and latitude templates for mapping, GPS for the purpose of locating property, and the New Mexico Uniform Parcel Code system.

This course category is education.

Also approved for 8 hours of Appraisal continuing education.

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.

**LIVE CLASSROOM
SCHEDULE
ON PAGES 12-13**

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 education.

ANSI Square Footage Method of Measuring**4 Credit Hours** LIVE CLASSROOM \$69

This course will show you the American National Standard and procedures to be followed in measuring and calculating the square footage of detached and attached single-family houses.

It is the purpose of this standard to describe a method of measurement that will make it possible to obtain accurate and reproducible measurements of square footage in single-family houses.

The course category is education.

Also approved for 4 hours of Appraisal continuing education.

Broker Safety for the Real Estate Professional**3 Credit Hours** LIVE CLASSROOM \$44

According to an article in the *Mortgage News Daily*, few statistics are available on the number of real estate agents who have been murdered: "One source states that 206 agents were murdered on the job between 1982 and 2000. This does not even touch on the number of agents who were the victims of sexual assault, non-fatal shootings, beatings, and stabbings, robbery, and car-jacking." Take this course to learn how to not be a statistic.

Topics Include:

- Protecting yourself
- Meeting clients
- Showing properties
- Dressing for safety
- Vehicle safety

The course category is training.

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

For all regulated real estate transactions first executed on or after January 1, 2000, no agency relationship between a buyer, seller, landlord or tenant and a brokerage shall exist unless the buyer, seller, landlord or tenant and the brokerage agree, in writing, to the agency relationship.

This course category is education.

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 education.

Do's and Don'ts of Transferring Title to Real Property**4 Credit Hours** LIVE CLASSROOM \$69

How is your property held? Are you the sole owner, or is there more than one owner? These questions and more need to be answered to effectively create estates and transfer title to real property.

This class gives an all-inclusive study of transferring title effectively and correctly. It presents methods of creating estates correctly, and time-honored rules for safe and sound conveyances of title. Finally, you will see examples of title chains where things have gone wrong.

This course category is education.

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 education.

Energy Efficiency is Green & Smart**2 Credit Hours** LIVE CLASSROOM \$34

This course will review local and international trends in energy efficiency. We will review terminology and the different components of energy efficiency. There will be a review of the various programs, incentives, and financing options. The instructor will demonstrate methods to value energy efficiency improvements and how they may affect the appraisal of a property.

Topics Include:

- Local and international trends
- History of energy efficiency
- Energy efficiency terminology
- Programs and incentives
- Projects and paybacks

This course category is education.

Handling Objections**2 Credit Hours** LIVE CLASSROOM \$34

Objections come from the sellers and the buyers, and this course is designed to help you identify and understand the objections. Often times it is best to draw these objections out from the client and handle them prior to the client bringing them to the surface.

This course will provide you with proven methods and techniques that are essential to comfortably handle objections that occur when working with buyer and sellers—enabling you to move the sales process forward.

The course category is training.

Intro to Solar**2 Credit Hours** LIVE CLASSROOM \$34

This course will review the different types of solar systems and how they function. There will also be a review of the various incentives available, an overview of costs, and how a system can affect home resale value. Leasing, financing, and the new Consumer Protection legislation will be discussed. The instructor will demonstrate different methods used to value a solar system and how they may affect the appraisal of a property.

The course category is education.

Introduction to Residential Property Management**8 Credit Hours** LIVE CLASSROOM \$99

Starting your business in property management, you must understand the requirements and obligations to both the property owner and the tenant...not only to protect each party, but to protect yourself as well.

As a broker, you will walk away from this course with a better understanding of how to set up and operate a property management business. You will gain a basic understanding of the New Mexico Real Estate Commission Rules, the Uniform Owner/Resident Relations Act, as well as local, state, and federal laws that pertain to the business of property management. Not only will you need to have an understanding of the laws and the acts that govern property management, you will need a keen understanding of people. Brokers need to have the ability to deal with issues and complaints from both the tenants and the property owners that are represented. This course will lead you into the right direction for setting up your business.

The course category is education.

NAR Code of Ethics and Enforcement**4 Credit Hours** LIVE CLASSROOM \$69

This course will show the changes in the REALTOR® code of Ethics as well as the Standards of Practices.

The course category is education.

