

NEW MEXICO

Real Estate Continuing Education



Guiding you to success.

2020

JULY-DECEMBER

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 Online Classes

Attend live classes from the comfort of your home or office! Live online classes make it more convenient than ever to complete your continuing education hours. This study option features all the benefits of a live classroom with the convenience of home study.

- You get access to the same great Kaplan Real Estate Education content and instructors.
- Our courses offer opportunities to engage with other students and your instructor.
- As an added bonus, you can learn anywhere you have internet access!*

*For additional information on supported devices, please visit www.kapre.com/company/system-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.

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.

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



"I love taking classes at Kaplan. They go the extra mile to find **excellent instructors** and they offer a **variety of topics.**"

—Becky H.

BUILD YOUR OWN Live Online CE Package

12 Credit Hours **\$169**

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

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

New Mexico CE Requirements

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 hours 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, in addition, 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, in addition, must 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.

2019 NMREC Core Course

4 Credit Hours **Live Online \$69**

This is the required annual course for New Mexico licensees.

This course category is core.

2020 NMREC Core Course

4 Credit Hours **Live Online \$69**

This is the required annual course for New Mexico licensees.

This course category is core.

2021 NMREC Core Course

4 Credit Hours **Live Online \$69**

This is the required annual course for New Mexico licensees.

This course category is core.

NAR Code of Ethics and Enforcement

4 Credit Hours **Live Online \$69**

This course provides an in-depth look at the requirements of the Code of Ethics and its enforcement. The Code ensures that consumers are served by requiring REALTORS® to cooperate with each other in furthering clients' best interests.

This course category is ethics.

Constructing Fact From Fiction: New Construction Today

4 Credit Hours **Live Online \$69**

In this course, you'll learn about the opportunities, costs, features, advantages, and challenges of new construction today. Whether you have a buyer determined to build or investigating building versus buying an existing home, this course will equip you to answer and advise your clients with confidence. Learn what's changed in the last few years as new construction has made a comeback: land prices have increased steadily and building materials have sky-rocketed, while labor shortage is at an all-time high.

This course category is education.

Anatomy of a Purchase Contract

4 Credit Hours **Live Online \$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 Online \$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.

Commercial Mortgage Fundamentals

4 Credit Hours **Live Online \$69**

When a commercial property owner lists their property for sales 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 the basic understanding of commercial real estate financing and general metrics used by lenders.

This course category is core elective.

New Broker Business Practices

10 Credit Hours **Live Online \$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.

Qualifying Broker Refresher0 Credit Hours **Live Online \$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.

Wildfire Risk in Real Estate3 Credit Hours **Live Online \$44**

We are always seeking the beauty of nature, building more and more in the forests among the trees, so we must understand that wildfire is a natural hazard.

This course is designed to provide you with a detailed summation of current aspects of wildfire risk in real estate and the application of responsible real estate growth. Discussions will include the constantly evolving complexities related to both commercial and residential responsible land use, positive environmental planning, and manageable real estate growth, as they apply to wildfire risk.

This course category is education.

Commercial Real Estate Fundamentals2 Credit Hours **Live Online \$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.

Commercial Real Estate Leasing2 Credit Hours **Live Online \$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.
This course counts for Property Management requirements.

Commercial Real Estate Property Management2 Credit Hours **Live Online \$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.
This course counts for Property Management requirements.

Water: How it Affects Property4 Credit Hours **Live Online \$69**

This course will show the challenges facing our finite amount of water and outline how to optimize the applicable scenarios to a client base. The need to protect and manage our finite water will be expressed, and the reliance on clean water and the impact and importance to the real estate industry and clients will be detailed. The fact that local impact translates to global impact will also be delineated.

This course category is education.

Commercial Real Estate Overview4 Credit Hours **Live Online \$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 you an overview of the fundamentals of commercial real estate, focusing on principles and, where applicable, local laws and standards.

This course category is education.

