

TREC LICENSING CHECKLIST



TREC CONTACT

COLE KOJAK
COLE.KOJAK@TREC.TEXAS.GOV

EDUCATION CONTACT AT TREC

EDUCATION@TREC.TEXAS.GOV

1

APPLICATION PROCESS

Complete a Continuing Education (CE) Provider Application

Complete Principal Application Form

Submit Payment

2

REQUIRED DOCUMENTS

Enabling Legislation Document

GCD Listing on TWDB

Simple Ad Sample

3

BEFORE YOU BEGIN

Establish who will act as the Principal

Who will maintain records and establish a storage location

Source of Curriculum

TEXAS REAL ESTATE COMMISSION

P.O. BOX 12188
AUSTIN, TX 78711-2188
WWW.TREC.TEXAS.GOV
(512) 936-3000

TREC LICENSING CHECKLIST



TREC CONTACT
COLE KOJAK
COLE.KOJAK@TREC.TEXAS.GOV

EDUCATION CONTACT AT TREC
EDUCATION@TREC.TEXAS.GOV

1

AD SAMPLE REQUIREMENTS

- Word or PDF Format
- Entity Name - Same Name Recorded With TREC
- Placeholder for Provider Number, Proposed or Mock Course Name, Course Number, Offered Credit Hours

2

ONCE APPROVED

- Update Ad Sample With License Number
- Develop Course Materials; Determine length of Course
- Complete and Submit Course Application

3

COURSE CREDIT HOURS

- 50 Minutes of Instruction = 1 Hour CE Credit
- 100 Minutes of Instruction = 2 Hours CE Credit
- Courses Must Be Offered in Full Hour Increments - Min. 1 Hour

**Once a course is approved, there is no way to change the course hours/course credit*

**TREC must be notified if minor changes are made to course materials*

**Major course material changes will constitute a new application and fee*

TREC LICENSING CHECKLIST



TREC CONTACT

COLE KOJAK
COLE.KOJAK@TREC.TEXAS.GOV

EDUCATION CONTACT AT TREC

EDUCATION@TREC.TEXAS.GOV

1

SUBMITTING THE COURSE APPLICATION

- Mail the Real Estate Continuing Education Course Application form and fee to the address printed at the top of the application for each course offered
- Provide a timed course outline for each course submitted.
- Document Submission - Files containing 25 pages or more can be uploaded or mailed

2

RECORDS AND CE POSTING

- Register for the CE Posting System
- Course Rosters & Distanced Education Reporting Forms must be submitted
- Maintain Student Records

3

LINKS

- <https://www.trec.texas.gov/forms/continuing-education-ce-provider-application>
- <https://www.trec.texas.gov/forms/real-estate-continuing-education-ce-course-application>
- <https://www.trec.texas.gov/forms/ce-course-completion-roster>
- <https://www.trec.texas.gov/become-licensed/continuing-education-provider>