



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		\$20.00	

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

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

This document is available on the TREC website at 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 **\$20.00 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.**

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