



Texas Real Estate Commission  
P.O. Box 12188  
Austin, Texas 78711-2188  
Mandatory Continuing Education  
**COURSE APPLICATION SUPPLEMENT**  
**MCE FORM 3B-3**

## Instructions

**IMPORTANT:** This form should be used to register to offer the TREC legal update course, legal ethics course or a course previously registered by another provider.

1. Enter the name of the provider who is registering this course.
2. Enter the provider number for the provider named in Question 1 of the MCE Provider Application (MCE Form 1A-2). If you are submitting the form with an original application to become a provider, your provider number will be assigned by TREC upon approval.
3. Enter the exact title of the course as originally registered with TREC.
4. Enter the course number assigned by TREC.
5. Enter the name and number of the provider who originally registered to offer this course.
6. Enter the earliest date you propose to offer this course.
7. CORRESPONDENCE COURSES

If the course will be taught by correspondence, applicants must comply with §535.71(x) if it is an elective course, or §535.71(z) if it is a required legal course.

Correspondence courses "...must be offered by a college or university accredited by a regional accrediting association, such as the Commission on Colleges of the Southern Association of Colleges and Schools, or its equivalent, which offers correspondence courses, whether credit or noncredit, in other disciplines..."

7a. Check "Yes" if you are an accredited college or university. Check "No" if you are not.

7b. Check "Yes" if you offer correspondence courses in other disciplines. Check "No" if you do not.

7c. Please provide the location where the examination will be administered.

If you have not answered "Yes" to both questions, you do not meet the requirements for approval to offer an MCE course by correspondence.

## 8. ALTERNATIVE DELIVERY METHOD COURSES

If the course will be delivered by an alternative delivery method, such as computer disk or Internet, applicants must comply with Rule §535.71(y) if it is an elective course or §535.71(aa) if it is a required legal course.

If you intend to offer the course by an alternative delivery method, please check "yes."

## 9. SUPERVISED VIDEO INSTRUCTION COURSES

If the course will be taught by supervised video instruction, applicants must comply with §535.71(cc) if it is an elective course, or §535.71(dd) if it is a required legal course.

If you intend to offer the course by supervised video instruction, please check "yes".

A correspondence course that includes a request for required legal course credit must be registered by completing and filing MCE Form 3B-3, Course Application Supplement.

10. The provider or provider designate should carefully read the statement shown in item 7, and then sign and date the application form. By signing this statement, the provider or designate is certifying that the course being submitted was originally registered with TREC and if the course is a legal update or legal ethics course, the provider certifies that any instructor employed by the provider is certified to teach this course and will teach the course in substantially the same manner as disseminated and updated by TREC.
11. The author of the course or someone with authority to grant permission for the use and reproduction of the course material should carefully read the statement shown in the shaded box, and then sign and date in shaded box. This is not required for TREC's required legal courses.

Important: Remember to enclose a blank evaluation form.



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**Course Application Supplement**

FEE	REGISTER NUMBER	MONEY TYPE	AMOUNT	COURSE NUMBER																
Filing Fee			<b>\$100.00</b>																	

**DO NOT WRITE ABOVE THIS LINE**

This form should be used to register a course previously registered by another provider or the TREC required legal courses.

1. Provider Name \_\_\_\_\_

2. Provider Number  

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(if assigned)

3. Previously Registered Course Title \_\_\_\_\_

4. Course Number 

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5. Name and number of Provider who registered this course \_\_\_\_\_

Provider Number  

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6. Proposed starting date of course 

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7. Is this a correspondence course?  Yes  No

If "Yes", answer the following:

a) Is the provider an accredited college or university?  Yes  No

b) Does the provider offer correspondence courses in other disciplines?  Yes  No

8. Is this an alternative delivery method course?  Yes  No

9. Is this a supervised video instruction course?  Yes  No

10. I represent that I am the provider or provider designate and that this course is registered by the original provider. If the course is a TREC legal update or legal ethics course, I represent that the course will be created and administered by certified instructors in substantially the same manner as disseminated and updated by the commission.

\_\_\_\_\_  
Provider Designate Date

11. I represent that I am the author of the above referenced course or otherwise have the authority to grant permission for the use and reproduction of the material and that the provider listed in item #1 of this form is hereby granted permission to use the course.

\_\_\_\_\_  
Signature Date