

Texas Real Estate Commission

Education & Examinations Division

**Real Estate CE Elective Course Application Checklist**

Provider Name: \_\_\_\_\_

Provider License #: \_\_\_\_\_

Course Title: \_\_\_\_\_

# of Hours: \_\_\_\_\_

**All Delivery Methods**

- Correct payment included
- Provider information accurate and complete
- Course title does not exceed 64-characters
- Course description selected (only **ONE**)

***Contracts courses must be devoted solely to the topic of real estate contracts***

- Delivery method identified
- Explanation describing the course objective and relevance of the subject matter to activities for which a real estate license is required. For example of acceptable subject matter, refer to topics included in Real Estate 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