



Easement or Right-of-Way Agent Qualifying Education (QE) Course Application

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

FEE	RECEIPT NUMBER	AMOUNT	\$ TYPE	App#	File#
Processing Fee				Entity #	License #

DO NOT WRITE ABOVE THIS LINE

1. Course Application Fees:

a) Base Fee: \$50.00

b) Content Review: (\$10.00 per hour): Number of course hours: 16 x \$10.00 = \$160.00

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

c) Classroom delivery: (\$10.00 per hour): Number of course hours _____ x \$10.00 = _____

d) Distance Education delivery: (\$20.00 per hour): Number of course hours _____ x \$20.00 = _____

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) \$160.00 + 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. Provider Information:

Provider Name _____ Provider License Number _____

Operations Manager's Phone Number _____

Operations Manager's Email Address _____

3. Delivery Method:

Classroom

☐ Live In Person

☐ Live Online

Distance Education*

☐ Online

☐ Correspondence

Combination*

☐ Classroom and Online

☐ Classroom and Correspondence

*Include instructions for TREC staff to access any applicable online delivery.

4. Distance Education:

- a) Explain the process for verification of student identification. What methods are in place to ensure that the student registered for the course is the student completing the course?

- b) What methods are in place to ensure that the student spends the required number of hours completing this course?

- c) How will the course design and presentation ensure that the student answers all topic quiz questions correctly before being allowed to advance?

- d) What methods are available for the student to interact with a qualified instructor affiliated with this course?

5. The application must include the following:

- | | | |
|-----------------------------------|--------------------------------------|--|
| a) Completed Course Approval Form | e) Topic quizzes | i) Student handouts (if applicable) |
| b) Textbook or Course Materials | f) Scenario based learning exercises | j) Evaluation form |
| c) Instructor's manual | g) Exam question bank | k) Sample of course completion certificate |
| d) Timed course outline | h) Method for proctoring final exam | |

- ☐ Check this box if you would like to submit these documents as separate, organized files through **SharePoint**.
If checked, staff will email SharePoint instructions after the application and fee are received.

CERTIFICATION STATEMENT

I certify that I am the owner or operations manager for this QE provider and that the information contained is true and correct. By signing this application, I agree on behalf of the QE 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 QE credit may be withdrawn if found to be non-compliant.

Printed Name

Title

Signature

Date