Commercial Real Estate Sales2 Credit Hours **Live Online \$34**

The spectrum of commercial real estate sales encompasses a large array of property categories, and each commonly carries with it various degrees of complexity that have to be taken into account. This course will give you a simple review of these various categories and discuss how commercial real estate really works in today's market.

The course category is education.

Reducing Radon Risk4 Credit Hours **Live Online \$69**

This four-hour course is designed to provide attendees with a summation of radon risks, potential sources, how radon enters and accumulates in buildings, and its health effects and risks. The information provided is outlined to help attendees with the understanding that there is no safe level of radon, that radon can vary among areas, and can only be detected by testing. In addition, we will summarize the basic mitigation and testing approaches, and explain why real estate licensees and their clients should be concerned about radon.

This course category is education.

Navigating Minefields: Preventing Real Estate Disaster4 Credit Hours **Live Online \$69**

In this course, you'll see how some of the most common issues are also the most time-consuming and carry the greatest risk for your client and yourself. You'll have an opportunity for lively discussion as you are guided through the obstacles, dilemmas, and hurdles that you are likely to encounter in your real estate transactions. By identifying the potential minefields and possible remedies in various situations, you'll be prepared to guide your clients to a smooth and memorable real estate experience.

This course category is education.

Real Estate Green 1014 Credit Hours **Live Online \$69**

Green is not a stagnant definition. Rather, it is 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 oil price increases and the rise of the environmental movement.

This course provides you with a basic understanding of green attributes and lifestyles. It establishes a baseline of information and investigation, creates common terminology and resources for green building, and explores associated tax incentives.

This course category is education.

Anatomy of a Listing Contract4 Credit Hours **Live Online \$69**

Learn the importance of using current forms and how to avoid transaction liability related to using outdated forms.

This four-hour course is designed to provide attendees with a professional working knowledge of the NMAR Listing Agreement and other forms likely to be used with it.

The course category is core elective.

LIVE ONLINE
CLASS SCHEDULES
PAGES 12-13

Success is enjoying what you do.

Rules of the Real Estate Commission

4 Credit Hours **Live Online \$79**

This course is to review the rules of the New Mexico Real Estate Commission that apply to all broker in New Mexico. It will cover the statutory basis for licensure and the rules of the New Mexico Real Estate Commission. A large portion of this course is designed to assist you in using the rules book to look up the answers to your questions in the field.

The course category is core elective.

Anatomy of a Commercial Lease

8 Credit Hours **Live Online \$99**

Anatomy of a Commercial Lease is a 2-day course with 4 hours of virtual classroom instruction each day. Both days must be attended to receive credit.

This eight-hour course will give you 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.
This course counts for Property Management requirements.

Residential Property Management—Leasing and Management

6 Credit Hours **Live Online \$84**

This course reviews state and federal rules and laws for property managers and leasing representatives. In addition, we will cover best practices in management agreements and rental agreements. We will also cover applicant screening, property maintenance, reporting to owners, marketing and lasing of the property, and risk management.

This course category is education and also counts for property management requirements.

Property Management Essentials—Residential

4 Credit Hours **Live Online \$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.
This course counts for Property Management requirements.

Solar PV Value? Questions to Ask

2 Credit Hours **Live Online \$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.

Residential Property Management—Brokerage Operations

4 Credit Hours **Live Online \$69**

This course is designed for the Qualifying Broker, Associate Broker, or owner/employee acting as manager of staff who manage and lease residential units. You will cover operations management of marketing, leasing, and management of residential units. We will discuss a supervision plan for the brokerage, including reporting, staff training, supervision and components of a policy/procedure manual for the brokerage as well as how to handle an emergency at your property.

This course category is education and also counts for property management requirements.

The Twenty Most Cost-Effective Home Improvements

4 Credit Hours **Live Online \$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.

Reducing Violations: A Case Study

4 Credit Hours **Live Online \$69**

The course provides opportunity for a general overview of NM Real Estate License Law and Commission Rules especially pertinent to the Case Studies that will be used in the course. Attendees will function as Commissioners and Respondents in each of the case studies and decide whether or not there were violations and what sanctions would be appropriate.

