



## 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

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 for six months or more

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](mailto:documents@trec.texas.gov) or by fax to 512-936-3864.

\*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](http://www.trec.texas.gov).**

*Please type or print legibly.*

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