

## QB Continuing Education Tracking Sheet [Property Management (PM) Form]

BROKER NAME	LICENSE #	LICENSE RENEWAL CYCLE (DATES)

**42 CE Credit Hours Required every 3 years - includes QB Refresher 6 CEUs.**

1. All QB's must take Qualifying Broker Refresher Course (6 hrs) every 3 years - 6 CEUs
2. 4 hour Core Course required every year = 12 hours total in 3 year cycle
3. Eight (8) hours of Core Elective course(s) every 3 years [core elective level PM courses may satisfy the 8 hour core elective requirements and also serve to fulfill a portion of the PM course requirements.]
4. NM Owner Resident Relations Act **OR** Commercial Property Management course required for PM Qualifying Brokers.
5. QB/property managers are required to take 12 additional PM courses each cycle 8 of which can be the same 8 core elective hours
6. Four (4) hours of Ethics Elective course every 3 years; ethics hours above the requirement will be electives.
7. QBs must attend either a NMREC Commission Meeting or a NMREC Disciplinary Hearing once in their 3-year cycle for up to 3 hours or to the meeting or hearing adjournment into Executive Session which ever is first.
8. CE Credits up to 4 CEUs can be obtained by attendance at Commission Meetings, Education Advisory Committee Meetings, and Disciplinary Hearings based upon sign in and sign out attendance. 1 CEU for each hour of attendance.
9. The 42 hours includes the QB Refresher

*Brokers who formally upgraded their licenses from the entry level Associate Broker license, but who have decided to act as Associate Brokers, are not required to meet the QB renewal requirements. If such a licensee decides in the future to establish their own brokerage or take over an existing brokerage as a Qualifying Broker, they must take the QB Refresher Course as a prerequisite to activating their QB Authority.*

	SUBMITTED PROPERTY MANAGEMENT DECLARATION		DATE		
	QB REFRESHER COURSE (6 CEUs)	21010271			
	NMREC MEETING ATTENDANCE (S)				
	ANNUAL CORE COURSE NAME - 4 Hours Each Year	8 digit course code	DATE	# CREDIT HOURS	THESE SHOULD ADD TO THE REQUIRED 12 HOURS. NO CORE COURSE MAY BE REPEATED IN A SINGLE CYCLE.
Year 1:		21011001		4	
Year 2:		21011001		4	
Year 3:		21011001		4	
	CORE ELECTIVE - COURSE NAME minimum 8 hours every 3 yrs	8 digit course code	DATE	# CREDIT HOURS	QB'S MUST HAVE 8 CORE ELECTIVE HOURS. 8 HOURS OF CORE ELECTIVE LEVEL PM COURSES MAY BE USED TO SATISFY THAT PORTION OF THE 12 HOUR PM COURSE REQUIREMENTS.
	ETHICS ELECTIVE - COURSE NAME minimum 4 hours every 3 yrs	8 digit course code	DATE	# CREDIT HOURS	NM UNIFORM OWNER RESIDENT RELATIONS ACT <b>OR</b> COMMERCIAL PROPERTY MANAGEMENT PLUS 12 ADDITIONAL HOURS OF PM COURSES. IF 8 OF THE THE PM COURSE HOURS ARE CORE ELECTIVE LEVEL, THEY MAY SATISFY THE 8 HOUR QB CORE ELECTIVE REQUIREMENT.
	NM UORRA COURSE # 21010361 OR COMMERCIAL PROPERTY MANAGEMENT COURSE #21140621	8 digit course code	DATE	# CREDIT HOURS	
				6	
	12 ADDITIONAL PM REQUIRED HOURS		DATE		
TOTAL ADDITIONAL HOURS				12	

ADDITIONAL ELECTIVES COURSE NAME	8 digit course code	DATE	# CREDIT HOURS	Categories- may include additional core electives or ethics courses
<b>TOTAL CE HOURS (MINIMUM CEUS = 42)</b>				

Categories:

- E = Elective
- C = Core Elective
- NMC = Core Course
- Eth = Ethics

**Meeting Attendance Rule:** Each 3 year cycle, Qualifying Brokers are required to attend a New Mexico Real Estate Commission Meeting or Commission Disciplinary Hearing for at least 3 hours or until the meeting/hearing have moved to "executive session" or adjournment, **WHICH EVER IS FIRST.**