The course category is core elective.

Property Red Flags: A Property Inspection Guide

4 Credit Hours **Live Online \$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. Red flags always cause negotiations and can threaten sales, but they can be especially troublesome in a buyer's market, when buyers can afford to be picky about many issues. And with as much inventory as we currently have, the individuals who are looking to buy these properties are more likely to be investors who are generally more familiar with these issues.

The course category is core elective.

Uniform Owner/Resident Relations Act

6 Credit Hours **Live Online \$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.
This course counts for Property Management requirements.

Fair Housing

4 Credit Hours **Live Online \$69**

This is your chance to get up to speed on fair housing requirements and ensure you're 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.

The course category is core elective.
This course counts for Property Management requirements.

"In my household, we always think of Kaplan first when we need to update our professional credentials."

—Dorothy C.

Prospecting 101

4 Credit Hours **Live Online \$69**

The goal of this course is to assist real estate professionals in learning 'the art of prospecting'....to help grow their business and produce more transactions. Prospecting the most difficult thing real estate professionals do, but prospecting is an active role to search for potential customers to drive business forward and create more income. Prospecting is essential early in your real estate career and the lifeblood of any real estate professional.

This course category is training.

Yes, Your Honor, I Did Disclose

4 Credit Hours **Live Online \$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.

Avoiding Deceptive Practices

4 Credit Hours **Live Online \$69**

Advances in marketing and advertising technology and methodology are great for business, but can be worrisome for regulators who are tasked with ensuring consumers aren't being deceived through ads and testimonials. This course is designed to provide you with the knowledge and information you need to protect consumers, and to fulfill the disclosure and transparency requirements of federal law and regulations by avoiding business practices that can result in consumer confusion and deception.

The course category is education.

LIVE ONLINE
CLASS SCHEDULES
PAGES 12-13

Now offering **LIVE ONLINE**
continuing education classes!

Go to www.KapRE.com/NMCE to see all classes



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

—Linda M.

DATE		TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
JULY						
8	2020 NMREC Core Course	8 am-Noon	Michael Glass	4	69	Core
8	Business Ethics in Real Estate	1 pm-5 pm	Michael Glass	4	69	Ethics
9	Qualifying Broker Refresher	9 am-4 pm	Michael Glass	0	99	Other
10	Real Estate Green 101	9 am-1 pm	Richard Gallegos	4	69	Education
15	Constructing Fact from Fiction: New Construction Today	9 am-1 pm	Richard Gallegos	4	69	Education
16	Residential Property Management – Case Studies	9 am-Noon	Jeffrey Zank	3	44	Education
17-20	New Broker Business Practices	8 am-5 pm	Michael Glass	10	249	Education
21	2019 NMREC Core Course	9 am-1 pm	Michael Glass	4	69	Core
22	Prospecting 101	9 am-1 pm	Kassi Xamis	4	69	Training
23	2020 NMREC Core Course	9 am-1 pm	Michael Glass	4	69	Core
29	Reducing Radon Risk	9 am-1 pm	Richard Gallegos	4	69	Education
AUGUST						
5	Anatomy of a Purchase Contract	8 am-Noon	Michael Glass	4	69	Core Elective
5	2020 NMREC Core Course	1 pm-5 pm	Michael Glass	4	69	Core
6	Anatomy of a Listing Contract	9 am-1 pm	Michael Glass	4	69	Core Elective
11	NAR Code of Ethics and Enforcement	10 am-2 pm	Larry Ashwood	4	69	Ethics
12	Commercial Real Estate Property Management	9 am-11 am	Richard Gallegos	2	34	Core Elective (PM)
13	Fair Housing	9 am-1 pm	Bill McCoy	4	69	Core Elective (PM)
14	Avoiding Deceptive Practices	9 am-1 pm	Richard Gallegos	4	69	Education
18	Qualifying Broker Refresher	9 am-4 pm	Michael Glass	0	99	Other
19	Uniform Owner/Resident Relations Act	9 am-4 pm	Jeffrey Zank	6	84	Core Elective (PM)
20	2020 NMREC Core Course	9 am-1 pm	Michael Glass	4	69	Core
26	Wildfire Risk in Real Estate	9 am-Noon	Richard Gallegos	3	44	Education
28	2019 NMREC Core Course	9 am-1 pm	Michael Glass	4	69	Core
SEPTEMBER						
1	Qualifying Broker Refresher	9 am-4 pm	Michael Glass	0	99	Other
2	2020 NMREC Core Course	8 am-Noon	Michael Glass	4	69	Core
2	NAR Code of Ethics and Enforcement	1 pm-5 pm	Larry Ashwood	4	69	Ethics
3	Residential Property Management – Brokerage Operations	9 am-1 pm	Jeffrey Zank	4	69	Education (PM)
14-17	New Broker Business Practices	8 am-5 pm	Michael Glass	10	249	Education
18	Water: How it Affects Property	9 am-1 pm	Richard Gallegos	4	69	Education
21	Commercial Real Estate Leasing	9 am-11 am	Richard Gallegos	2	34	Education (PM)
21	Commercial Real Estate Sales	11:15 am-1:15 pm	Richard Gallegos	2	34	Education
23	Prospecting 101	9 am-1 pm	Kassi Xamis	4	69	Training
24	2020 NMREC Core	9 am-1 pm	Michael Glass	4	69	Core
30	Commercial Real Estate Fundamentals	9 am-11 am	Richard Gallegos	2	34	Education

