

# Submit an Initial Real Estate CE Course Application

For Approved TREC CE Providers


- Select 'Course – Real Estate CE' under the TREC – Continuing Education (CE) section

Home **Licenses** Complaints

Create an Application

**Select an Application**

Choose one of the following available applications. For assistance or to apply for an application type not listed below please contact us.

 [Search](#)

- ▶ Disconnect Records from your Account
- ▶ PIN Link Records to your Account
- ▶ TREC - Miscellaneous Transactions
- ▶ TREC - Licenses
- ▶ TREC - Timeshare
- ▶ TREC - Qualifying Education (QE)
- ▼ TREC - Continuing Education (CE)
  - Course - ERW CE
  - Course - Inspector CE
  - Course - Inspector Non-Elective
  - Course - Real Estate CE**
  - Course - Real Estate Non-Elective
  - Operations Manager, Owner or Officer Background History (TREC)
  - Provider - CE
- ▶ TREC - Audit and Compliance
- ▶ TALCB - Licenses
- ▶ TALCB - Qualifying Education (QE)
- ▶ TALCB - Continuing Education (CE)
- ▶ TALCB - Miscellaneous Transactions

[Continue Application »](#)

- Verify your provider license number is correct
- Select 'Continue Application'

Create an Application

**Course - Real Estate CE**

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
-----------------------	---------------------------	----------------------------	----------	------------	---

**Step 1: Contact Information > Provider Information**

\* indicates a required field.

**Provider Information**

To find a licensed professional, click the Look Up button.

License Type: Provider - CE

License Number: 359-CEP

Address: AUSTIN 78701

Edit

Save and resume later

Continue Application »

- Answer 'Yes' or 'No' if you are applying to offer a course currently approved by another provider
- Select 'Continue Application'

### Course - Real Estate CE

	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
--	---------------------------	----------------------------	----------	------------	---

### Step 2: Application Information > Secondary Information

\* indicates a required field.

## Application Information

---

### Secondary Information

If you are offering this course as a secondary provider where an original provider has already received TREC approval, select Yes and upload a permission letter from the original provider and author granting you permission to offer this course.

If you are not offering this course as a secondary provider, select No and continue.

\* Are you applying to offer a Real Estate CE course currently approved by another provider?:

Yes  No

Save and resume later

Continue Application »

- Complete all required fields

## Real Estate CE Course

---

### Course Information

If the course meets content requirements for an elective course, select Elective in the Course Subject drop-down menu.

If the course content is devoted solely to the topic of real estate contracts, select Contracts in the Course Subject drop-down menu.

\* Select Course Subject:

\* Course Hours:

\* Course Title:

---

### Course Description

A written statement that describes the course objective and the relevance of the subject matter to activities for which a real estate license is required. Subject matter may include relevant issues in the real estate market or topics that support the license holder's development of skill and competence.

\* Description:

spell check

---

### Course Author

\* Who is the author of the course?:

# Add Delivery Method(s)

- Add a row for each delivery method you are requesting to offer

## Course Presentation

---

### ***Delivery Method(s)***

Use the Add a Row feature to indicate the delivery method by which you plan to offer the course. Add additional rows to include multiple delivery methods.

**Synchronous Live In-Person** - A course delivery method in which the students and instructors interact live and in real time in the same physical location.

**Synchronous Live Virtual** - A course delivery method in which the students and instructors interact live and in real time through the use of video conferencing software.

**Asynchronous Online** - A course delivery method in which the students access course content, assignments, engagement activities and assessments via an online learning management system or similar tool. These courses are self-paced and students learn on their own time.

**Asynchronous Correspondence** - A course delivery method in which the students receive course content, assignments, engagement activities and assessments by mail, email or online portal. These courses are self-paced and students learn on their own time.

**Blended Live In-Person/Online** - A combination of synchronous live in-person and asynchronous online course delivery where at least 50% of the course is synchronous live in-person.

**Blended Live In-Person/Correspondence** - A combination of synchronous live in-person and asynchronous correspondence course delivery where at least 50% of the course is synchronous live in-person.