**QUALIFYING BROKER
COURSES
SEE PAGE 14**

Negotiating and Completing an Exchange

8 Credit Hours LIVE CLASSROOM \$99

This course covers the basics of real estate exchange taxation as well as practical applications of exchange or equity marketing. You will participate in structuring several exchange transactions including an analysis of the potential tax results under each case study.

In addition to structure of transactions, the course covers many areas of income tax considerations in real estate transactions including capital gains and 1031 exchanges.

The course category is education.

Mechanics' Liens: Law and Strategy

4 Credit Hours LIVE CLASSROOM \$69

A contractor or supplier who does not get paid for services and materials has the right to lien the property. These liens can severely restrict the marketability of the property. If you would like to understand how these liens are created, and how to avoid them and deal with them in your transaction, this is the course for you.

Topics Include:

- How liens are created, and how they affect nearly every transaction on the planet
- The "secret" nature of the lien and how they upset rules of priority
- The various ramifications of broken priority
- Bonding over liens in order to proceed with transaction
- Using the Notice of Non-Responsibility to avoid liens as a landlord
- Using the Stop Notice Act to assure the contractor has paid all charges

The course category is education.

Policies and Procedures for Today's Qualifying Broker

6 Credit Hours LIVE CLASSROOM \$84

Enroll in this course to find out just how necessary it is for you! Generally accepted business practices that most brokerages follow are usually unwritten practices. This course is designed to have you take these unwritten practices and actually put them into what is to become your written policy manual.

Brokers will create a working policy and procedure manual, in order to provide a minimum level of guidance and supervision as related to various issues and concerns in today's brokerage offices. It will touch on such matters as federal and state laws, real estate commission rules, and general brokerage operations.

The course category is education.

Power of Prospecting

2 Credit Hours LIVE CLASSROOM \$34

This course will provide you with the understanding of what prospecting is, the various types of prospecting, and some effective and proven methods. You will leave the class with your own plan for prospecting, which will get you started in the right direction and help you overcome the obstacles involved in prospecting.

The course category is training.

Practical Applications of Real Estate Contracts

4 Credit Hours LIVE CLASSROOM \$69

Seller financing, also known as owner financing and seller carry back, has been used for 100 years in New Mexico to buy and sell property. Learn the ins and outs of the real estate contract, which is used almost exclusively for this purpose.

Get updated on any new laws, and most importantly, see how to protect the buyer and seller in these transactions.

Topics Include:

- History of real estate contracts
- Recording facts
- Default rate
- From offer to closeout
- Who owns the property?
- Escrow companies
- Structuring a contract
- Assuming a contract
- Wrap-around contract

The 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 education.

Property Red Flags

4 Credit Hours LIVE CLASSROOM \$69

Real estate professionals are held to a standard of reporting if they find something that is a "red flag" (a visual sign or indication of a defect), yet many are inadequately informed of what qualifies as a red flag and what their responsibility is when they find one. You are not responsible for a full inspection—a home inspector is—but since you have exposure to the home, there is an obligation to disclose what you see.

Recent legislation has directed you with the responsibility of inspecting properties for "red flags," especially an extreme issue such as asbestos or mold. Brokers and agents who understand and comply with their state's disclosure laws stand a better chance of avoiding legal liability or a sale falling through.

The course category is education.

Real Estate Contracts and Seller Financing: The Basics

4 Credit Hours LIVE CLASSROOM \$69

This class discusses the benefits and uses of the real estate contract, as well as exposing and dealing with the risks. We handle the logistics of form preparation and discuss all the mechanics to make this form of financing work for your sellers and buyers.

Topics Include:

- Seller applications
- Buyer applications
- What is a real estate contract?
- Vendor's right to sell contract

The course category is education.

Real Estate Green 101

4 Credit Hours LIVE CLASSROOM \$69

Green is not a stagnant definition, but an integration of concepts, policies, practices...a philosophy of interconnected ideas and choices...resulting in reduced environmental impact.

Green building techniques have been used for centuries. The modern green building movement began in the 1970s as a result of both the oil price increases and the rise of the environmental movement.

This course will help provide a basic understanding of "green" attributes and lifestyles. It will establish a baseline of information, create common terminology, and explore associated tax incentives.

The course category is education.

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 education.

**LIVE CLASSROOM
SCHEDULES
ON PAGES 12-13**

Social Networking and Email Marketing: A Path to More Referrals

2 Credit Hours LIVE CLASSROOM \$34

Have you searched your name lately? Do you know what people see? Before you can even consider social networking and email marketing, you need to ask yourself these questions. Join us for this dynamic course where we will examine the OODA loop for marketing, understand the resources that will work for you, examine how to start the interaction, analyze your sphere of influence, and determine the tools and time that will work for you.