DATE		TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
OCTOBER						
7	Reducing Violations: A Case Study	8 am-Noon	Michael Glass	4	69	Core Elective
7	2020 NMREC Core Course	1 pm-5 pm	Michael Glass	4	69	Core
9	Navigating Minefields: Preventing Real Estate Disaster	9 am-1 pm	Richard Gallegos	4	69	TBD
14	Commercial Real Estate Overview	9 am-1 pm	Richard Gallegos	4	69	Education
15	Yes, Your Honor, I Did Disclose	9 am-1 pm	Brandon Curtis	4	69	Core Elective
21	Qualifying Broker Refresher	9 am-4 pm	Michael Glass	0	99	Other
23	Property Red Flags: A Property Inspection Guide	9 am-1 pm	Bill McCoy	4	69	Core Elective
23	Solar PV Value? Questions to Ask	2 pm-4 pm	Larry Ashwood	2	34	Education
27	2020 NMREC Core	9 am-1 pm	Michael Glass	4	69	Core
28	Real Estate Green 101	9 am-1 pm	Richard Gallegos	4	69	Education
NOVEMBER						
4	2020 NMREC Core Course	8 am-Noon	Michael Glass	4	69	Core
4	NAR Code of Ethics and Enforcement	1 pm-5 pm	Larry Ashwood	4	69	Ethics
5	Qualifying Broker Refresher	9 am-4 pm	Michael Glass	0	99	Other
6	Constructing Fact from Fiction: New Construction Today	9 am-1 pm	Richard Gallegos	4	69	Education
10	Property Management Essentials – Residential	1 pm-5 pm	David Steele	4	69	Core Elective (PM)
11	Anatomy of a Commercial Lease (Day 1)	9 am-1 pm	Richard Gallegos	8	99	Core Elective (PM)
12	Anatomy of a Commercial Lease (Day 2)	9 am-1 pm	Richard Gallegos	NOTE: Must attend both days to receive credit		
13-16	New Broker Business Practices	8 am-5 pm	Michael Glass	10	249	Education
18	Avoiding Deceptive Practices	9 am-1 pm	Richard Gallegos	4	69	Education
19	Residential Property Management – Leasing and Management	9 am-4 pm	Jeffrey Zank	6	84	Education (PM)
23	2020 NMREC Core Course	9 am-1 pm	Michael Glass	4	69	Core
DECEMBER						
2	Wildfire Risk in Real Estate	9 am-Noon	Richard Gallegos	3	44	Education
10	Reducing Radon Risk in Real Estate	9 am-1 pm	Richard Gallegos	4	69	Education
11	2020 NMREC Core Course	8 am-Noon	Michael Glass	4	69	Core
11	Commercial Mortgage Fundamentals	1 pm-5 pm	Brandon Curtis	4	69	Core Elective
15	Rules of the Real Estate Commission	9 am-1 pm	Bill McCoy	4	79	Core Elective
16	Commercial Real Estate Property Management	9 am-11 am	Richard Gallegos	2	34	Core Elective (PM)
17	NAR Code of Ethics and Enforcement	10 am-2 pm	Larry Ashwood	4	69	Ethics
18	Qualifying Broker Refresher	9 am-4 pm	Michael Glass	0	99	Other
21	2020 NMREC Core Course	8 am-Noon	Michael Glass	4	69	Core
21	2021 NMREC Core Course	1 pm-5 pm	Michael Glass	4	69	Core

