



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188
Phone: (512) 936-3000 www.trec.texas.gov

Continuing Education (CE)

CE COURSE COMPLETION ROSTER

Instructions

Cover Sheet

1. Fill in the blanks as directed.
2. List each instructor that taught during this session of the course. Instructors must be TREC approved. The instructor's TREC assigned license number must be provided.
3. Fill in the number of roster pages attached to the cover sheet and the total number of students shown on all of the rosters.
4. Provide the remaining information as requested.

Completion Roster

1. Enter your TREC assigned CE provider number.
2. Enter the last five digits of the course number.
3. Enter the completion date of the course using the format MMDDYYYY. For example, January 29, 2011 is 01292011.
4. Enter the TREC assigned instructor license number.
5. Each student should read the statement at the top of the roster, print and sign their name and then enter their license number.
6. DO NOT include more than 15 students per page. **Make certain the license number entered on the roster is the student's license number and not that of their sponsor.** Credit cannot be awarded if an incorrect number is entered.

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Continuing Education (CE)

Course Completion Roster

Provider Number

Provider Name

Course Number

Course Title

Last five digits of course number

Course Completion Date _____

Location (including zip code)

Number, Street and Ste. No.

City

State

Zip Code

Print full name of Instructor as registered with TREC

TREC Instructor License Number

Number of Pages Attached _____

Total Number of Students _____

I am an authorized representative of the provider named above and represent that this occurrence of the course named above was conducted in full compliance with the Real Estate License Act and the rules of the Texas Real Estate Commission. I further represent that the rosters attached contain only those students that fulfilled all the requirements for the course. I am aware that a false statement to the Texas Real Estate Commission may be grounds for disciplinary action or prosecution under Section 37.10, Texas Penal Code.

Printed Name of Representative or Instructor

Signature

Date Signed

Phone # _____

Email Address _____

This document is available on the TREC website at www.trec.texas.gov

TEXAS REAL ESTATE COMMISSION

P.O. Box 12188
Austin, Texas 78711-2188
(512) 936-3120
Fax To: (512) 936-3863

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Continuing Education Course Completion Roster

Provider Number	Course Number	Course Completion Date	Instructor License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(Last Five Digits)	(MMDDYYYY)	

By signing this form, I certify that I have attended 100% of each session for which credit was given

**Printed:
Last Name, First Name**

Signature

**Student
License Number**

1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>

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