

Texas Real Estate Commission

Education & Examinations Division

Qualifying Inspector Classroom Course Application Checklist

Provider Name: _____ Provider #: _____

Course Title: _____ Course #: _____

<input type="checkbox"/> Course Application <ul style="list-style-type: none"><input type="checkbox"/> Correct payment received<input type="checkbox"/> Provider information is accurate and complete<input type="checkbox"/> Course title<input type="checkbox"/> Delivery method identified<input type="checkbox"/> All required course documents included (<i>email education@trec.texas.gov to see if textbook is already on file</i>)<input type="checkbox"/> Check the box in section 6 if you would like to submit required course documents electronically<input type="checkbox"/> Name, signature and dated by <u>Owner or Operations Manager</u> of the provider
<input type="checkbox"/> Course Approval Form <ul style="list-style-type: none"><input type="checkbox"/> Name of textbook, author, publisher, edition is included<input type="checkbox"/> Form completed with correct page numbers or time stamp of other media where topics are found and time is allocated for each topic
<input type="checkbox"/> Instructor Manual - includes all information required by the TREC Instructor Manual Guidelines
<input type="checkbox"/> Timed Course Outline <ul style="list-style-type: none"><input type="checkbox"/> Daily course segments do not exceed 12 hours<input type="checkbox"/> Devotes the time prescribed for each topic (main subject category) on the course approval form<input type="checkbox"/> Includes the following:<ul style="list-style-type: none"><input type="checkbox"/> Topic quizzes<input type="checkbox"/> SBL's<input type="checkbox"/> Final exam (not included in total course time)
*Topic Quizzes <ul style="list-style-type: none"><input type="checkbox"/> At least three questions related to subject matter of each course topic (main subject category)
*Scenario-based Learning (SBL) <ul style="list-style-type: none"><input type="checkbox"/> Exercise bank from provider<input type="checkbox"/> Course contains at least one SBL for every 10-hours of course credit

Final Exams/Final Exam Question Bank

- Four versions of the final exam are required
- Final exams cover all topics
- No true/false questions
- Distractors should appear as reasonable answers
- Each final exam does not repeat more than 1/3 of the questions from any other version of a final
 - Provide a final exam matrix or other acceptable documentation as evidence
- Final exam consists of at least 2 questions per credit hour
- Question bank (four questions per credit hour)
- Final exam questions must be significantly different from quiz questions/exercises
- Final exam instructions explain that the final exam is a proctored, closed-book/closed-note test

Final Exam Proctoring Explanation

- Student Verification - explanation of exam proctoring includes the procedure to positively identify the student taking the exam is the student who registered for the exam
- Exam is proctored by/through:
 - Provider faculty or staff
 - 3rd party proctor acceptable to the Commission
 - Use of technology
- Copy of proctoring agreement that includes the exam is closed-book with no notes allowed
- Provide specific information about how the proctoring will take place including the instructions for both parties

Course Completion Certificate

- Provider's name and license number
- Instructor name
- Course title and course number
- Number of credit hours
- Dates student began and completed the course
- Printed name and signature of an official of the provider on record
- Delivery method (Classroom)

Course Evaluation

- Includes all questions per the [TREC Course/Instructor Evaluation Form](#)

Providers may add questions to the end or use the TREC promulgated form and include an additional evaluation of their own design.