

Education and Licensing Frequently Asked Questions

Education:

Q. I am a sales agent who applied for a real estate license on September 1, 2014 and am renewing my license for the first time. What education am I required to complete?

A. You must complete a minimum of 90 hours in qualifying real estate education and 4 hours in Legal Update I and 4 hours in Legal Update II, for a total of 278 hours by the end of the second year of licensure. Courses may not be repeated within a two year time frame. You may check your hours online at <http://www.trec.state.tx.us/newsandpublic/licenseeLookup/search.aspx?licType=RBRealEstate&txtSearch=Lic+%23+or+Lastname%2C+Firstname&SearchLicensees.x=49&SearchLicensees.y=5>.

Q. I am under the Continuing Education (CE) requirements. How do I know if I need hours to renew my license?

A. A license holder subject to CE requirements must complete a total of 18 hours in CE, which must include 4 hours in Legal Update I and 4 hours in Legal Update II, within the term of each license. The license term begins the first day after the old license expiration date and ends the last day of the current license expiration date. CE must be completed no later than the expiration date of each license term. To determine how many hours you have completed, you may visit the license holder info search feature on our website at <http://www.trec.state.tx.us/newsandpublic/licenseeLookup/search.aspx?licType=RBRealEstate&txtSearch=Lic+%23+or+Lastname%2C+Firstname&SearchLicensees.x=45&SearchLicensees.y=9>.

A broker or designated broker of a business entity who sponsor one or more sale agent during their current license period or a delegated supervisor of one or more license holders for a period of six months or more during the supervisors current license period must take a six hour broker responsibility course.

The following is a breakdown of the CE hours that must be completed:

- 6 hour Broker Responsibility Course
- 4 hour Legal Update I Course
- 4 hour Legal Update II Course; and
- 4 hours in an approved CE course(s) - Course credit will not be given for attendance at the same course more than once during the term of the current license.

Q. Are CE hours required to renew a license on inactive status?

A. No. CE hours are not required to renew inactive but you are required to pay the renewal fee no later than the license expiration date of each license term.

Q. Are SAE (Salespersons Apprentice Education) hours required to renew a license on inactive status?

A. Yes. A sales agent renewing his or her license for the first time must complete SAE to renew on active or inactive status. The sales agent must submit the course completion

certificates to the education department by faxing it to (512) 936-3863 or email to information@trec.texas.gov and include "Education Documents" on the subject line. The education must be posted to your record before the license can be renewed.

Q. I am under SAE. Am I required to complete the Legal Update I and Legal Update II courses?

A. Yes. The legal update I and legal update II courses are required for license holders.

Q. I will renew my license active but am unable to complete my CE hours by the license expiration date. Can I get an extension to complete my hours?

A. Yes. Effective January 1, 2015, if Commission records do not show that you have completed your CE at the time you submit your renewal application, you must pay a \$200 CE deferral fee, or renew in INACTIVE status. Paying the deferral fee will allow you to continue to be active in real estate activities and give you an additional 60 days from your expiration date to complete your CE.

Renewal/Registration:

Q. The online system is not accepting my temporary password. What do I do?

A. You may copy the temporary password from the email message you received when you registered, then paste it into the "Online Services – Login and Registration" web page when you log in. You will be prompted to create a new password of your own. Keep in mind that we will never send you the password that you have created. You will only receive temporary passwords from TREC. Once you create your password, you must save it to have future access to your online account. If you continue to have problems, you may click the "Reset your password here" link to get another temporary password. When you log in with it, you will again be prompted to create a new password of your own.

Q. I have logged into the Online Services link to renew my license but do not see a link to renew it. How do I renew?

A. Your renewal period begins 90 days prior to the expiration date of your license. You are unable to renew prior to your renewal period.

Q. I was not able to renew by my license expiration date. May I get an extension and renew timely without paying a late fee?

