

# NEW MEXICO

## Real Estate Continuing Education



*Guiding you to success.*

2020  
JANUARY-JUNE

# 5 WAYS

## to complete your education!

# THE KNOWLEDGE

## you need to succeed!

### No two students' schedules are exactly alike.

That's why we offer you five 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:

#### Albuquerque

Kaplan Real Estate Education  
8205 Spain Road, NE, Suite 109

#### Las Cruces

Springhill Suites  
1611 Hickory Loop

#### Roswell

Holiday Inn Express & Suites  
3 Military Heights Dr

#### Santa Fe

Courtyard by Marriott  
3347 Cerrillos Road

### NEW! Live Online Classroom

Attend live classes from the comfort of your own home! Our live online classes make it convenient to complete some of your continuing education hours without leaving home.

### 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.

### 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



"Kaplan's selection of CE courses was more comprehensive than other on-line companies. The **courses were relevant and interesting** and went well beyond the basic courses. After a number of years in RE, it is difficult to find new topics to study. Kaplan has a **great selection.**"

—Paula E.

# BUILD YOUR OWN Live CE Package

12 Credit Hours **\$169**

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

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

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

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

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

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

### Additional Associate Brokers Requirements

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

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

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

Associate brokers, 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.

### 2020 NMREC Core Course

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

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

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

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

This course category is education.  
Also approved for 4 hours of Appraisal continuing education.

### Anatomy of a Purchase Contract

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

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

This course category is core elective.

### Business Ethics in Real Estate

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

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

This course category is ethics.

### NEW! Commercial Real Estate and Municipal Planning: Government Domain

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

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

This course category is core elective.

### New Broker Business Practices

10 Credit Hours **Live Classroom \$249**

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

This course category is education.

### 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.

### Wildfire Risk in Real Estate

3 Credit Hours **Live Classroom \$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 class 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.

## **NEW! Commercial Real Estate Fundamentals**

2 Credit Hours

**NEW Live Online | Live Classroom \$34**

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

This course category is education.

## **NEW! Commercial Real Estate Leasing**

2 Credit Hours **Live Classroom \$34**

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

This course category is education.

This course counts for Property Management requirements.

## **NEW! Commercial Real Estate Property Management**

2 Credit Hours

**NEW Live Online | Live Classroom \$34**

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

This course category is core elective.

This course counts for Property Management requirements.

## **NEW! Commercial Real Estate and Municipal Planning: Zoning**

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

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

This course category is core elective.

## **NEW! Commercial Real Estate Overview**

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

The practice of commercial real estate incorporates many terms and acronyms that must be understood to interpret it clearly, and gain an accurate picture of the numerous components that play a role. This course gives 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 Sales**

2 Credit Hours **Live Classroom \$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.

## **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 course is for you.

This course category is core elective.

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

4 Credit Hours

**NEW Live Online | Live Classroom \$69**

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.

This course category is education.

## **Real Estate Green 101**

4 Credit Hours

**NEW Live Online | Live Classroom \$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.  
Also approved for 4 hours of Appraisal continuing 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 core elective.  
Also approved for 4 hours of Appraisal continuing 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 core elective.  
Also approved for 4 hours of Appraisal continuing education.

**Success is enjoying what you do.**

### **NEW! Anatomy of a Commercial Lease**

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

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

This eight-hour class 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.

### **Advanced Map Reading and Surveys**

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

This hands-on course covers how real property is mapped and described in New Mexico. You will learn about map and survey reading, how to locate property lines from metes and bounds, topographical maps, and using GPS to pinpoint property. You will also become familiar with the New Mexico history for property grants, different types of legal descriptions, and sources for property boundary information in New Mexico.

This course category is core elective.  
Also approved for 8 hours of Appraisal continuing 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.

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

### **Solar PV Value? Questions to Ask**

2 Credit Hours **Live Classroom \$34**

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

The course category is education.  
Also approved for 2 hours of Appraisal continuing education.

### **Surveys from A to Z**

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

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

The course category is core elective.  
Also approved for 4 hours of Appraisal continuing education.

### **NEW! The Twenty Most Cost-Effective Home Improvements**

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

Here is your guide to 20 home improvements that maximize resale value. You'll learn where the money goes in a typical remodeling job, and how much is spent on kitchen and bathroom remodeling, plumbing, HVAC, roofing, and more.

