INSTRUCTIONS FOR USE OF THE CE POSTING SYSTEM

STEP 1 – REGISTER YOUR PROVIDER ACCOUNT

1. Go to the TREC website at www.trec.texas.gov and find the "My License Services" section on the home page. Click the link "REGISTER HERE to get a User ID." This will take you to the "My License Services" page where you will follow the instructions to register and create an account.

2. The account must be created by the provider (or the designated Operations Manager). Setting up the account will require the registration of the provider's email address as the User ID as well as a secure password. The password should only be shared with authorized staff or instructors, as the provider is responsible for ensuring that posted course completion credit is accurate.

3. A CE provider may register by using only one email address and one secure password. A provider may only register once. The system will not allow multiple accounts or registrations for a single provider. After the account is set up, add your Real Estate CE provider license number to your newly registered account.

4. Upon completion of the registration process, you will exit the "My License Services" tool.

5. GO TO STEP 2 BELOW TO POST CE TO THE SYSTEM

NOTE: If the provider email address has already been associated with another account, you will need to add the Real Estate CE provider license number to the existing account OR choose another email address to proceed.

If you experience difficulty registering the provider account, please contact a TREC Customer Service Representative at 512-936-3000.

STEP 2 – HOW TO POST CE TO THE SYSTEM

1. To access the CE Posting System, go to the following link: http://204.64.197.33/ClassRoster/RosterEntry. Access to the posting system will require the User ID and secure password created above each time course completion records are posted.

2. To post, you will need the following information which can be found on the completed CE Course Completion Roster or other course completion documents: Your TREC assigned CE provider number; course start date (for courses other than classroom); course completion date; name and license number of each student; and the instructor license number. **All instructors that are approved by TREC have been provided with a one to four digit instructor license number for this purpose.**

3. Education posted by a provider will be viewable within 24 hours on the TREC website. It is important that providers post CE course completion records as soon as possible after the course is ended. Education providers must also continue to retain course completion documents in a paper or electronic file for TREC review or audit when requested.

If you experience difficulty posting information to the CE posting system please contact an Education Specialist at 512-936-3120.

Following are Frequently Asked Questions that may be helpful regarding TREC's revised CE processes

What has prompted this change in how CE is processed?

Effective January 1, 2015, amendments to Commission rules require that license holders pay a Continuing Education (CE) deferral fee of $200 for a 60 day extension if TREC records do not reflect completion of CE requirements at the time the renewal fee is paid.

How does this rule change affect license holders?

License holders will need to complete their education well in advance of their expiration date to allow providers time to post CE course completion records so the information is reflected in TREC records at the time they renew the license. To avoid paying an additional fee, completion of CE requirements must be reflected in the license holder's record.

How does this change affect CE providers?

A process has been developed to allow CE providers to post course completion records directly into the TREC database. CE providers will no longer be required to fax, email, or "snail mail" CE course completion documents to the Commission. However, providers will still be required to retain course completion documents in a paper or electronic file for TREC review and audit.

Now that the CE Posting System is in place, may I post education to the system <u>and</u> send a roster to TREC via email or fax?

No. This is a duplication of efforts and would waste time that could best be spent on other processes.

As a CE provider we currently post our education through the existing web service. Are we required to change our current method of CE posting?

No. However, you will need to update the information that you already provide TREC to include the instructor license number as well as the course delivery method and course start date (for courses other than classroom).

As a CE provider we currently post our education by sending TREC an XML file. Are we required to change our current method of CE posting?

No. We will continue to accept XML through the use of the web service until further notice.

As a CE provider, how soon after a course is complete should I post information into the CE posting system?

Section 535.72 of the Commission rules has always required that providers submit course completion rosters within 10 calendar days following course completion (day 1 is the date of course completion). Providers are advised to post information into the CE posting system as soon as possible after the course has been completed and definitely within the 10-day timeframe. Inform students attending courses that are offered within 10 days of their expiration date they may be required to pay the CE deferral fee if their CE is incomplete or has not been posted to the TREC system.

<u>If you have any questions regarding this notice or any other education related matter, please contact an Education Specialist at 512-936-3120.</u>