The course category is training.

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.

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 education.
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.

NEW! Understanding the Loan Origination Process

4 Credit Hours LIVE CLASSROOM \$69

This course will provide you with valuable information concerning the mortgage loan approval process, terminology, products and program guidelines, sources for mortgage loans, and the industry as a whole.

Topics Include:

- Mortgage fundamentals, sources, process, documentation, terminology, and credit
- Eligible properties, income, and assets
- Difference between prequalification, preapproval, and final approval
- Basic mortgage loan products and related guidelines
- Mortgage insurance
- Income to debt ratio calculations
- Additional loan product options

The course category is 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.

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 education.



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

QUALIFYING BROKER COURSES

SEE PAGE 14

LIVE CLASSROOM descriptions & pricing on pages 5–7.

DATE		LOCATION	TIME	INSTRUCTOR	CREDITS	CATEGORY
JULY						
6	Easements & Access for the Non-lawyer	Albuquerque	9 am–1 pm	Steve Riemann	4	Education & Core Elective
10	NMREC Core Course	Albuquerque	8 am–12 pm	Michael Glass	4	Mandatory
10	Business Ethics in Real Estate	Albuquerque	1 pm–5 pm	Michael Glass	4	Education & Ethics
11	Qualifying Broker Refresher	Albuquerque	9 am–4 pm	Jack Sheehan	0	–
13	Power of Prospecting	Albuquerque	10 am–12 pm	Jack Sheehan	2	Training
13	Handling Objections	Albuquerque	1 pm–3 pm	Jack Sheehan	2	Training
14	NMREC Core Course	Las Cruces	8 am–12 pm	Michael Glass	4	Mandatory
14	Business Ethics in Real Estate	Las Cruces	1 pm–5 pm	Michael Glass	4	Education & Ethics
20	Negotiating and Completing an Exchange	Albuquerque	8 am–5 pm	Bill McCoy	8	Education
21–24	New Broker Business Practices	Albuquerque	8 am–5 pm	Jack Sheehan	10	Education
27	Uniform Owner/Resident Relations Act	Albuquerque	9 am–4 pm	Bill McCoy	6	Education
AUGUST						
9	Property Red Flags	Albuquerque	1 pm–5 pm	Bill McCoy	4	Education
10	Anatomy of A Purchase Contract	Albuquerque	8 am–12 pm	Michael Glass	4	Education & Core Elective
10	NMREC Core Course	Albuquerque	1 pm–5 pm	Michael Glass	4	Mandatory
11	Mechanics' Liens Law and Strategy	Albuquerque	9 am–1 pm	Steve Riemann	4	Education & Core Elective
14	NAR Code of Ethics and Enforcement	Roswell	1 pm–5 pm	Larry Ashwood	4	Education & Ethics
17	NAR Code of Ethics and Enforcement	Albuquerque	9 am–1 pm	Larry Ashwood	4	Education & Ethics
17	Solar PV Value? Questions to Ask	Albuquerque	2 pm–4 pm	Larry Ashwood	2	Education
21	Anatomy of a Purchase Contract	Roswell	8 am–12 pm	Michael Glass	4	Education & Core Elective
21	NMREC Core Course	Roswell	1 pm–5 pm	Michael Glass	4	Mandatory
21–24	New Broker Business Practices	Albuquerque	8 am–5 pm	Jack Sheehan	10	Education
24	Surveys from A to Z	Albuquerque	9 am–1 pm	Michael Glass	4	Education & Core Elective
24	Social Networking and Email Marketing: A Path to More Referrals	Albuquerque	2 pm–4 pm	Michael Glass	2	Training
25	Energy Efficiency is Green & Smart	Albuquerque	10 am–12 pm	Jim DesJardins	2	Education
SEPTEMBER						
1	Real Estate Green 101	Albuquerque	9 am–1 pm	Steve Riemann	4	Education
18	NMREC Core Course	Santa Fe	8 am–12 pm	Michael Glass	4	Mandatory
18	Business Ethics in Real Estate	Santa Fe	1 pm–5 pm	Michael Glass	4	Education & Ethics
19	NMREC Core Course	Albuquerque	8 am–12 pm	TBD	4	Mandatory
19	Business Ethics in Real Estate	Albuquerque	1 pm–5 pm	Michael Glass	4	Education & Ethics
20	Brokerage Relationships	Albuquerque	9 am–1 pm	Jack Sheehan	4	Education & Core Elective
21	Qualifying Broker Refresher	Albuquerque	9 am–4 pm	Jack Sheehan	0	–
22–25	New Broker Business Practices	Albuquerque	8 am–5 pm	TBD	10	Education
26	Broker Safety for the Real Estate Professional	Albuquerque	9 am–12 pm	Jack Sheehan	3	Training
26	The Twenty Most Cost-Effective Home Improvements	Albuquerque	1 pm–5 pm	Larry Ashwood	4	Education
27	Advance Map Reading and Surveys	Albuquerque	8 am–5 pm	Bill McCoy	8	Education & Core Elective
28	Albuquerque Zoning: What Every Broker Should Know	Albuquerque	9 am–1 pm	Michael Glass	4	Education

