

JULY  
DECEMBER  
**2018**



**Brightwood**

REAL ESTATE EDUCATION

POWERED BY **KAPLAN**

# NEW MEXICO

## Real Estate

Offered by Brightwood College, San Antonio (Ingram)

**CONTINUING EDUCATION**

**KAPLAN**<sup>®</sup> REAL ESTATE  
EDUCATION

is **NOW**

Brightwood Real Estate Education



NEW NAME. NEW LOOK. **SAME GREAT 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.



## LIVE CLASSROOM

If you work best with set class times and enjoy lively discussions with instructors and classmates, this option is for you. Learn from state-certified instructors at one of our Learning Centers:

## LOCATIONS

### Albuquerque

Brightwood College  
8205 Spain Road, NE, Suite 109

### Las Cruces

Springhill Suites  
1611 Hickory Loop

### Roswell

Candlewood Suites  
4 Military Heights Drive

### Santa Fe

Courtyard by Marriott  
3347 Cerrillos Road



# 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



## ONDEMAND VIDEO

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!

- Learn anytime, anywhere you have access to the Internet.\*
- Start, stop, pause, and rewind each video lesson or segment as often as you like.
- Join our real estate experts in our state-of-the-art studio from your own home!

*\*For additional information on supported devices, please visit [www.kapre.com/company/system-requirements](http://www.kapre.com/company/system-requirements)*



## 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 2018 NMREC Core Course B with any other 2 live 4-Hour Classes.

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

## 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-hours 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.

As of January 1, 2018, all Qualifying Brokers must also attend a NMREC meeting, rules hearing, or disciplinary hearing once every three years; attendees can receive a maximum of 4 hours of CE credit.

### 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.

**NEW! 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 mandatory.*

**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.*

**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! Equal Opportunity in Housing**  
**6 Credit Hours** LIVE CLASSROOM \$84

This course will provide you with an in-depth analysis of the Federal Fair Housing Act and the HUD Regulations and will examine how these laws relate to the real estate professional in practice. The many court cases presented will enable you to understand how the courts and HUD continue to implement and interpret fair housing laws in this country.

The class also challenges brokers to be aware of the fair housing risks in managing rental property, including becoming aware of the new HUD guidance regarding assistance animals. The course will instruct you in creating advertising that is in compliance with the Fair Housing Act. We will discuss enforcement of the fair housing laws, the new civil penalties, and the crack down on voice profiling. Finally we will look at cultural diversity and fair housing and point out practices that constitute steering.

*This course category is education.*

**NEW! 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.

*This course category is 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*

**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.*

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

### 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, 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.*

### 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.*

### 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 education.*

*Also approved for 4 hours of Appraisal continuing 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.*

## Fair Housing Made EZ

### 4 Credit Hours LIVE CLASSROOM \$69

Real estate agents continuously must deal with ever-increasing regulations. Although the Federal Fair Housing Act has been in force for over 40 years, the way it is applied to everyday real estate continues to evolve.

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.

From cultural diversity to fair housing enforcement actions, this comprehensive course provides a new look at prohibited conduct and offers some practical applications to help keep you in compliance.

*The 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.*

## Introduction to Residential Property Management

### 8 Credit Hours LIVE CLASSROOM \$99

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.*

## 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 education.*

*Also approved for 4 hours of Appraisal continuing 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.*

### **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.*

### **The 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.*

### **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.

#### **Topics Include:**

- Introduction to property disclosure
- Stigmatized property, Megan's Law and neighborhood safety
- Lead-Based Paint disclosure
- Mold: A growing concern
- Other environmental concerns such as asbestos and radon

#### **Key Points:**

- Understand the importance of property condition disclosure.
- List the legal theories of liability.
- Define stigmatized property.
- Know how to respond to questions regarding neighborhood safety.
- Examine how to ensure compliance with the Lead-Based Paint Hazard Reduction Act.
- Analyze the role of the real estate professional regarding mold contamination in properties.
- Identify areas of environmental concern and the role of the real estate professional regarding environmental hazards.

*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 and Taxes: What Every Agent Should Know

**6 Credit Hours** LIVE CLASSROOM \$84

If you want to identify and understand the areas that present the greatest litigation risk to brokers, as well as learn techniques to manage these risks, then sign up today for this 6-hour course on risk reduction! Every agent should have a risk management plan of action to minimize their risk of liability, and education is one of the best tools available to help manage risk.

You will learn several approaches to shift the risk of liability away from the broker. Another invaluable tool available to the broker is risk anticipation, which includes the effective use of seller disclosure statements. Finally, you will learn the importance of risk control. Establishing procedures to identify the first sign of grievances will go a long way in dealing with complaints before they turn into litigation.

*The course category is education.*

## Risk Reduction Issues

**6 Credit Hours** LIVE CLASSROOM \$84

If you want to identify and understand the areas that present the greatest litigation risk to brokers, as well as learn techniques to manage these risks, then sign up today for this 6-hour course on risk reduction! Every agent should have a risk management plan of action to minimize their risk of liability, and education is one of the best tools available to help manage risk.

