

Texas Real Estate Commission

Education & Examinations Division

Qualifying Real Estate DE Course Application Checklist

Provider Name: _____

Provider #: _____

Course Title: _____

Course #: _____

<input type="checkbox"/> Course Application <ul style="list-style-type: none"><input type="checkbox"/> Correct payment received<input type="checkbox"/> Provider information accurate and complete<input type="checkbox"/> Course title<input type="checkbox"/> Delivery method identified<ul style="list-style-type: none"><input type="checkbox"/> Distance Learning Certification, if applicable<input type="checkbox"/> Distance education questions complete and accurate, section 4<ul style="list-style-type: none"><input type="checkbox"/> Instructions to access course<input type="checkbox"/> All required course documents included (<i>email education@trec.texas.gov to see if textbook is already on file</i>)<input type="checkbox"/> Check the box in section 6 if you would like to submit required course documents electronically<input type="checkbox"/> Name, signature and dated by the <u>Owner or Operations Manager</u> of the provider
<input type="checkbox"/> Course Approval Form <ul style="list-style-type: none"><input type="checkbox"/> Name of textbook, author, publisher, edition is included<input type="checkbox"/> Form completed with correct page numbers or time stamp of other media where topics are found and time is allocated for each topic
<input type="checkbox"/> Instructor Manual - includes all information required by the TREC Instructor Manual Guidelines
<input type="checkbox"/> Timed Course Outline (at least 1500 minutes) <ul style="list-style-type: none"><input type="checkbox"/> Daily course segments do not exceed 12 hours<input type="checkbox"/> Devotes the time prescribed for each topic (main subject category) on the course approval form<input type="checkbox"/> Includes the following:<ul style="list-style-type: none"><input type="checkbox"/> Topics quizzes<input type="checkbox"/> SBL's<input type="checkbox"/> Final exam (not part of the 1500 minutes)

*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. (A 30-hour course requires three SBLs)

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 (A 30-hour course must have 60 questions)
Exception: Real Estate Math final exams must be at least 20 questions w/ a question bank of at least 40 questions
- Question bank must be at least 120 questions for a 30-hour course (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 provides 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