LIVE CLASSROOM addresses on page 2.

DATE	COURSE	LOCATION	TIME	INSTRUCTOR	CREDITS	CATEGORY
OCTOBER						
5	Real Estate Contracts and Seller Financing	Albuquerque	9 am–1 pm	Steve Riemann	4	Education
10	Business Ethics in Real Estate	Albuquerque	8 am–12 pm	Michael Glass	4	Education & Ethics
10	NMREC Core Course	Albuquerque	1 pm–5 pm	TBD	4	Mandatory
11	1031 Tax Deferred Exchanges	Albuquerque	9 am–1 pm	Bill McCoy	4	Education & Core Elective
16	NMREC Core Course	Las Cruces	8 am–12 pm	Michael Glass	4	Mandatory
16	Business Ethics in Real Estate	Las Cruces	1 pm–5 pm	Michael Glass	4	Education & Ethics
17	Property Management Essentials: Residential	Albuquerque	9 am–1 pm	David Steele	4	Education & Core Elective
19	Introduction to Residential Property Management	Albuquerque	8 am–5 pm	Jack Sheehan	8	Education
26	Rules of the Real Estate Commission	Albuquerque	9 am–1 pm	Jack Sheehan	4	Education & Core Elective
NOVEMBER						
2	Do's and Don'ts of Transferring Title	Albuquerque	9 am–1 pm	Steve Riemann	4	Education
6	NMREC Core Course	Roswell	1 pm–5 pm	Michael Glass	4	Mandatory
6–9	New Broker Business Practices	Albuquerque	8 am–5 pm	Jack Sheehan	10	Education
7	Understanding Residential Real Estate Investments	Albuquerque	8 am–5 pm	Bill McCoy	8	Education
13	Surveys from A to Z	Roswell	8 am–12 pm	Michael Glass	4	Education & Core Elective
13	Business Ethics in Real Estate	Roswell	1 pm–5 pm	Michael Glass	4	Education & Ethics
14	Qualifying Broker Refresher	Albuquerque	9 am–4 pm	Jack Sheehan	0	–
15	Practical Applications of Real Estate Contracts	Albuquerque	8 am–12 pm	Ric Thom	4	Education
15	NAR Code of Ethics and Enforcement	Albuquerque	1 pm–5 pm	Larry Ashwood	4	Education & Ethics
16	NMREC Core Course	Albuquerque	8 am–12 pm	Michael Glass	4	Mandatory
16	ANSI Square Footage Method of Measuring	Albuquerque	1 pm–5 pm	Bonsal Henry	4	Education & Core Elective
17	Intro to Solar	Albuquerque	10 am–12 pm	Jim DesJardins	2	Education
DECEMBER						
1–4	New Broker Business Practices	Albuquerque	8 am–5 pm	Jack Sheehan	10	Education
11	Business Ethics in Real Estate	Albuquerque	8 am–12 pm	Michael Glass	4	Education & Ethics
11	NMREC Core Course	Albuquerque	1 pm–5 pm	TBD	4	Mandatory
12	Anatomy of A Purchase Contract	Albuquerque	8 am–12 pm	Michael Glass	4	Education & Core Elective
12	Understanding the Loan Origination Process	Albuquerque	1 pm–5 pm	Randy Montoya	4	Education
13	Policies and Procedures for Today's QB	Albuquerque	9 am–4 pm	Jack Sheehan	6	Education
19	The Twenty Most Cost-Effective Home Improvements	Albuquerque	9 am–1 pm	Larry Ashwood	4	Education



DATES & TIMES

Dates, times, and locations are subject to change. To ensure you get the **most accurate** and **up-to-date** class dates and times, check online!

