



Texas Real Estate Commission

P.O. Box 12188

Austin, Texas 78711-2188

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

REAL ESTATE COURSE APPLICATION

To be used for qualifying or real estate related courses

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

DO NOT WRITE ABOVE THIS LINE

1. Check one: Qualifying Real Estate Course Real Estate Related Course

2. Course Application Fees include a base fee of \$50.00 plus:

- a) Content and exam review: (\$10.00 x # of hours requested _____) = _____; **AND**
- b) Classroom delivery design and presentation review: (\$10.00 x # of hours requested _____) = _____; **AND/OR**
- c) Distance education delivery design and presentation review: (\$20.00 x # of hours requested _____) = _____
This fee will be waived for courses submitted with a current approval issued by a distance learning certification center acceptable to the Commission.

Total Due: \$50.00 (base fee) + a) _____ + b) _____ + c) _____ = _____

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

3. _____
 Provider Name _____ Provider License Number _____

 Phone Number _____ Email Address _____

 Web Address _____

4. _____
 Course Title (Course title must reflect the statutory course title or the title of the course provided by TREC Rule)

5. Delivery Method: Classroom Distance Education* Combination
 Online
 Correspondence
 Other

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

6. If you have permission to use another provider's course material and it has been previously approved by TREC, please complete the following and attach a permission letter from the original provider:

_____ Provider License Number _____
 Education Provider previously approved to offer course
 _____ Course Number _____
 Course Title

7. Classroom Delivery

- a) Number of days the class will meet _____
- b) Number of hours per day the class will meet _____

8. 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 the TREC approved instructor affiliated with this course?

9. The application must include the following:

- | | | |
|--|--------------------------------------|--|
| a) Textbook (unless on file with TREC) | e) Scenario based learning exercises | i) Evaluation form |
| b) Instructor's manual | f) Exam question bank | j) Sample of course completion certificate |
| c) Timed course outline | g) Method for proctoring final exam | |
| d) Topic quizzes | h) Student handouts (if applicable) | |

By the filing of this application, the above named provider agrees to comply with all rules of the Texas Real Estate Commission. I understand that approval of this course may be withdrawn for noncompliance with the rules of the Texas Real Estate Commission. The information contained in this application is true and I am authorized to submit this application.

Printed Name and Title

Signature

Date