



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 for courses completed prior to May 1, 2022 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, and qualifying courses completed on or after May 1, 2022 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