**Blended Live Virtual/Online** - A combination of synchronous live virtual and asynchronous online course delivery where at least 50% of the course is synchronous live virtual.

**Blended Live Virtual/Correspondence** - A combination of synchronous live virtual and asynchronous correspondence course delivery where at least 50% of the course is synchronous live virtual.

Showing 0-0 of 0

Delivery Method	Synchronous Hours	Asynchronous Hours
No records found.		

Add a Row



Edit Selected

Delete Selected

Save and resume later

Continue Application »

## Add Delivery Method(s)

- Select the Delivery Method
- Enter the Number of Hours (must match total number of hours requested for each delivery method)
- Select Submit

tool. These courses are self-paced and students learn on their own time.

**Asynchronous Correspondence** - A course delivery method in which the students receive course content, assignments, engagement activities and assessments by mail, email or online portal. These courses are self-paced and students learn on their own time.

**Blended Live In-Person/Online** - A combination of synchronous live in-person and asynchronous online course delivery where at least 50% of the course is synchronous live in-person.

**Blended Live In-Person/Correspondence** - A combination of synchronous live in-person and asynchronous correspondence course delivery where at least 50% of the course is synchronous live in-person.

**Blended Live Virtual/Online** - A combination of synchronous live virtual and asynchronous online course delivery where at least 50% of the course is synchronous live virtual.

**Blended Live Virtual/Correspondence** - A combination of synchronous live virtual and asynchronous correspondence course delivery where at least 50% of the course is synchronous live virtual.

* Delivery Method: <span>?</span>	* Synchronous Hours:	
<input type="text" value="Synchronous Live Virtual"/>	<input type="text" value="2"/>	
<hr/>		
* Delivery Method: <span>?</span>	* Asynchronous Hours:	
<input type="text" value="Asynchronous Correspondence"/>	<input type="text" value="2"/>	
<hr/>		
* Delivery Method: <span>?</span>	* Synchronous Hours:	* Asynchronous Hours:
<input type="text" value="Blended Live Virtual/Online"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

- Select ‘Continue Application’

### Delivery Method(s)

Use the Add a Row feature to indicate the delivery method by which you plan to offer the course. Add additional rows to include multiple delivery methods.

**Synchronous Live In-Person** - A course delivery method in which the students and instructors interact live and in real time in the same physical location.

**Synchronous Live Virtual** - A course delivery method in which the students and instructors interact live and in real time through the use of video conferencing software.

**Asynchronous Online** - A course delivery method in which the students access course content, assignments, engagement activities and assessments via an online learning management system or similar tool. These courses are self-paced and students learn on their own time.

**Asynchronous Correspondence** - A course delivery method in which the students receive course content, assignments, engagement activities and assessments by mail, email or online portal. These courses are self-paced and students learn on their own time.

**Blended Live In-Person/Online** - A combination of synchronous live in-person and asynchronous online course delivery where at least 50% of the course is synchronous live in-person.

**Blended Live In-Person/Correspondence** - A combination of synchronous live in-person and asynchronous correspondence course delivery where at least 50% of the course is synchronous live in-person.

**Blended Live Virtual/Online** - A combination of synchronous live virtual and asynchronous online course delivery where at least 50% of the course is synchronous live virtual.

**Blended Live Virtual/Correspondence** - A combination of synchronous live virtual and asynchronous correspondence course delivery where at least 50% of the course is synchronous live virtual.

Showing 1-3 of 3

<input type="checkbox"/>	Delivery Method	Synchronous Hours	Asynchronous Hours	
<input type="checkbox"/>	Synchronous Live Virtual	2		Actions ▾
<input type="checkbox"/>	Asynchronous Correspondence		2	Actions ▾
<input type="checkbox"/>	Blended Live Virtual/Online	1	1	Actions ▾

Add a Row ▾

Edit Selected

Delete Selected

Save and resume later

Continue Application »

# Timed Course Outline

- Add rows for each course topic covered in this course
  - Do NOT include breaks

## Course - Real Estate CE

	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
--	---------------------------	----------------------------	----------	------------	---

### Step 2: Application Information > Course Outline

A timed course outline must include course topics; assignments and activities, if applicable; topic or unit quizzes, if applicable; and the amount of time dedicated for each item.

