



Real Estate Continuing Education (CE) Course Application

**P.O. Box 12188
Austin, Texas 78711-2188**

FEE	RECEIPT NUMBER	AMOUNT	\$ TYPE	App #	File #
Processing Fee				Entity #	Course #

DO NOT WRITE ABOVE THIS LINE

1. Course Application Fees:

a) Base Fee: \$50.00

b) Content Review: (\$5.00 per hour): Number of course hours _____ x \$5.00 = _____

AND c for classroom delivery, d for distance education delivery or **both c and d** for combination courses

c) Classroom delivery: (\$5.00 per hour): Number of course hours _____ x \$5.00 = _____

d) Distance Education delivery: (\$10.00 per hour): Number of course hours _____ x \$10.00 = _____
This fee will be waived for courses submitted with a current approval issued by a distance learning certification center acceptable to the Commission i.e., IDECC.

Total Due: a) \$50.00 + b) _____ + c) _____ + d) _____ = _____

(Note: Combination courses must be at least 50% classroom and the fee should reflect the number of hours in each delivery method.)

2. Provider Information:

 Provider Name Provider License Number

3. Course Title:

 Course Title (As it will appear in advertising materials. Title must be limited to 64 characters, including spaces.)

4. Course Description: (Select ONE)

Elective OR Contracts

5. Delivery Method:

Classroom

- Live In Person
- Live Online

Distance Education

- Online
- Correspondence

Combination

- Classroom and Online
- Classroom and Correspondence

6. Course Information:

A written statement that describes the course objective and the relevance of the subject matter to activities for which a real estate license is required. Subject matter may include relevant issues in the real estate market or topics that support the license holder's development of skill and competence.

A course description is included with this application.

A timed course outline is included with this application in accordance with [§535.73\(b\)](#) of TREC rules

7. Course Author:

Who is the author of the course?

If the applicant is not the author, written permission to use and reproduce course materials must be attached.

Permission letter is included with this application

8. Distance Education:

a) Explain the process for verification of student identification. What methods are in place to ensure that the student registered for the course is the student completing the course?

b) What methods are in place to ensure that the student spends the required number of hours completing this course?

c) What methods are available for the student to interact with a qualified instructor affiliated with this course?

d) Provide instructions for TREC staff to access the distance education course.

Instructions are included with this application

CERTIFICATION STATEMENT

I certify that I am the owner or operations manager for this CE provider and that the information contained is true and correct. By signing this application, I agree on behalf of the CE provider to comply with all rules of the Texas Real Estate Commission and to timely file all course completion records as required by the rules. I understand that the approval of this course for CE credit may be withdrawn if found to be non-compliant.

Name of Owner or Operations Manager

Title

Signature of Owner or Operations Manager

Date