

Instructions
PROFESSIONAL INSPECTOR
EDUCATION ALTERNATIVE COURSE APPROVAL FORM

Professional Inspector “education alternative” course applications.

Complete and submit the Professional Inspector Education Alternative Course Approval Form with the following materials:

- 1) a copy of the **textbook or other learning materials** to be utilized by the students, including any handouts that will be given to the students during the class;
- 2) an **instructor’s manual** created in accordance with the Instructor Manual Guidelines for Core Real Estate and Real Estate Related Courses (TREC Form ED 7-0);
- 3) a copy of the **final examination** to be administered in the course, and a copy of the answer key. Final examinations must contain at least 60 questions. See Rule 535.65(e)(2);
- 4) a copy of any **student handouts** that will be given to the students;
- 5) a copy of your **course evaluation form**, if different from the evaluation form approved by the Commission (TREC Form ED 6-0); and
- 6) a **permission letter** to use or reproduce the materials from the author and/or original provider approved to offer the course (if applicable).
- 7) **REGARDING ALL DOCUMENTS TO BE ATTACHED:** All required documents should be attached to the Course Application at the time you file it with the Commission. The Commission will not consider or otherwise process your application until after you have submitted all necessary documentation.
 - If you are seeking approval of a course that has previously been approved for another provider, and if you have made no changes to the course materials, then you may file the Course Application with your course evaluation form and permission letter. However, if we are unable to locate the materials from the previously-approved course in our files, we will require you to provide them.
 - Please be aware of the provisions of Rule 535.64(m). The Commission may request that you provide **additional information** in connection with your application. If you fail to supply the requested information within 60 days of the Commission’s request, your application will be terminated.