A. No. A sales agent whose license has been expired not more than 6 months, who files an application to late renew on active status must pay the applicable renewal fee, have the CE hours completed, and file the [► RENEWAL OF REAL ESTATE LICENSE – TIMELY OR EXPIRED LESS THAN SIX MONTHS application](#). If the CE hours have been completed by the license expiration date, no additional fee will be due. If the hours are completed within 60 days of the license expiration date, a \$200 CE deferral fee will be required. If the hours are completed between 61 – 180 days of the license expiration date, the deferral fee and late reporting fee (total \$450) will be required. For fee information, please visit our website at http://www.trec.state.tx.us/licenses/fee_schedule.asp.

Q. My spouse is a veteran of the armed services. I am applying for a sales agent's license and would like to know if there are any fees that can be waived?

- A. The Commission shall waive the license application and examination fees for an applicant who is a military service member or military veteran whose military service, training, or education substantially meets all of the requirements for the license OR a military service member, military veteran, or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state. To apply for the waiver, the Supplemental Form for Military Service Members, Military Veterans, and Military Spouses (SFMS-2) must be submitted. The form may be downloaded from our website at <http://www.trec.texas.gov/formslawscontracts/forms/forms-misc.asp>.

Changes:

Q. How do I change my business physical address?

- A. You may change your business physical address online without paying a fee. If you mail the change of address form, you must include the \$20.00 paper processing fee.

Q. My license is active and I need to change from one broker to another. Which form should I use?

- A. You may login to the "My License Online Services" feature and change brokers through the Relationship Management Tool (RMT) and pay the \$20.60 fee. You may also submit Sponsorship Form 1-3 (<http://www.trec.state.tx.us/pdf/forms/real-est/SF1-3.pdf>) and pay the \$40.00 fee which includes the \$20.00 paper processing fee. You may begin working when the form and fee are received by the commission.

Q. The option to place my sales agent's license on inactive status is not available online. How do I request the inactive status for my sales agent's license?

- A. You may request the inactive status by following the online instructions listed below:
- Log into the My License Online Services from the TREC website
 - Choose to Manage my Sponsorship (Sales)
 - Proceed to "Terminate" the sponsoring broker of record. Once the online process is complete by submitting the request the license will be placed on inactive status; or
 - You can submit the Application for Inactive Broker or Salesperson Status with the \$20 fee payable to TREC.

Q. My license is inactive (not expired). I would like to return to active status. Which form should I use?

- A. You may login to the "My License Online Services" feature and change brokers through the Relationship Management Tool (RMT) and pay the \$20.60 fee. You may also submit Sponsorship Form 1-3 (<http://www.trec.state.tx.us/pdf/forms/real-est/SF1-3.pdf>) and pay the \$40.00 fee which includes the \$20.00 paper processing fee. You may begin working when the form and fee are received by the commission.

Q. My license has been expired for less than six months. Which sponsorship form should I use to become active?

- A. A sales agent whose license has been expired less than six months may submit sponsorship form #SF1-3 and pay the \$40.00 fee "if" the sales agent is being sponsored by a broker who was not the sponsor at the time the license expired.

A sales agent whose license is expired for less than six months may submit sponsorship

form #3 without a fee "if" the license holder renews the license under the same broker that sponsored the sales agent when the license expired. No fee is required.

Q. My license was expired for more than six months but less than two years. I recently renewed so which sponsorship form should I use?

- A. A license holder whose status is either expired with a renewal that is waiting to be processed or a status that was expired and is now inactive, sponsorship form-3 (<http://www.trec.state.tx.us/pdf/forms/real-est/SF3-1.pdf>) must be submitted. No fee is required.

Q. I recently had my name changed. How can I get my new name on my license?

- A. Complete the Change of Name form (<http://www.trec.state.tx.us/pdf/forms/real-est/BSCN-1.pdf>) and submit it along with a copy of the legal document evidencing your name change and the required \$20.00 fee.

