## **QB Continuing Education Tracking Sheet (Non Property Management Form)**

BROKER NAME	LICENSE #	LICENSE RENEWAL CYCLE (DATES)

## 36 CE Credit Hours Required every 3 years (max 10 hrs from "Training" category):

- 1. All QB's must take Qualifying Broker Refresher Course (6 hrs) every 3 years 0 CEUs
- 2. 4 hour Core Course required every year = 12 hours total in 3 year cycle
- 3. 8 hours of Core Electives course every 3 years
- 4. 4 hours of Ethics Elective course every 3 years
- **5.** 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.
- **6.** 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.

	QB REFRESHER COURSE	DATE		
	NMREC MEETING ATTENDENCE	DATE	CE Credit	
			"	
	CORE COURSE NAME - 4 Hours Each Year	DATE	# CREDIT HOURS	
Year 1:				
Year 2:				
Year 3:				
	CORE ELECTIVE - COURSE NAME minimum 8 hours every 3 yrs	DATE	# CREDIT HOURS	
	ETHICS ELECTIVE - COURSE NAME		# CREDIT	
	minimum 4 hours every 3 yrs	DATE	# CREDIT	
	Timinian Thousevery 5 yrs		1100113	
	ADDITIONAL ELECTIVES  COURSE NAME	DATE	# CREDIT HOURS	EDUC /TRAIN CATEGORY?
TOTAL OF HOURS ( ASSET DE OC ASSESSADA)				

TOTAL CE HOURS ( MUST BE 36 MINIMUM)

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.

## Categories:

T = Training

E = Education

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 <u>or</u> until the meeting/hearing have moved to "executive session" or adjournment, <u>WHICH EVER IS FIRST.</u>