



Texas Real Estate Commission  
 P.O. Box 12188  
 Austin, Texas 78711-2188  
 PH: (512) 936-3000 FAX (512) 936-3863 education@trec.texas.gov

## Real Estate Continuing Education (CE) Course Application

To be used to offer elective CE courses

FEE	RECEIPT NUMBER	AMOUNT	\$ TYPE	App#	File#
Processing Fee				Entity #	License #

**DO NOT WRITE ABOVE THIS LINE**

**1) Course Application Fees include a base fee of \$50.00 plus:**

- a) Content and exam review: (\$5.00 x # of hours requested \_\_\_\_\_) = \_\_\_\_\_ ; **AND**
- b) Classroom delivery design and presentation review: (\$5.00 x # of hours requested \_\_\_\_\_) = \_\_\_\_\_ ; **AND/OR**
- c) Distance education delivery design and presentation review: (\$10.00 x # of hours requested \_\_\_\_\_) = \_\_\_\_\_  
 This fee will be waived for courses submitted with a current approval issued by a distance learning certification center acceptable to the Commission.

**Total Due: \$50.00 (base fee) + a) \_\_\_\_\_ + b) \_\_\_\_\_ + c) \_\_\_\_\_ = \_\_\_\_\_**

(Note: Combination courses must be at least 50% classroom and the fee should reflect the number of hours in each delivery method.)

**2)**

Provider Name \_\_\_\_\_ Provider License Number \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3) Course Title (As it will appear in advertising materials. Title must be limited to 64 characters.)**

Provide a written statement that describes the course objective and the relevance of the subject matter to activities for which a real estate license is required. Subject matter may include relevant issues in the real estate market or topics that support the license holder's development of skill and competence.

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- 4) Delivery Method:**   
 Classroom                     
 Distance Education\*                     
 Combination
- Online  
 Correspondence  
 Other

\*Include instructions for TREC staff to access any applicable online delivery.

**5) Who is the author of the course? If the applicant is not the author, written permission to use and reproduce course materials must be attached.**

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**6. Classroom Delivery:**

a) Number of days the class will meet. \_\_\_\_\_

b) Number of hours per day the class will meet. \_\_\_\_\_

**7. Distance Education:**

a) Explain the process for verification of student identification. What methods are in place to ensure that the student registered for the course is the student completing this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) What methods are in place to ensure that the student spends the required number of hours completing this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) What methods are available for the student to interact with the TREC approved instructor affiliated with this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) CE courses offered through distance education must include an exam with a minimum of 4 questions per credit hour requested. Attach a copy of the exam question bank required for this course.

A CE course must be taught by a TREC approved instructor. A CE Instructor Application can be obtained from the TREC web site. It is the providers' responsibility to utilize instructors who meet the requirements under §535.74.

I represent that I have examined this application and that I am either the CE provider or person authorized by the CE provider to submit this application and that the information contained herein is true and correct. By the filing of this application, the above named CE provider agrees to comply with all rules of the Texas Real Estate Commission and to file timely all reports as required by the rules. I understand that the approval of this course for CE credit may be withdrawn for noncompliance with the rules of the Texas Real Estate Commission.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date