



Texas Real Estate Commission  
P.O. Box 12188  
Austin, Texas 78711-2188

REQUEST FOR:

**EVALUATION OF EDUCATION DOCUMENTS**

FEE	REGISTER NUMBER	AMOUNT	\$ TYPE
Evaluation Fee		\$30.00	

*Evaluation will be based on current statutory requirements and TREC rules.*

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

**If you already have a license, do not use this form to submit SAE documents.**

**Before completing this form see important information on the reverse.**

1. I am requesting TREC to evaluate the attached education documents for a (mark one box only):

salesperson license

broker license.

I am the person to whom credit was given for these courses by the education provider.

Full Name (Last, First, Middle)  
(As it appears on Driver's License)

Signature of Requestor

2. License Number  
(if previously licensed by TREC)

3. Social Security Number

Note: Section 231-302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Numbers (SSN) when filing an application. The SSN will be confidential and is required to enforce Child Support orders. Failure to provide SSN will prevent a license from being issued and could ultimately lead to termination of the application.

4. Permanent Mailing Address  
(include complete address to which the results of the evaluation should be mailed)

5. Telephone  
(include area code)

6. Evaluation based on: (mark if applicable)

A previous Texas real estate license

An out of state broker license

**NOTICE FOR APPLICANTS FILING ON OR AFTER JANUARY 1, 2008**

**If your application is filed on or after January 1, 2008 you are required by law to have your fingerprints on file with the Department of Public Safety for TREC. Fingerprints on file for other agencies will not be accepted.** Your license will issue once you meet all licensing requirements and TREC receives confirmation from DPS that your fingerprints are on file. These fingerprints will be valid for subsequent renewals. You must present a completed FAST Pass at the time of fingerprinting. For directions on how to download your FAST Pass and make an appointment to get your fingerprints taken go to <http://www.trec.state.tx.us/fastpass>. The digital fingerprinting process may take up to 10 days, so plan accordingly. You must pay a license application fee AND a fingerprinting fee.

**You must pass the examination and get fingerprinted within six months after the date the application is filed with TREC or your application will expire.**

**Check the TREC web site at [www.trec.state.tx.us](http://www.trec.state.tx.us) for updates on the fingerprinting requirement.**

This document is available on the TREC website at [www.trec.state.tx.us](http://www.trec.state.tx.us)

## GENERAL INFORMATION

**If you already have a license, do not use this form to submit SAE documents.**

Applicants for a real estate license must obtain an evaluation of education documents via this request form PRIOR to filing an application for license. **DO NOT FILE THIS FORM WITH AN APPLICATION FOR LICENSE.** This form must be accompanied by a single remittance of **\$30.00** and **must include the original signature of the requestor.**

To be acceptable, courses must be completed at one of the following types of schools:

1. College or university accredited by the appropriate regional accrediting body;
2. Trade association or proprietary real estate school approved or accepted by the Texas Real Estate Commission;
3. A state association of Realtors (GRI courses only); or
4. Military or other government entity, or other licensing agency (these courses will be reviewed individually for acceptance).

Do not submit original transcripts or course completion certificates with this application. Only photocopies should be submitted. Retain the original documents for your personal files. The documents submitted to the Texas Real Estate Commission are not returned to the applicant.

**Out of state broker applicants** must hold a current broker license in another state and need 24 months of active licensure as a salesperson or broker out of the 36 months immediately preceding the filing of the application. **SUBMIT A CURRENT LICENSE HISTORY WITH YOUR BROKER APPLICATION AFTER YOU HAVE RECEIVED AN EDUCATION APPROVAL FROM TREC.**

### CORE REAL ESTATE COURSES

Principles of Real Estate **	Real Estate Marketing
Law of Agency **	Real Estate Math
Law of Contracts **	Real Estate Brokerage***
Real Estate Finance	Property Management
Real Estate Investments	Promulgated Contract Forms
Residential Inspection for Real Estate Agents	Real Estate Law
Real Estate Appraisal	

\*\* Course is required for salesperson applicants.

\*\*\*Course is required for broker applicants effective January 1, 2008.

### EXPLANATION OF ACADEMIC CREDIT HOURS

1 Semester Hour equals	15 Classroom Hours
1 Quarter Hour equals	10 Classroom Hours
1 Continuing Education Unit (CEU) equals	10 Classroom Hours

- EXAMPLES:**
- one 3 Semester hour college course = 45 classroom hours
  - one 3 quarter hour college course = 30 classroom hours
  - one 3 CEU course = 30 classroom hours

#### PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect

## FINGERPRINTING REQUIRED FOR TEXAS REAL ESTATE LICENSEES EFFECTIVE JANUARY 1, 2008

Anyone applying for or renewing a broker or salesperson license on or after January 1, 2008 must get fingerprinted in connection with the application. Fingerprints are required so that the Texas Department of Public Safety (DPS) can conduct a criminal history check with the Federal Bureau of Investigation (FBI). A criminal history check will be conducted on every applicant for a license and every time a real estate salesperson or broker license is renewed. Once fingerprints are on file with DPS, a licensee will not need to be fingerprinted for subsequent renewals.

- ✎ Fingerprints that an applicant or licensee may have submitted for any other reason, such as previous employment or for a state issued license, may not be used to apply for or renew a TREC salesperson or broker license.
- ✎ Fingerprints must be in the FBI's required format and must be taken at a Texas Real Estate Commission approved location. Currently, there are 70 locations statewide where electronic fingerprints can be taken.
- ✎ License applicants must get fingerprints taken within 6 months of the date the application is filed or the application will terminate.
- ✎ To renew your license on or after January 1, 2008, you should get your fingerprints taken well in advance of your license expiration date to avoid any renewal delay and assure continued licensure.
- ✎ If you fail to get your fingerprints taken before your license expires, you will have to submit a late renewal application form and pay a higher fee to get a new license.
- ✎ TREC cannot issue or renew a license until it has confirmation that your fingerprints have been submitted to DPS in the required form.
- ✎ You must get your fingerprints taken if you are currently licensed as a salesperson and are applying for a broker license if your fingerprints have not been previously submitted.
- ✎ Information on how and where to get your fingerprints taken is available on TREC website, [www.trec.state.tx](http://www.trec.state.tx)