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 or until they go into executive session.

REQUIRED Broker Basics
30 Credit Hours **Live Online \$269**

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

DATES	DAYS	TIME
JULY		
6, 7, 8, 9, 10, 13, 14	Fri-Mon	5 pm-9:30 pm
10, 11, 12, 13	Fri-Mon	8 am-4:30 pm
24, 25, 26, 27	Fri-Mon	8 am-4:30 pm
AUGUST		
10, 11, 12, 13, 14, 17, 18	Fri-Mon	9 am-1:30 pm
SEPTEMBER		
14, 15, 16, 17, 18, 21, 22	Fri-Mon	5 pm-9:30 pm
17, 18, 19, 20	Thu-Sun	8 am-4:30 pm
OCTOBER		
16, 17, 18, 19	Fri-Mon	8 am-4:30 pm
20, 21, 22, 23, 26, 27, 28	Mon-Fri	9 am-1:30 pm
NOVEMBER		
30, Dec 1, 2, 3, 4, 7, 8	Fri-Mon	5 pm-9:30 pm
DECEMBER		
4, 5, 6, 7	Fri-Mon	8 am-4:30 pm

REQUIRED Brokerage Office Administration
30 Credit Hours **Live Online \$269**

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

DATES	DAYS	TIME
AUGUST		
1, 2, 3, 4	Sat-Tue	8 am-4:30 pm
NOVEMBER		
30, Dec 1, 2, 3	Mon-Thu	8 am-4:30 pm

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

Includes all textbooks & exams
New Mexico Real Estate Exam Prep

0 Credit Hours **Live Online \$79**

Choose 1 option below.

DATES	DAYS	TIME
JULY		
26	Sun	1 pm-4 pm
AUGUST		
2	Sun	1 pm-4 pm
22	Sat	1 pm-4 pm
SEPTEMBER		
27	Sun	1 pm-4 pm
OCTOBER		
30	Sun	1 pm-4 pm
DECEMBER		
13	Sun	1 pm-4 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.

www.KapRE.com/news

EXPERT INSTRUCTION WHEN IT'S CONVENIENT FOR YOU



These courses are delivered in our stunning OnDemand video lecture format. With our OnDemand video lectures, you have the ability to access professional instruction anytime and anywhere you have an Internet connection! Filled with studio and “onsite” video learning objectives, these OnDemand courses engage, enlighten, and entertain!

Liars, Cheaters, and Thieves: Averting Client Catastrophe

4 Credit Hours **OnDemand \$38**

Can you name three of the top ten legal issues real estate professionals face today? This course enlightens you to all top ten issues, plus helps you navigate through the murky waters that can prevail when a clear understanding of real estate laws, statutes, and rulings is loosely or vaguely interpreted. This engaging course will prepare you for real life real estate, in today's world, and help you avoid risky and costly business mistakes.

The course category is education.

