TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188
www.trec.texas.gov

SALES AGENT APPRENTICE EDUCATION (SAE) COVER SHEET

This coversheet may be used to transmit your SAE course completion certificates to TREC to be posted to your education record. **Submitting or completing your SAE hours does not renew your license.**

Licensed real estate sales agents under SAE requirements must submit course completion certificates to TREC no later than **10** business days prior to renewing their license online. Documents can be sent by email to education@trec.texas.gov or by fax to 512-936-3863. Please allow 10 business days for processing.

After January 1, 2016, sales agents under SAE are also required to complete TREC's non-elective Legal Update I and II courses (totalling 8 hours) prior to renewal of the license. Proof of course completion for non-elective courses is submitted directly to TREC by the course provider.

AFTER YOUR EDUCATION IS POSTED TO OUR SYSTEM YOU *MUST* GO TO TREC'S WEBSITE AT www.trec.texas.gov TO *PAY* YOUR RENEWAL FEE AND *RENEW* ONLINE.

Please type or print legibly.

Name _____ Telephone No. _____

TREC License No. _____ TREC License Expiration Date _____

E-mail address _____

_____Total # of pages including this cover sheet

Submission Date _____

This document is available on the TREC website at www.trec.texas.gov