



## TEXAS REAL ESTATE COMMISSION

P.O. Box 12188

Austin, Texas 78711-2188

[www.trec.texas.gov](http://www.trec.texas.gov)

# SALES AGENT APPRENTICE EDUCATION (SAE) COVER SHEET

This coversheet may be used to transmit your SAE course completion certificates to TREC to be posted to your education record. **Submitting or completing your SAE hours does not renew your license.**

Licensed real estate sales agents under SAE requirements must submit course completion certificates to TREC no later than **10** business days prior to renewing their license online. Documents can be sent by email to [education@trec.texas.gov](mailto:education@trec.texas.gov) or by fax to 512-936-3863. Please allow 10 business days for processing.

After January 1, 2016, sales agents under SAE are also required to complete TREC's non-elective Legal Update I and II courses (totalling 8 hours) prior to renewal of the license. Proof of course completion for non-elective courses is submitted directly to TREC by the course provider.

**AFTER YOUR EDUCATION IS POSTED TO OUR SYSTEM YOU *MUST* GO TO TREC'S WEBSITE AT  
[www.trec.texas.gov](http://www.trec.texas.gov)  
TO PAY YOUR RENEWAL FEE AND RENEW ONLINE.**

*Please type or print legibly.*

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