You will learn several approaches to shift the risk of liability away from the broker. Another invaluable tool available to the broker is risk anticipation, which includes the effective use of seller disclosure statements. Finally, you will learn the importance of risk control. Establishing procedures to identify the first sign of grievances will go a long way in dealing with complaints before they turn into litigation.

*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.*

## 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.*

*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 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.*

*Also approved for 4 hours of Appraisal continuing 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.*

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

—Linda M.

## **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

DATE		LOCATION	TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
<b>JULY</b>							
10	2018 NMREC Core Course B	Albuquerque	8 am–12 pm	Michael Glass	4	\$69	Core
10	Anatomy of a Purchase Contract	Albuquerque	1 pm–5 pm	Michael Glass	4	\$69	Core Elective
11	Qualifying Broker Refresher	Albuquerque	9 am–4 pm	Jack Sheehan	0	\$99	Other
19	Rules of the Real Estate Commission	Albuquerque	8 am–12 pm	Bill McCoy	4	\$79	Core Elective
19	Property Red Flags	Albuquerque	1 pm–5 pm	Bill McCoy	4	\$69	Core Elective
20–23	New Broker Business Practices	Albuquerque	8 am–5 pm	Michael Glass	10	\$249	Education
25	2018 NMREC Core Course B	Albuquerque	8 am–12 pm	TBD	4	\$69	Core
25	NAR Code of Ethics and Enforcement	Albuquerque	1 pm–5 pm	Larry Ashwood	4	\$69	Ethics
26	Diversity Issues and the Real Estate Professional	Albuquerque	9 am–4 pm	Marcia Russell	6	\$84	Training
<b>AUGUST</b>							
9	Albuquerque Zoning: What Every Real Estate Broker Should Know	Albuquerque	8 am–12 pm	Michael Glass	4	\$69	Education
9	2018 NMREC Core Course B	Albuquerque	1 pm–5 pm	Michael Glass	4	\$69	Core
13	2018 NMREC Core Course B	Roswell	9 am–1 pm	Michael Glass	4	\$69	Core
13	Social Networking and Email Marketing: A Path to More Referrals	Roswell	2 pm–4 pm	Michael Glass	2	\$34	Training
16	Equal Opportunity in Housing	Albuquerque	9 am–4 pm	Marcia Russell	6	\$84	Core Elective
23	Legal Descriptions and Survey Maps	Albuquerque	8 am–12 pm	Bill McCoy	4	\$69	Core Elective
23	Solar PV: Questions to Ask?	Albuquerque	1 pm–3 pm	Larry Ashwood	2	\$34	Education
27–30	New Broker Business Practices	Albuquerque	8 am–5 pm	Jack Sheehan	10	\$249	Education
<b>SEPTEMBER</b>							
5	Property Disclosures: RE Professionals Guide to Reducing Risk	Albuquerque	9 am–4 pm	Marcia Russell	6	\$84	Education
12	NAR Code of Ethics and Enforcement	Albuquerque	8 am–12 pm	Larry Ashwood	4	\$69	Ethics
12	2018 NMREC Core Course B	Albuquerque	1 pm–5 pm	TBD	4	\$69	Core
13	Property Management Essentials—Residential	Albuquerque	9 am–1 pm	David Steele	4	\$69	Core Elective
17	2018 NMREC Core Course B	Santa Fe	8 am–12 pm	Michael Glass	4	\$69	Core
17	Business Ethics in Real Estate	Santa Fe	1 pm–5 pm	Michael Glass	4	\$69	Ethics
18	Easements & Access for the Non-Lawyer	Albuquerque	9 am–1pm	Steve Riemann	4	\$69	Core Elective
19	Real Estate and Taxes: What Every Agent Should Know	Albuquerque	9 am–4 pm	Bill McCoy	6	\$84	Education
20	The Twenty Most Cost Effective Home Improvements	Albuquerque	9 am–1pm	Larry Ashwood	4	\$69	Education
20	Energy Efficiency is Green and Smart	Albuquerque	2 pm–4 pm	Jim DeJardins	2	\$34	Education
29–Oct 2	New Broker Business Practices	Albuquerque	8 am–5 pm	Michael Glass	10	\$249	Education