Q. I am a broker on active status and recently completed my CE hours. Which form do I submit to return to active status?

- A. You must submit the Return to Active Status form (<http://www.trec.state.tx.us/pdf/forms/real-est/BRA-2.pdf>) and pay the \$50.00 fee.

Q. I am a licensed broker working for another broker. Which form should I submit to become an independent broker?

- A. Since brokers are not sponsored by other brokers you must simply notify TREC of your current business physical address. You may change your address online at http://www.trec.state.tx.us/onlineservices_status.asp without paying a fee or download the paper application at <http://www.trec.state.tx.us/pdf/forms/real-est/BCMA-1.pdf> and submit it with the \$20.00 paper processing fee.

Attorneys:

Q. I am a Texas licensed attorney. Do I need to have a real estate license to assist clients in the purchase of homes?

- A. While an attorney is not required to have a real estate license to assist clients in purchasing or selling homes, they are unable to sponsor real estate sales agents, be the designated broker of a licensed business entity, or the designated manager of a business entity. A real estate license holder cannot share a commission with an attorney.

Q. I am an attorney who is interested in becoming a real estate broker. What are my requirements:

- A. An attorney who wants to become licensed as a broker must first apply as a real estate sales agent and be active for a minimum of four of the last five years. For licensing requirements, please visit our website at <http://www.trec.state.tx.us/licenses/brokerapp.asp>.

Q. I have completed several courses for my law degree. Can any of these courses be used towards the required qualifying courses?

- A. No. An applicant with a Bachelor's Degree from an accredited college or university is deemed to have completed the number of related hours for a sales agent or broker license. An applicant must complete the following qualifying courses:
- Principles of Real Estate I (30 classroom hours)
 - Principles of Real Estate II (30 classroom hours)
 - Law of Agency (30 classroom hours)
 - Law of Contracts (30 classroom hours)
 - Promulgated Contracts Forms (30 classroom hours)
 - Real Estate Finance (30 classroom hours)
 - Real Estate Brokerage (30 classroom hours)

Exam:

Q. I have a license in another state. Can I be exempt from taking the National portion of the exam?

- A. To be exempt from the National portion of the exam, you must hold an active license in a state that participates in exam accreditation with ARELLO for the National real estate exam. A license history from the state in which you are licensed must be submitted at the time the application is filed.

Q. I passed one section of the exam and my application has expired. Will I need to pass both sections of the exam?

- A. Yes. Both, State and National, sections of the exam must be passed within the same application. After January 1, 2016 any applicant who fails the examination three consecutive times may not register for re-examination or submit a new license application until additional education has been completed. Applicants authorized to register for the examination prior to January 1, 2016 will get three more attempts to pass the examination. After three failed attempts, an additional 30 classroom hours of qualifying real estate education must be completed for each failed portion of the exam. Upon completion of the additional education, please submit copies of the course completion certificates along with a copy of the third failed score report to TREC at education@trec.texas.gov. Allow 5-7 business days for processing and re-authorization to be submitted to Pearson VUE to allow you to re-schedule the exam.

Q. My real estate application was filed in my married name but my driver's license is in my maiden name. Will this prevent me from taking the exam?

- A. Yes. Your form of identification must match the name on your application. If it does not, please contact TREC so the name can be corrected. E-mail your request along with your name as it appears on the application, the name on your form of identification, and your telephone number to information@trec.texas.gov.

Q. My license has been expired for over two years. Will I need to retake the exam?

- A. Yes. Any applicant whose license has been expired over two years is required to pass the exam before the license can be reinstated. The exam is required to renew active or inactive.

Out of State Brokers/Reciprocity:

Q. I am a broker licensed in another state and would like to apply in Texas. Can I apply online?

- A. No. To apply as an out of state broker, you must submit the broker paper application form (<http://www.trec.state.tx.us/pdf/forms/miscellaneous/BL-5.pdf>) along with the license history document and the applicable fee. The \$20 paper processing fee is waived. For broker licensing requirements, please visit our website at <http://www.trec.state.tx.us/licenses/brokerapp.asp>.