You'll get many ideas to help you communicate with clients and customers about value-added improvements.

The course category is education.  
Also approved for 4 hours of Appraisal continuing education.

### **NEW! Understanding Residential Real Estate Investments**

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

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

The course category is education.

### **Understanding and Using RANM Forms**

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

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

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

The course category is core elective.

### **1031 Tax-Deferred Exchanges**

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

This course discusses 1031 or tax-deferred exchanges, which are essentially investment real estate transactions structured to meet the IRS requirements for capital gains and to 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.

### **Uniform Owner/Resident Relations Act**

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

This course provides an in-depth analysis of the provisions of the Uniform Owner/ Resident Relations Act, including the obligations of both owners and residents. Learn the proper way to handle notices to tenants, how to properly handle deposit refunds, and the step by step process involved in an eviction procedure.

You will also learn the Act's requirements regarding disposition of property abandoned on the premises and what your rights are regarding right of entry. Avoid litigation down the road by learning your rights and responsibilities as a landlord.

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

### **Fair Housing**

4 Credit Hours **Live Classroom \$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.

### **Broker Safety**

3 Credit Hours **Live Classroom \$44**

Be safe when showing homes! This course will teach you how to protect yourself when you're on the job. According to an article in Mortgage News Daily, "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." Ensure you don't become another statistic!

This course category is training.

**NEW! Yes, Your Honor, I Did  
Disclosure**

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

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

This course category is core elective.

**Avoiding Deceptive Practices**

4 Credit Hours

**NEW Live Online | Live Classroom \$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.

**Game Changers**

3 Credit Hours **Live Classroom \$44**

The only thing constant in the real estate business is change.

This course answers today's compelling questions about what is happening in the real estate industry, including the required response to remain relevant in the changing environment. Rapidly changing market conditions require real estate agents to be adaptable. You must be ready to adjust and do your business in different ways with precise accuracy, employing the right tools and approach to provide the highest quality representation to your clients.

The course category is education.

LIVE CLASSROOM  
SCHEDULES  
PAGES 12-13

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

—Linda M.



## 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>JANUARY</b>							
10	Real Estate Green 101	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Education
14	Qualifying Broker Refresher	Albuquerque	9 am-4 pm	Michael Glass	0	99	Other
15	2020 NMREC Core Course	Albuquerque	8 am-Noon	Michael Glass	4	69	Core
15	NAR Code of Ethics and Enforcement	Albuquerque	1 pm-5 pm	Larry Ashwood	4	69	Ethics
16	Easements and Access for the Non-Lawyer	Albuquerque	9 am-1 pm	Steve Riemann	4	69	Core Elective
22	LIVE ONLINE CLASS Commercial Real Estate Property Management	Albuquerque	9 am-11 am	Richard Gallegos	2	34	Core Elective (PM)
23	Uniform Owner/Resident Relations Act	Albuquerque	9 am-4 pm	Jeffrey Zank	6	84	Core Elective (PM)
24-27	New Broker Business Practices	Albuquerque	8 am-5 pm	Michael Glass	10	249	Education
<b>FEBRUARY</b>							
5	Anatomy of a Purchase Contract	Albuquerque	8 am-Noon	Michael Glass	4	69	Core Elective
5	2020 NMREC Core Course	Albuquerque	1 pm-5 pm	Michael Glass	4	69	Core
6	Fair Housing	Albuquerque	9 am-1 pm	Bill McCoy	4	69	Core Elective (PM)
7	Commercial Real Estate & Municipal Planning: Government Domain	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Core Elective
13	The Twenty Most Cost-Effective Home Improvements	Albuquerque	9 am-1 pm	Larry Ashwood	4	69	Education
13	Solar PV: Questions to Ask	Albuquerque	2 pm-4 pm	Larry Ashwood	2	34	Education
19	LIVE ONLINE CLASS The Trump Tax Cut & Jobs Act and its Effect on Real Estate	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Education
20	Surveys from A to Z	Albuquerque	9 am-1 pm	Michael Glass	4	69	Core Elective
<b>MARCH</b>							
2-5	New Broker Business Practices	Albuquerque	8 am-5 pm	Larry Ashwood	10	249	Education
6	Wildfire Risk in Real Estate	Albuquerque	9 am-Noon	Richard Gallegos	3	44	Education
11	2020 NMREC Core Course	Albuquerque	8 am-Noon	Michael Glass	4	69	Core
11	Business Ethics in Real Estate	Albuquerque	1 pm-5 pm	Michael Glass	4	69	Ethics
12	Qualifying Broker Refresher	Albuquerque	9 am-4 pm	Michael Glass	0	99	Other
13	Broker Safety for the Real Estate Professional	Albuquerque	9 am-Noon	Bill McCoy	3	44	Training
13	Legal Descriptions and Survey Maps	Albuquerque	1 pm-5 pm	Bill McCoy	4	69	Core Elective
18	LIVE ONLINE CLASS Commercial Real Estate Fundamentals	Albuquerque	9 am-11 am	Richard Gallegos	2	34	Education
19	Game Changers: The New Forces in Real Estate	Albuquerque	9 am-Noon	Brandon Curtis	3	44	Education
25	Uniform Owner/Resident Relations Act	Albuquerque	9 am-4 pm	Jeffrey Zank	6	84	Core Elective (PM)

