



Real Estate or ERW Continuing Education (CE) Secondary Course Application

**P.O. Box 12188
Austin, Texas 78711-2188**

FEE	RECEIPT NUMBER	AMOUNT	MONEY TYPE	App #	File #
Filing Fee				Entity #	Course #

DO NOT WRITE ABOVE THIS LINE

1. Course Application Fees:

a) Base Fee: **\$50.00**

b) Content Review: (\$5.00 per hour): Number of course hours _____ x \$5.00 = _____

AND c for classroom delivery, **d** for distance education delivery or **both c and d** for combination courses

c) Classroom delivery: (\$5.00 per hour): Number of course hours _____ x \$5.00 = _____

d) Distance Education delivery: (\$10.00 per hour): Number of course hours _____ x \$10.00 = _____

This fee will be waived for courses submitted with a current approval issued by a distance learning certification center acceptable to the Commission i.e., IDECC.

Total Due: a) \$50.00 + b) _____ + c) _____ + d) _____ = _____

(Note: Combination courses must be at least 50% classroom and the fee should reflect the number of hours in each delivery method.)

2. Secondary Provider Information:

Secondary Provider Name Provider License Number

3. Original Provider Information:

Original Provider Name Provider License Number

4. Current Course Information:

Current Course Title

Current Course Number Current Course Expiration Date

5. Permission from Original Provider:

A signed permission letter from the original provider **and** author granting permission to the secondary provider to offer this course is included with this application.

6. Approved Delivery Method:

Classroom

Live In Person

Live Online

Distance Education

Online

Correspondence

Combination

Classroom and Online

Classroom and Correspondence

Distance Education instructions to access the course are included with this application.

Real Estate **Elective/Contracts** or ERW **Elective** CE Courses **ONLY**:

7. Timed Course Outline:

The approved timed course outline is included with this application in accordance with [§535.73\(b\)](#) of TREC rules.

Real Estate **Non-Elective** CE Courses **ONLY**:

8. Exam Certification:

Course examination questions provided by the Texas Real Estate Commission are confidential, must be kept secure upon receipt and only made available to TREC-approved education provider staff who are responsible for administration of the exam. By checking this box, I certify the following:

- I certify that examination questions and answers remain confidential.
- I certify that I will secure a confidentiality agreement with instructors or other staff members who may have access to the exam.
- I certify that the exam will be administered in accordance with Commission Rules.

CERTIFICATION STATEMENT

I certify that I am the **owner or operations manager** for this CE provider and that the information contained is true and correct. By signing this application, I agree on behalf of the CE provider to comply with all rules of the Texas Real Estate Commission and to timely file all course completion records as required by the rules. I understand that the approval of this course for CE credit may be withdrawn if found to be non-compliant.

Name of Owner or Operations Manager

Title

Signature of Owner or Operations Manager

Date