Q. What constitutes residency?

- A. The rules of the Texas real Estate Commission do not address whether an applicant must reside in Texas for a specific amount of time. The applicant is required to be a Texas resident at the time the application is filed. By submitting the application, the applicant certifies that they are a citizen of the United States or a lawfully admitted alien, and that they are a legal resident of Texas.

Q. Do I need to go to Texas to be fingerprinted?

- A. No. Applicants who reside outside the service area of **MorphoTrust (Formerly L1)** may choose to use a "Hard Card" to get fingerprinted. A special "Hard Card" must be obtained from TREC. The TREC-specific Hard Card has coding that the DPS and FBI require. Fingerprints submitted on a generic card, even though it is an approved FBI form, will be rejected, because the generic card does not have TREC specific information causing a delay, and the person will have to begin all over again. The TREC-specific hard and Fast Fingerprint Pass for "Hard Cards" is available at the TREC offices in Austin and through the mail upon request. The Morpho Trust Texas Non-resident  [Live Scan Processing Procedures provides instructions](#) on how to get this accomplished.

Q. Does Texas have reciprocity with any other state?

- A. No. Texas does not have reciprocity with any state. To become licensed, you must satisfy all current Texas licensing requirements. For information, please visit our website at <http://www.trec.state.tx.us/licenses/salesapp.asp> and <http://www.trec.state.tx.us/licenses/brokerapp.asp>.

Fees:

Q. What is my renewal fee for a sales agent renewing for the first time?

- A. A sales agent renewing for the first time must complete 90 hours in qualifying education, 4 hours in Legal Update I, and 4 hours in Legal Update II. You must fax your education documents to the education department at (512) 936-3863 or email them to information@trec.texas.gov. Once your education is posted on the license holder info search feature on the website, you will have the ability to renew online and pay the \$143.00 renewal fee for a two-year license term (which includes the \$27.00 subsequent background check fee).

Q. What is the timely renewal fee for a sales agent under CE?

- A. The sales agent online renewal fee for active or inactive status is \$143.00 which must be paid within 90 days prior to the license expiration date. Once you receive your renewal notice you may go online to renew. The renewal notice will be sent electronically to your e-mail address of record 90 days prior to your license expiration date. The fee includes the \$27.00 fingerprint background check that is required for each renewal. If you are renewing inactive and have NEVER submitted your fingerprints, your renewal fee is \$116.00. Fingerprint information may be obtained at <http://applications.trec.texas.gov/fingerprints/>.

Effective January 1, 2015, if Commission records do not show that you have completed your CE at the time you submit your renewal application, you must pay a \$200 CE deferral fee, or renew in INACTIVE status. Paying the deferral fee will allow you to continue to be active in real estate activities and give you an additional 60 days from your expiration date to complete your CE.

Q. What is the timely renewal fee for a broker's license?

A. The online broker renewal fee for active or inactive status is \$244.00 which must be paid within 90 days prior to the license expiration date. To renew active, you are required to complete 18 hours in CE, 4 hours of which must be in Legal Update I and 4 hours in Legal Update II, within the term of the license. Effective January 1, 2015, if Commission records do not show that you have completed your CE at the time you submit your renewal application, you must pay a \$200 CE deferral fee, or renew in INACTIVE status. Paying the deferral fee will allow you to continue to be active in real estate activities and give you an additional 60 days from your expiration date to complete your CE.

When a broker's license expires or is placed on inactive status, all sales agents sponsored by the broker will be placed on inactive status. This includes sales agents sponsored by a business entity whose designated broker's license expires or is placed on inactive status. Sales agents sponsored by the expired or inactive broker who want to return to active status must submit Sales Agent Sponsorship Form-1 and fee or use the online Relationship Management Tool (RMT).