Your Future in Real Estate **Starts with Kaplan**

DATE		LOCATION	TIME	INSTRUCTOR	CREDITS	TUITION	CATEGORY
<b>APRIL</b>							
3	Commercial Real Estate Overview	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Education
9	2020 NMREC Core Course	Albuquerque	8 am-Noon	Michael Glass	4	69	Core
9	Albuquerque Zoning: What Every Real Estate Broker Should Know	Albuquerque	1 pm-5 pm	Michael Glass	4	69	Education
13	LIVE ONLINE CLASS Real Estate Green 101	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Education
16	Advanced Map Reading and Surveys	Albuquerque	8 am-5 pm	Bill McCoy	8	99	Core Elective
20	Anatomy of a Commercial Lease (Day 1)	Albuquerque	9 am-1 pm	Richard Gallegos	8	99	Core Elective (PM)
21	Anatomy of a Commercial Lease (Day 2)	Albuquerque	9 am-1 pm	Richard Gallegos	NOTE: Must attend both days to receive credit		
29	Mechanics' Liens: Law and Strategy	Albuquerque	9 am-1 pm	Steve Riemann	4	69	Core Elective
<b>MAY</b>							
5	Understanding and Using RANM Forms (NMAR)	Albuquerque	8 am-5 pm	Michael Glass	8	99	Core Elective
6	Qualifying Broker Refresher	Albuquerque	9 am-4 pm	Michael Glass	0	99	Other
7	2020 NMREC Core Course	Albuquerque	8 am-Noon	Michael Glass	4	69	Core
7	NAR Code of Ethics and Enforcement	Albuquerque	1 pm-5 pm	Larry Ashwood	4	69	Ethics
11-14	New Broker Business Practices	Albuquerque	8 am-5 pm	Michael Glass	10	249	Education
13	1031 Tax-Deferred Exchanges	Albuquerque	9 am-1 pm	Bill McCoy	4	69	Core Elective
15	Commercial Real Estate & Municipal Planning: Zoning	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Core Elective
20	Uniform Owner/Resident Relations Act	Albuquerque	9 am-4 pm	Jeffrey Zank	6	84	Core Elective (PM)
21	Yes Your Honor, I Did Disclosure	Albuquerque	9 am-1 pm	Brandon Curtis	4	69	Core Elective
27	LIVE ONLINE CLASS Commercial Real Estate Property Management	Albuquerque	9 am-11 am	Richard Gallegos	2	34	Core Elective (PM)
<b>JUNE</b>							
3	2020 NMREC Core Course	Albuquerque	8 am-Noon	Michael Glass	4	69	Core
3	Property Management Essentials: Residential	Albuquerque	1 pm-5 pm	David Steele	4	69	Core Elective (PM)
10	The Twenty Most Cost-Effective Home Improvements	Albuquerque	9 am-1 pm	Larry Ashwood	4	69	Education
10	Solar PV: Questions to Ask	Albuquerque	2 pm-4 pm	Larry Ashwood	2	34	Education
24	LIVE ONLINE CLASS Avoiding Deceptive Practices	Albuquerque	9 am-1 pm	Richard Gallegos	4	69	Education
25	Understanding Residential Real Estate Investments	Albuquerque	8 am-5 pm	Bill McCoy	8	99	Education
26	Commercial Real Estate Leasing	Albuquerque	9 am-11 am	Richard Gallegos	2	34	Education (PM)
26	Commercial Real Estate Sales	Albuquerque	11 am-1 pm	Richard Gallegos	2	34	Education

