



Texas Real Estate Commission

P.O. Box 12188

Austin, Texas 78711-2188

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Real Estate Non-Elective Continuing Education (CE) Course Application

To be used to offer Legal Update I & II and the Broker Responsibility Course

Table with 6 columns: FEE, RECEIPT NUMBER, AMOUNT, \$ TYPE, App#, File#. Row 1: Processing Fee, empty, empty, empty, 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 (Select only ONE per application.)

Legal Update I Legal Update II Broker Responsibility

4. Delivery Method: Classroom Distance Education* Combination

Online Correspondence Other

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

**Distance education courses must be supplemented to meet course objectives and time requirements.

5. 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?

Three horizontal lines for text entry.

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) Final exams must be proctored or administered using a computer under conditions that satisfy the Commission. Describe your process for satisfying this requirement.

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