The TRUMP Tax Cut and Jobs Act and its Effect on Real Estate

4 Credit Hours **OnDemand \$38**

Tax law is generally complex and confusing for everyone, including real estate agents. The Tax Cuts and Jobs Act (TCJA) is no exception. The objective of this course is not to make real estate licensees into TCJA experts...but rather to provide a sufficient amount of information so that you can identify when an expert attorney or tax counsel are essential to protect your clients. Finally, you will gain valuable information on tax credits, exemptions, and deductions included in the TCJA.

The course category is education.

Avoiding Deceptive Practices

4 Credit Hours **OnDemand \$38**

Advances in marketing and advertising technology and methodology are great for business, but can be worrisome for regulators who are tasked with ensuring consumers aren't being deceived through ads and testimonials. This course is designed to provide you with the knowledge and information you need to protect consumers, and to fulfill the disclosure and transparency requirements of federal law and regulations by avoiding business practices that can result in consumer confusion and deception.

The course category is education.

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.

Mediate, Arbitrate, Litigate: Be Informed

2 Credit Hours **OnDemand \$24**

Ever wonder what the difference is between mediation, litigation, and arbitration? This course explores the features, advantages, benefits, and limitations of each of these three dispute resolution types in order to help you educate your clients concerning their choices at critical decision making junctures. Each of the three dispute resolution types are examined and explained in simple yet comprehensive terms to enable your understanding, increase your confidence, and prepare you for the real estate world of today.

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.

Build Your Own Online Package | 20 Credit Hours **\$149**Choose 5: 4-credit hour **Online** only courses**Build Your Own Package** | 16 Credit Hours **\$129**Choose **OnDemand**, **Online**, or **Textbook Home Study** courses.

Courses must total 16 hours.

Call **877.512.3301**
to order.**Everyday Ethics in Real Estate**4 Credit Hours **Textbook Home Study \$34**

In this course, you will delve in the concept of ethics for real estate professionals. Specifically, you will examine the common ethical issues you may encounter in your real estate career. To test your understanding of ethics, you will be presented with the facts in the study and then asked to decide what the ethical outcome should be by law standards. It's a great refresher course on ethics for every real estate professional. This course satisfies the National Association of REALTORS®'s ethics requirements for new members and continuing members' biennial ethics training.

The course category is ethics.

Today's Real Estate Marketing4 Credit Hours **Textbook Home Study \$34**

Reach your creative potential with this innovative course. Incorporating real-life case studies, from open houses to social media, this course teaches you to think bigger while still following the laws that regulate in-person and digital advertising. From the Federal Trade Commission (FTC) policy on deceptive advertisements to applications of the Real Estate Settlement Procedures Act (RESPA), this course covers the latest legal guidelines. Other helpful topics include brand marketing, testimonials, native advertising, and "25 Creative Event Ideas for Real Estate Licensees."

The course category is education.

Avoiding Deceptive Practices4 Credit Hours **Textbook Home Study \$34**

Advances in marketing and advertising technology and methodology are great for business, but can be worrisome for regulators who are tasked with ensuring consumers aren't being deceived through ads and testimonials. This course is designed to provide you with the knowledge and information you need to protect consumers, and to fulfill the disclosure and transparency requirements of federal law and regulations by avoiding business practices that can result in consumer confusion and deception.

The course category is education.

Buyer Representation in Real Estate4 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.
This course counts for Property Management requirements.**Introduction to Commercial Real Estate Sales**4 Credit Hours **Text-Based Online \$34**

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 Management10 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.
This course counts for Property Management requirements.**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.
This course counts for Property Management requirements.**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 Management6 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 Mold4 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 Exchanges6 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.

"Class was really well done. The instructor was very knowledgeable, and **Kaplan's Live Online format works really well.**"

—Laurie G.

ENROLL TODAY

www.KapRE.com/NMCE
or call **505.821.5556** or **877.446.9035**



332 Front Street, Suite 501
La Crosse, WI 54601