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

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

### **REQUIRED** Broker Basics

30 Credit Hours **Live Classroom \$269**

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

DATES	DAYS	LOCATION	TIME
<b>JANUARY</b>			
25-28	Sat-Tue	Las Cruces	8 am-5 pm
<b>FEBRUARY</b>			
3, 4, 6, 7, 10, 11, 13, 14	Mon, Tue, Thu, Fri	Albuquerque	6 pm-10 pm
7-10	Fri-Mon	Roswell	8 am-5 pm
7-10	Fri-Mon	Albuquerque	8 am-5 pm
<b>MARCH</b>			
6-9	Fr-Mon	Santa Fe	8 am-5 pm
16, 17, 18, 19, 20, 23, 24, 25	Mon-Fri	Albuquerque	9 am-1 pm
20-23	Fri-Mon	Albuquerque	8 am-5 pm
<b>APRIL</b>			
17-20	Fri-Mon	Las Cruces	8 am-5 pm
27, 28, 30, May 1, 4, 5, 7, 8	Mon, Tue, Thu, Fri	Albuquerque	6 pm-10 pm
<b>MAY</b>			
1-4	Fri-Mon	Roswell	8 am-5 pm
1-4	Fri-Mon	Albuquerque	8 am-5 pm
<b>JUNE</b>			
5-8	Fri-Mon	Santa Fe	8 am-5 pm
8, 9, 10, 11, 12, 15, 16, 17	Mon-Fri	Albuquerque	9 am-1 pm
12-15	Fri-Mon	Albuquerque	8 am-5 pm

