<div align="center">

Texas Real Estate Commission

Education & Examinations Division

Qualifying Inspector DE Course Application Checklist

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Provider Name: _____   Provider #: _____

Course Title: _____   Course #: _____

☐ Course Application

    ☐ Correct payment received

    ☐ Provider information accurate and complete

    ☐ Course title

    ☐ Delivery method identified

        ☐ Distance Learning Certification, if applicable

    ☐ Distance education questions complete and accurate, section 4

        ☐ Instructions to access course

    ☐ All required course documents included *(email education@trec.texas.gov to see if textbook is already on file)*

    ☐ Check the box in section 6 if you would like to submit required course documents electronically

    ☐ Name, signature and dated by the <u>Owner or Operations Manager</u> of the provider

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☐ Course Approval Form

    ☐ Name of textbook, author, publisher, edition is included

    ☐ Form completed with correct page numbers or time stamp of other media where topics are found and time is allocated for each topic

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☐ Instructor Manual - includes all information required by the [TREC Instructor Manual Guidelines](#)

☐ Timed Course Outline

    ☐ Daily course segments do not exceed 12 hours

    ☐ Devotes the time prescribed for each topic (main subject category) on the course approval form

    ☐ Includes the following:

        ☐ Topics quizzes

        ☐ SBL's

        ☐ Final exam (not included in total course time)

*Topic Quizzes

☐ At least three questions related to subject matter of each course **topic** (main subject category)

☐ If a question is answered incorrectly, rationale is provided for the correct answer and a subsequent, related quiz question is presented that will count toward passing the quiz.

*Scenario-based Learning (SBL)

☐ Exercise bank

☐ Course contains at least one SBL for every 10-hours of course credit

☐ Student Authentication/Validation

☐ Include an explanation of how they will ensure the student taking the quizzes/exercises is the same person receiving course credit

☐ If security questions are used:

☐ At least one before the start of the course and one at the end of the course (prior to the final exam)

☐ At least one for every five hours of course work

☐ Verification of clock/course hours

☐ Course is scheduled for the full clock hours of time for which credit is awarded and presented in full hourly units. An explanation of the method used to determine credit hours is included. *(e.g. timers, word count documentation)*
   *Distance Learning Certification may meet this requirement

☐ Course Progression

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

☐ Student cannot move on to next topic until student correctly answers all topic quiz questions (100%)

☐ Student cannot move on to next topic until a passing grade is received for the SBL

☐ Student cannot move to final exam before completion of all regular course work, quizzes and SBLs

☐ 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

☐ A final exam matrix or other acceptable documentation is provided 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 - Explain exam proctoring including 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

☐ Instructor Interaction

    ☐ Explanation as to how a qualified instructor answers student questions/provides assistance in a timely manner

    ☐ Explanation as to how a qualified instructor providers answers & rationale for grading any written course work

☐ Course Completion Certificate

    ☐ Provider 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 (Online, Correspondence, Combination - Online or Combination - Correspondence)

☐ 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