



TEXAS REAL ESTATE COMMISSION

P.O. Box 12188
Austin, Texas 78711-2188
www.trec.texas.gov

SALES AGENT APPRENTICE EDUCATION (SAE) COVER SHEET

Before renewing for the first time, active or inactive, you must have completed:

- a total of 270 hours of qualifying real estate courses
- 4 hours in TREC's Legal Update I*
- 4 hours in TREC's Legal Update II*
- 6 hours in TREC's Broker Responsibility Course,* if you have been made a supervisor by your broker

Use this cover sheet to submit qualifying course completion certificates to TREC at least
10 business days prior to renewing your license online.
Send them by email to **documents@trec.texas.gov**.

*Proof of completion of Legal Update I, Legal Update II, and Broker Responsibility Courses are submitted directly to TREC by the course provider.

**AFTER YOUR EDUCATION IS POSTED TO YOUR LICENSE RECORD, YOU MUST PAY YOUR
RENEWAL FEE AND RENEW ONLINE AT
www.trec.texas.gov.**

THE INFORMATION MUST BE TYPED OR PRINTED IN INK.

Name

Telephone No.

TREC License No.

TREC License Expiration Date

E-mail address

Total # of pages including this cover sheet

Submission Date