DATE	COURSE	LOCATION	TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
<b>OCTOBER</b>							
4	Mechanics Liens: Law and Strategy	Albuquerque	9 am–1 pm	Steve Riemann	4	\$69	Core Elective
10	Qualifying Broker Refresher	Albuquerque	9 am–4 pm	Jack Sheehan	0	\$99	Other
11	2018 NMREC Core Course B	Albuquerque	8 am–12 pm	Michael Glass	4	\$69	Core
11	Surveys from A to Z	Albuquerque	1 pm–5 pm	Michael Glass	4	\$69	Core Elective
18	Fair Housing Made EZ	Albuquerque	8 am–12 pm	Marcia Russell	4	\$69	Core Elective
18	Understanding the Loan Origination Process	Albuquerque	1 pm–5 pm	Randy Montoya	4	\$69	Education
25	Introduction to Residential Property Management	Albuquerque	8 am–5 pm	Jack Sheehan	8	\$99	Education
<b>NOVEMBER</b>							
8	Business Ethics in Real Estate	Albuquerque	8 am–12 pm	Michael Glass	4	\$69	Core
8	2018 NMREC Core Course B	Albuquerque	1 pm–5 pm	Michael Glass	4	\$69	Ethics
9	Uniform Owner/Resident Relations Act	Albuquerque	9 am–4 pm	Marcia Russell	6	\$84	Core Elective
12-15	New Broker Business Practices	Albuquerque	8 am–5 pm	Jack Sheehan	10	\$249	Education
13	Social Networking and Email Marketing: A Path to More Referrals	Albuquerque	10 am–12 pm	Michael Glass	2	\$34	Training
13	Solar PV: Questions to Ask?	Albuquerque	1 pm–3 pm	Larry Ashwood	2	\$34	Education
15	Negotiating and Completing an Exchange	Albuquerque	8 am–5 pm	Bill McCoy	8	\$99	Education
16	Broker Safety for the Real Estate Professional	Albuquerque	9 am–12 pm	Jack Sheehan	3	\$44	Training
<b>DECEMBER</b>							
4	2018 NMREC Core Course B	Albuquerque	8 am–12 pm	TBD	4	\$69	Core
4	Brokerage Relationships	Albuquerque	1 pm–5 pm	Jack Sheehan	4	\$69	Core Elective
5	Qualifying Broker Refresher	Albuquerque	9 am–4 pm	Michael Glass	0	\$99	Other
10	Understanding Residential Real Estate Investments	Albuquerque	8 am–5 pm	Bill McCoy	8	\$99	Education
11	Risk Reduction Issues	Albuquerque	9 am–4 pm	Marcia Russell	6	\$84	Education
19	The Power of Prospecting	Albuquerque	10 am–12 pm	Jack Sheehan	2	\$34	Training
12	Handling Objections	Albuquerque	1 pm–3 pm	Jack Sheehan	2	\$34	Training

## QUALIFYING BROKER COURSES & SCHEDULE

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 elective courses in the professional track of the applicant
- Attendance at one New Mexico real estate commission meeting, public hearing, or disciplinary hearing

### REQUIRED Broker Basics

**30 Credit Hours** LIVE CLASSROOM \$249

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>JULY</b>			
13, 14, 15, 16	Fri–Mon	Las Cruces	8 am–5 pm
23, 24, 25, 27, 30, 31, Aug 1	Mon, Tue, Wed, Fri	Albuquerque	6 pm–10 pm
27, 28, 29, 30	Fri–Mon	Albuquerque	8 am–5 pm
<b>AUGUST</b>			
3, 4, 5, 6	Fri–Mon	Roswell	8 am–5 pm
<b>SEPTEMBER</b>			
4, 5, 6, 7, 10, 11, 12	Mon–Fri	Albuquerque	9 am–1 pm
7, 8, 9, 10	Fri–Mon	Santa Fe	8 am–5 pm
<b>OCTOBER</b>			
5, 6, 7, 8	Fri–Mon	Las Cruces	8 am–5 pm
15, 16, 17, 19, 22, 23, 24	Mon, Tue, Wed, Fri	Albuquerque	6 pm–10 pm
19, 20, 21, 22	Fri–Mon	Albuquerque	8 am–5 pm
<b>NOVEMBER/DECEMBER</b>			
2, 3, 4, 5	Fri–Mon	Roswell	8 am–5 pm
26, 27, 28, 29	Mon–Thu	Albuquerque	8 am–5 pm
26, 27, 28, 29, 30, Dec 3, 4	Mon–Fri	Albuquerque	9 am–1 pm
30, Dec 1, 2, 3	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.

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>JULY</b>			
31, Aug 1, 2, 3	Tue–Fri	Albuquerque	8 am–5 pm
<b>NOVEMBER/DECEMBER</b>			
30, Dec 1, 2, 3	Fri–Mon	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>JULY</b>			
22	Sun	Las Cruces	3 pm–5 pm
<b>AUGUST</b>			
5	Sun	Albuquerque	3 pm–5 pm
12	Sun	Roswell	3 pm–5 pm
<b>SEPTEMBER</b>			
14	Fri	Albuquerque	3 pm–5 pm
16	Sun	Santa Fe	3 pm–5 pm
<b>OCTOBER</b>			
14	Sun	Las Cruces	3 pm–5 pm
28	Sun	Albuquerque	3 pm–5 pm
<b>NOVEMBER</b>			
11	Sun	Roswell	3 pm–5 pm
<b>DECEMBER</b>			
7	Fri	Albuquerque	3 pm–5 pm
9	Sun	Santa Fe	3 pm–5 pm



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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.*

## 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.*

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**Build Your Own Package \$129 16 Credit Hours**

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*Courses must total 16 hours.*

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**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

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 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
- 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.

*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.*



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