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Texas Real Estate Commission

Education & Examinations Division

ERW CE Elective Course Application Checklist

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Provider Name: _____   **Provider License #:** _____

Course Title: _____   **# of Hours:** _____

All Delivery Methods

☐ Correct payment received

☐ Provider information accurate and complete

☐ Course title does not exceed 64-characters

☐ Delivery method identified

☐ Explanation describing the course objective and relevance of the subject matter to activities for which an ERW license is required. For example of acceptable subject matter, refer to topics included in ERW qualifying courses.

☐ Submit a timed course outline that includes:
1. Course topics;
2. Assignments and activities, if applicable;
3. Topic or unit quizzes, if applicable; and
4. Amount of time dedicated for each time

☐ Course author
    ☐ Permission from author, if the applicant is not the author

☐ Name and signature of the Owner or Operations Manager of the provider

*Additional Requirements for Distance Education courses

☐ Current Distance Learning Certification, if applicable

☐ Acceptable method of ensuring that the student who registered for the course is the student taking the course
    *If security questions are used - 1 before, 2 during, 1 at the end of the course
    ☐ Answers to security questions

☐ Acceptable method of ensuring that the student spends the required number of hours completing the course
    *Distance Learning Certification Satisfies this requirement

☐ Acceptable method available for student to interact with a qualified instructor
    *Distance Learning Certification Satisfies this requirement

☐ Instructions to access course

☐ Log student out of course or stop course timer after 10 minutes of inactivity