



Renewal Form Information Sheet

FILE YOUR RENEWAL EARLY

Incomplete or inaccurate renewals filed near the license expiration date might result in an expired license. The documents referenced in this notice can be obtained from the Texas Real Estate Commission website at www.trec.state.tx.us

SALESPERSON ANNUAL EDUCATION (SAE) REQUIREMENTS FOR THOSE LICENSED PRIOR TO JANUARY 1, 2006

All active and inactive salespersons who are under the SAE requirement prior to January 1, 2006 must show evidence of having completed the following hours of education for the first three renewals:

- 1st Renewal: 210 hours total with at least 150 in core real estate
- 2nd Renewal: 240 hours total with at least 180 in core real estate
- 3rd Renewal: 270 hours total with at least 210 in core real estate

SALESPERSON ANNUAL EDUCATION (SAE) REQUIREMENTS FOR THOSE LICENSED ON OR AFTER JANUARY 1, 2006

All active and inactive salespersons who are under the SAE requirement on or after January 1, 2006 must show evidence of having completed the following hours of education for the first renewal:

- 1st Renewal: 270 hours total with at least 210 in core real estate

After completing SAE 1st renewal requirements a one year license is issued. The next renewal will require completion of Mandatory Continuing Education (MCE) hours.

NOTE: Should the hours be completed PRIOR to the first renewal, the licensee will have satisfied the SAE requirements, and will then be under Mandatory Continuing Education (MCE) requirements.

Evidence of successful course completion must be posted to the TREC computer system prior to the online renewal process or the license will expire. Evidence of course completion cannot be submitted during the online renewal process. You must submit your hours at least 10 days prior to the date you wish to pay your renewal fee and renew online. Course completion certificates may be mailed to TREC at P.O. Box 12188, Austin, TX 78711-2188 or faxed to TREC's Education Section at (512) 465-3989. Include your name, license number, and contact number or an SAE Cover Sheet that can be found at the TREC web site (www.trec.state.tx.us). Please allow 10 business days for processing. After 10 days, you should be able to go online to pay your renewal fee.

MANDATORY CONTINUING EDUCATION (MCE) REQUIREMENTS

All active real estate brokers, with the exception of those brokers who received an exemption in 1991 under Senate Bill 432, and active salespersons who are not subject to SAE requirements, are required to complete MCE for an active license renewal. The MCE requirement is 15 classroom (clock) hours (of which 6 must be in legal topics) of TREC approved MCE courses.

Other than those subject to the one time MCE exemption, all licensees with an active license are required to take a 3 hour legal update course and a 3 hour legal ethics course created for and approved by TREC to satisfy the 6 legal hours of mandatory continuing education required by Occupations Code §1101.455.

This document is available on the TREC website at www.trec.state.tx.us

MCE course providers are responsible for notifying TREC when a licensee has completed an MCE course. However, if you are seeking MCE elective credit for the following types of courses, **you must forward your course completion documentation to TREC and use the appropriate form:**

Core real estate course (completion documentation only);

Out of state continuing education courses (MCE Out of State Course Credit Request form); or

A course approved by the State Bar of Texas for MCLE participatory credit (MCE Credit Request for State Bar Courses form).

TIMELY RENEWAL

For an active license renewal, MCE courses must be taken during the term of the license being renewed. Hours cannot be carried over from one license term to another. If the MCE requirement has not been satisfied, the licensee will be required to pay a fee of \$200 and complete the required hours within 60 days of the effective date of the new license. Failure to pay the deferral fee and complete the required MCE hours within the 60 day period will result in the license being placed on INACTIVE status during which time a licensee must cease doing business, if such a licensee is a broker all salespersons sponsored by that broker will revert to inactive status. To return to active status a licensee must complete the required MCE hours; pay the deferral fee of \$200 **AND** a \$250 penalty (total \$450); as well as submit the appropriate form, "Application for Broker to Return to Active Status" or "Salesperson Sponsorship Form", and the \$20 filing fee.

To avoid paying the above mentioned fees, complete the required MCE prior to the expiration date of the license or request to renew the license in an INACTIVE status. This is done by initialing the appropriate line on the renewal form.

RENEWAL FEES

Refer to the Fee Schedule on the TREC web site or contact TREC offices to determine the amount of your renewal fee. **Licensees who were fingerprinted for a prior renewal or application must pay the renewal fee and an additional fee of \$19.25 for a follow-up background check required by law.**

INACTIVE LICENSES

To return to active status, a licensee must complete the required MCE hours during the two years prior to filing a reactivation form. A salesperson must file a Salesperson Sponsorship Form through an active broker. A broker must file an Application to Return to Active Broker Status.

EXPIRED LICENSES

Expired two years or less

To reinstate a license that has been expired for not more than two years an applicant must complete the required MCE hours within the two year period prior to filing the late renewal application. MCE is not required to file for an inactive license.

Expired more than two years but not more than six

To reinstate a license that has been expired for more than two years but not more than six years, an applicant must complete the MCE hours within the two year period prior to filing the late renewal application and pass the licensing examination. MCE is not required to file for an inactive license.

Expired more than six years

An individual whose salesperson license has been expired more than six years must meet all current application requirements (including education), file an original application and pass the licensing examination.

An individual whose broker license has been expired more than six years, must meet current requirements and reapply for licensure as a salesperson. If an individual holds a current broker license in another state, the individual should contact TREC for licensing information.

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



RENEWAL FORM

Mail To:

Texas Real Estate Commission
 P.O. Box 13146
 Austin, Texas 78711-3146

License Number										Expiration Date				
							-							
Register Number										\$ Type		Amount		

Do Not Write Above This Line

For assistance in filling out this form call TREC at (512) 459-6544 or 1-800-250-8732.

Licensee Name

Print Name Exactly As It Appears On License

License Number	License Expiration Date
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License Type (circle one)	Salesperson	Broker	Corporation
	Limited Liability Company	Partnership	

Mark this box to change license status to INACTIVE	<input type="checkbox"/>
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Required Information

Permanent Mailing Address				
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Number	Street	Apartment Number
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City (in which street address is located)	State	Zip Code	Area Code	Phone Number
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Have you had any instance of entering a plea of guilty or nolo contendere to, have been found guilty of, or been convicted of a felony, regardless of an order granting probation, community supervision, deferred adjudication, or suspending the imposition of sentence that has not previously been reported to the Texas Real Estate Commission?	Yes _____ No _____
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Failure to provide information requested by the Commission in connection with a renewal application is grounds for disciplinary action under the Real Estate License Act, Chapter 1101, Texas Occupations Code and 22 TAC §535.91.

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.**