

QE Provider Change of Owner Application Checklist

Provider Name: _____ Provider License #: _____

1. Provider Information:

- Complete all fields
- List other states where provider is approved to offer real estate, inspector or ERW QE courses, if applicable

2. Course Information:

- Proposed location of classes, check all that apply
- Source of curriculum listed, must be name of individual or organization
- Name and signature of individuals authorized to sign education credit forms and certificates for provider

3. Operations Manager:

- Complete all fields
- Complete a [Principal Information Form](#)

4. Records Manager:

- Complete all fields

For Out-of-State Applicants:

- Include notarized Power of Attorney

5. Business Information:

- Select one business type

Using an Assumed Name? Yes No

- If YES, include a copy of recorded assumed name certificate

For Corporations or LLCs:

- Complete all fields and include the following:
 - Franchise Tax Account Status page (chartered in Texas)
 - Certificate of Fact (chartered in another state)
 - [Principal Information Form](#) for each individual listed

For Trade Associations:

- Complete all fields and include the following:
 - Copy of formation documents and IRS letter
 - List of board of directors and their terms of service
 - [Principal Information Form](#) for each director

6. Background Information:

- Answer all legal questions
- Complete a [Background History Form](#), for **YES** answers

7. Items required to complete this application:

a) Financial Statements in accordance with GAAP:

- Current Income Statement
- Current Balance Sheet
- Proposed Budget for the first year of operations
- Market Survey that includes the anticipated enrollment for the first year of operations
- Operating Bank Account with funds sufficient to the Commission
- Sufficient financial resources - Reserve Account with at least \$10,000

b) Original Bond:

- Original \$20,000 [bond](#) with raised or original seal and payable to the Commission

c) Pre-Enrollment Agreement including:

- Tuition
- Itemized list of fees for supplies, materials, books, etc.
- Attendance Requirements
- Make-up Procedures including time limits and fees
- Refund Policy including a statement for when a student is dismissed or withdraws
- Final Exam Proctoring procedures and fees (closed-note/closed-book)
- Makeup Final/Re-exam procedures, fees, time limits
- Criminal History (*Fitness Determination*) Notice
- Signatures for Provider and Student

d) Sample of advertisement:

- Clearly reflects the provider name, course titles, course numbers and number of credit hours. If fees are charged, fees are displayed in a clear and consistent manner.
- No prohibited practices - see [§535.65\(c\)](#)

Certification Statement:

- Name and signature of Owner (required)
- Name and signature of Operations Manager (required)