



Texas Real Estate Commission

P.O. Box 12188

Austin, Texas 78711-2188

PH: (512) 936-3000 FAX (512) 936-3863 education@trec.texas.gov

Inspector Non-Elective Continuing Education (CE) Course Application

To be used to offer Inspector Legal & Ethics and Standards of Practice Review

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

DO NOT WRITE ABOVE THIS LINE

1. Course Application Fees:

Base Fee **\$50.00** + Content and exam review **\$20.00**; **AND**

a) Classroom delivery: (\$2.50 x 8 hours) = **\$20.00**; **AND/OR**

b) Distance education delivery: (\$5.00 x 8 hours) = **\$40.00**; **AND/OR**

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

c) Combination delivery: **\$30.00**

Combination courses must be at least 50% classroom.

Fee Calculation: (include all applicable fees)

\$70.00 + a) _____ + b) _____ + c) _____ = **Total Due** _____

(Note: A fee is required for each delivery method selected in question #3.)

2. Provider Information:

Provider Name _____ Provider License Number _____

Phone: _____ Email: _____

3. Delivery Method:

- ☐ Classroom ☐ Distance Education* ☐ Combination
- ☐ Online
- ☐ Correspondence
- ☐ Other

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

**Distance education courses must be supplemented to meet course objectives and time requirements.

4. Exam Acknowledgement:

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.

5. 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 this course?

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

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

- d) Final exams must be proctored or administered using a computer under conditions that satisfy the Commission. Describe your process for satisfying this requirement.

I represent that I have examined this application and that I am either the CE provider or person authorized by the CE provider to submit this application and that the information contained herein is true and correct. By the filing of this application, the above named CE provider agrees to comply with all rules of the Texas Real Estate Commission and to file timely all reports as required by the rules. I understand that the approval of this course for CE credit may be withdrawn for noncompliance with the rules of the Texas Real Estate Commission.

Printed Name

Title

Signature

Date