### **REQUIRED**

### **Brokerage Office Administration**

30 Credit Hours **Live Classroom \$269**

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

DATES	DAYS	LOCATION	TIME
<b>APRIL</b>			
27-30	Mon-Thu	Albuquerque	8 am-5 pm

**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.

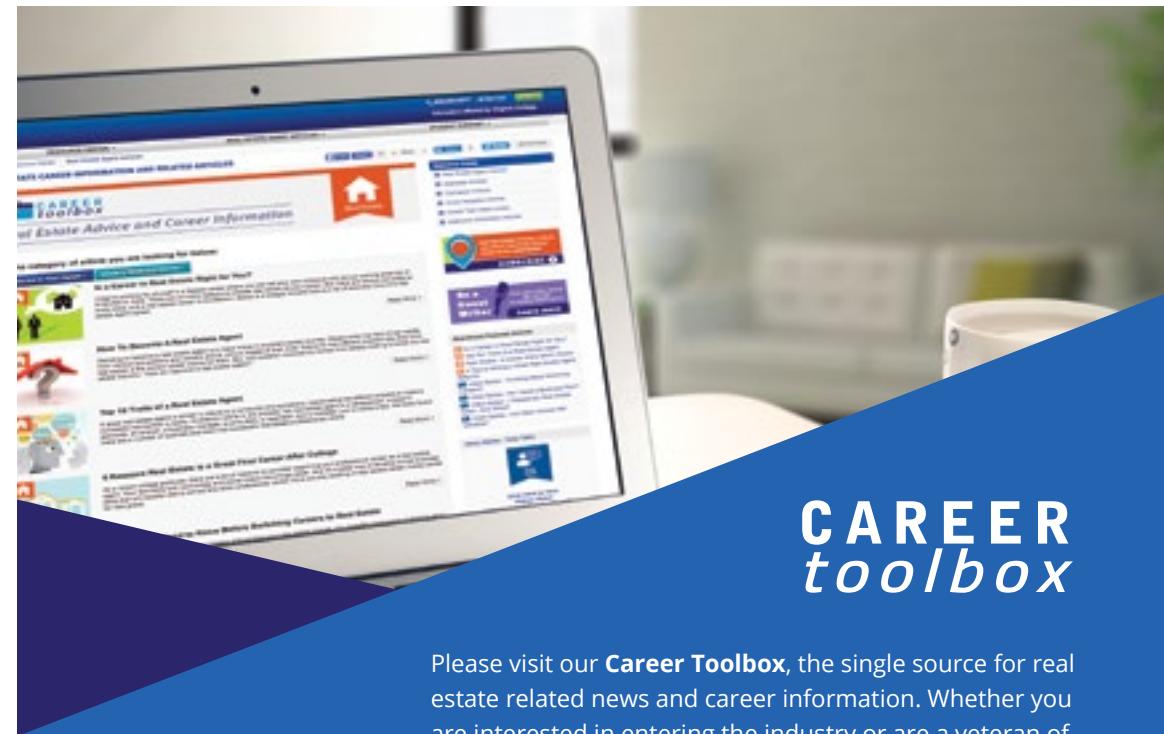
### **Includes all textbooks & exams**

### **New Mexico Real Estate Exam Prep**

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

Choose 1 option below.

DATES	DAYS	LOCATION	TIME
<b>FEBRUARY</b>			
2	Sun	Las Cruces	2 pm-5 pm
16	Sun	Albuquerque	2 pm-5 pm
16	Sun	Roswell	2 pm-5 pm
<b>MARCH</b>			
15	Sun	Santa Fe	2 pm-5 pm
27	Fri	Albuquerque	2 pm-5 pm
<b>APRIL</b>			
26	Sun	Las Cruces	2 pm-5 pm
<b>MAY</b>			
10	Sun	Albuquerque	2 pm-5 pm
10	Sun	Roswell	2 pm-5 pm
<b>JUNE</b>			
14	Sun	Santa Fe	2 pm-5 pm
19	Fri	Albuquerque	2 pm-5 pm

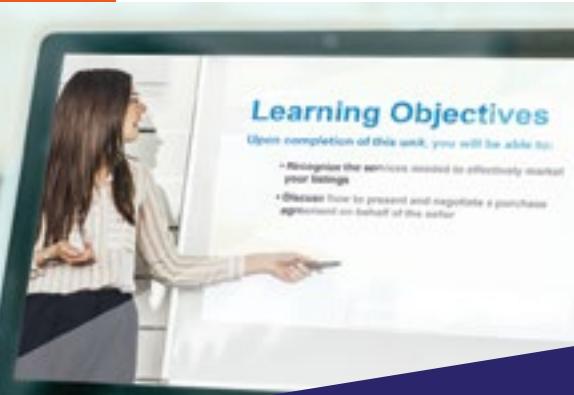


## CAREER *toolbox*

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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## 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.

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20 Credit Hours \$149

Choose 5: 4-credit hour **Online** only courses**Build Your Own Package**

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Choose **OnDemand**, **Online**, or **Textbook Home Study** courses.

Courses must total 16 hours.

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to order.**Avoiding Deceptive Practices**

Coming Soon!

**Buyer Representation in Real Estate**

4 Credit Hours

**Text-Based Online \$34**

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

Topics Include:

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

The course category is core elective.

**Fair Housing**

4 Credit Hours

**Text-Based Online \$34****Textbook Home Study \$34**

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

Topics Include:

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

The course category is core elective.

This course counts for Property Management requirements.

**Introduction to Commercial Real Estate Sales**

4 Credit Hours

**Text-Based Online \$34**

Commercial real estate is on the move! This popular course provides a comprehensive introduction to the potentially lucrative field of commercial real estate. In this course you will learn how to realize the investment opportunity for various categories of commercial property. You will also explore the financial and tax elements involved in commercial real estate.

From identifying property types and investment opportunities to developing a practical Marketing plan, this course brings commercial real estate into focus for you!

The course category is core elective.

**Investment Property Practice and Management**

10 Credit Hours

**Text-Based Online \$94**

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

The course category is education.

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 Management**

6 Credit Hours

**Text-Based Online \$54**

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

The course category is core elective.

**The Truth About Mold**

4 Credit Hours

**Text-Based Online \$34**

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

Topics Include:

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

The course category is education.

**Understanding 1031 Tax-Free Exchanges**

6 Credit Hours

**Text-Based Online \$54**

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

Topics Include:

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

The course category is education.

# *Did you know*

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