

Texas Real Estate Commission

Education & Examinations Division

**Real Estate Non-Elective CE Course Application Checklist**

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

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

**All Delivery Methods**

- Course identified (one course per application)
- Correct payment received
- Provider information complete and accurate
- Delivery method identified
- Exam Certification box is checked
- Name and signature of Owner or Operations Manager of the provider
- Exam
  - Included in course instruction time
  - Completed independently within 30 minutes
  - Correct answers are reviewed

**\*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
  - Acceptable demonstration of a method to engage students in interactive discussions and activities
    - \*Distance Learning Certification satisfies this requirement
    - Minimum of 4 modules to engage students in interactive discussions or activities
- Examples include, but are not limited to the following:
- Discussion forums or threads where the student can engage other students or a qualified instructor in real time, or have the ability to read posts of previous students
  - Scenario-based learning exercises
  - Required responses to case studies or discussion questions