

Texas Real Estate Commission

Education & Examinations Division

Inspector Non-Elective CE Course Application Checklist

Provider Name: _____

Provider License #: _____

All Delivery Methods

- Correct payment included
- Provider information accurate and complete
- Delivery method identified
- Exam Certification box is checked
- Name and signature of Owner or Operations Manager of the provider

*Additional requirements for Distance Education courses

- Current Distance Learning Certification, if applicable
- Acceptable method of ensuring that the student who registered for the course is the student taking the course and the final exam
 - *If security questions are used - 1 before, 2 during, 1 at the end of the course (prior to exam)
 - Answers to security questions for reviewer
- Acceptable method of ensuring that the student spends the required number of hours completing the course
 - *Distance Learning Certification Satisfies this requirement
- Acceptable method available for student to interact with a qualified instructor
 - *Distance Learning Certification Satisfies this requirement
- Instructions to access course
- Log student out of course or stop course timer after 10 minutes of inactivity
- Acceptable demonstration of a method to engage students in interactive discussions and activities
 - *Distance Learning Certification Satisfies this requirement
- Minimum of 4 modules to engage students in interactive discussions or activities

Examples include, but are not limited to the following:

- Discussion forums or threads where the student can engage other students or a qualified instructor in real time, or have the ability to read posts of previous students
- Scenario-based learning exercises
- Required responses to case studies or discussion questions

***Additional requirements for Distance Education courses (continued)**

Exam is proctored by:

Provider faculty or staff

3rd Party Proctor acceptable to the Commission

Proctor agreement included

Technology-based

Technology-based proctoring must include procedure to positively identify that the student taking the exam is the student who registered for and completed the course.

*If security questions are used:

Courses 4 hours or less - 1 question before, 1 during and 1 after

Courses greater than 4 hours - 1 question before, 2 during and 1 after

Exam:

Closed-Note/Closed-Book

Minimum Pass Rate of 70%

Completed within 30 minutes

Ensure students aren't able to print exam screens

Use promulgated exams as they were created

Don't mix questions from the two exams