Visit www.KapRE.com/NMCE for the most recent information.

REQUIRED

Broker Basics

30 Credit Hours LIVE CLASSROOM \$249

Choose 1 option below.

Must be attended in FULL to receive credit.

Interested in advancing your career by obtaining a qualifying broker license? 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
JULY			
7, 8, 9, 10	Fri–Mon	Las Cruces	8 am–5 pm
24, 25, 26, 28, 31, Aug 1, 2	Mon, Tue, Wed, Fri	Albuquerque	6 pm–10 pm
AUGUST			
11, 12, 13, 14	Fri–Mon	Roswell	8 am–5 pm
SEPTEMBER			
5, 6, 7, 8	Tue–Fri	Albuquerque	8 am–5 pm
5, 6, 7, 8, 11, 12, 13	Mon–Fri	Albuquerque	9 am–1 pm
8, 9, 10, 11	Fri–Mon	Santa Fe	8 am–5 pm
OCTOBER			
6, 7, 8, 9	Fri–Mon	Las Cruces	8 am–5 pm
16, 17, 18, 20, 23, 24, 25	Mon, Tue, Wed, Fri	Albuquerque	6 pm–10 pm
NOVEMBER			
3, 4, 5, 6	Fri–Mon	Roswell	8 am–5 pm
Nov 27, 28, 29, 30, Dec 1, 4, 5	Mon–Fri	Albuquerque	9 am–1 pm
DECEMBER			
1, 2, 3, 4	Fri–Mon	Santa Fe	8 am–5 pm

REQUIRED

Brokerage Office Administration

30 Credit Hours LIVE CLASSROOM \$249

Choose 1 option below.

Must be attended in FULL to receive credit.

This 30-hour prelicense course is required for anyone becoming a qualifying broker. 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
JULY			
5, 6, 7, 8	Wed–Sat	Albuquerque	8 am–5 pm
SEPTEMBER			
9, 10, 11, 12	Sat–Tue	Albuquerque	8 am–5 pm

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

—Linda M.

Includes all textbooks & exams

New Mexico Real Estate Exam Prep

0 Credit Hours LIVE CLASSROOM \$79

Choose 1 option below.

Must be attended in FULL to receive credit.

DATES	DAYS	LOCATION	TIME
JULY			
16	Sun	Las Cruces	3 pm–5 pm
AUGUST			
6	Sun	Albuquerque	3 pm–5 pm
20	Sun	Roswell	3 pm–5 pm
SEPTEMBER			
15	Fri	Albuquerque	3 pm–5 pm
17	Sun	Santa Fe	3 pm–5 pm
OCTOBER			
15	Sun	Las Cruces	3 pm–5 pm
29	Sun	Albuquerque	3 pm–5 pm
NOVEMBER			
12	Sun	Roswell	3 pm–5 pm
DECEMBER			
8	Fri	Albuquerque	3 pm–5 pm
10	Sun	Santa Fe	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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*"Sitting in my home in Ireland, renewing my California Real Estate Brokers license; a **task made simple by comprehensive course material** from Brightwood."*

—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.

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.

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 7 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.

After choosing the course(s) that best fits your needs, take a look at the format listed to see which study methods are available.

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 education.
This course is also approved as a 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

Financing and your client's ability to get it may be the most important factor in a home purchase today. This course presents an overview of basic residential real estate financing, including a discussion of the important current trends and issues in mortgage lending. Filled with pertinent and well-thought-out case studies, this course will leave you 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 education.
This course is also approved as a 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
- Review some common red flags
- Determine how a variety of property conditions can affect a real estate transaction

*The course category is education.
This course is also approved as a core elective.*

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. Don't miss this opportunity to expand your business—enroll today!

*The course category is education.
This course is also approved as a core elective.*

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 education.
This course is also approved as a 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 education. This course is also approved as a 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.

Risk Management 4 Credit Hours

TEXT-BASED ONLINE \$34

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 education.
This course is also approved as a 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 education.

**QUALIFYING
BROKER
COURSES
SEE PAGE 14**

"The courses were *relevant, interesting, easy-to-follow,* and so *convenient* to access!"

—Whitney S.

Career Starter Pack \$59



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