CE courses require 50 minutes of instruction per credit hour.

\* indicates a required field.

## Timed Course Outline

### Real Estate Course Content

Add number of rows that matches the total number of topics for the course outline.

Showing 0-0 of 0

Topic Title	Topic Description	Number of Minutes
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

## Timed Course Outline

- Enter the Topic Title, Topic Description and Number of Minutes for each topic
  - Do NOT include breaks
  - Total number of minutes must equal the number of course hours requested
    - 50 minutes = 1 course hour

**Real Estate Course Content** ×

Add number of rows that matches the total number of topics for the course outline.

* Topic Title:	* Topic Description:	* Number of Minutes:
<input type="text" value="Topic 1"/>	<input type="text" value="Description of Topic 1"/>	<input type="text" value="50"/>
* Topic Title:	* Topic Description:	* Number of Minutes:
<input type="text" value="Topic 2"/>	<input type="text" value="Description of Topic 2"/>	<input type="text" value="30"/>
* Topic Title:	* Topic Description:	* Number of Minutes:
<input type="text" value="Topic 3"/>	<input type="text" value="Description of Topic 3"/>	<input type="text" value="20"/>

# Timed Course Outline

- Optional: Add any assignments, activities and topic quizzes
- Select 'Continue Application'

## Timed Course Outline

### Real Estate Course Content

Add number of rows that matches the total number of topics for the course outline.

Showing 1-3 of 3

<input type="checkbox"/>	Topic Title	Topic Description	Number of Minutes	
<input type="checkbox"/>	Topic 1	Description of Topic 1	50	Actions ▼
<input type="checkbox"/>	Topic 2	Description of Topic 2	30	Actions ▼
<input type="checkbox"/>	Topic 3	Description of Topic 3	20	Actions ▼

[Add a Row](#) ▼ [Edit Selected](#) [Delete Selected](#)

## Additional Outline Information

### Supporting Content

Total Number of Minutes:

List any assignments, activities, and topic quizzes:

spell check

[Save and resume later](#)

[Continue Application »](#)

- Complete required field
- Select 'Continue Application'

## Course - Real Estate CE

	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
--	---------------------------	----------------------------	----------	------------	---

### Step 2: Application Information > Student Identity

\* indicates a required field.

## Student Identification

### Verify Student Identity

\* Explain the process for verification of student identity. What methods are in place to ensure that the student registered for the course is the student completing the course?:

spell check

Save and resume later

Continue Application »

# Asynchronous or Blended Course Only

- Complete all required fields

## Step 2: Application Information > Asynchronous Delivery

\* indicates a required field.

### Asynchronous Delivery

---

#### Certification

\* Is this course currently approved by a distance education certification center acceptable to the Commission?:



Yes  No

#### Verification Questions

\* What method is in place to ensure the student spends the required number of hours completing this course?:

--Select--

\* What methods are available for the student to interact with a qualified instructor affiliated with this course?:

[Text area]

spell check

\* Method of security:



--Select--

# Asynchronous or Blended Course Only

- Complete all required fields
  - If your method of security is Security Questions, add row(s) for security questions and answers for Staff review

## Course Access - TREC Review

### Login Information

Please provide login information for TREC staff review.

\* Course URL:

\* Username:

\* Password:

## Security Questions - TREC Review

### Security Questions

Provide security questions and answers for TREC staff to review the course.

Showing 0-0 of 0

Security Question	Security Answer
No records found.	


[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Save and resume later

Continue Application »

# Adding a Required Document

- If you do not see a required document message, select 'Continue Application' and go to page 20
- If the required document message populates:
  - Note the required document type(s) needed
  - Select 'Add' and continue to the next page

 **An error has occurred.**  
The following documents are required:  
Permission Letter - Course Author

Course - Real Estate CE

	3 Supporting Documentation	4 Review	5 Pay Fees	6
--	----------------------------	----------	------------	---

**Step 3: Supporting Documentation > Supporting Documentation**

\* indicates a required field.

### Attachment

---

Attach supporting documents to your application.

Name	Type	Size	Latest Update	Action
No records found.				

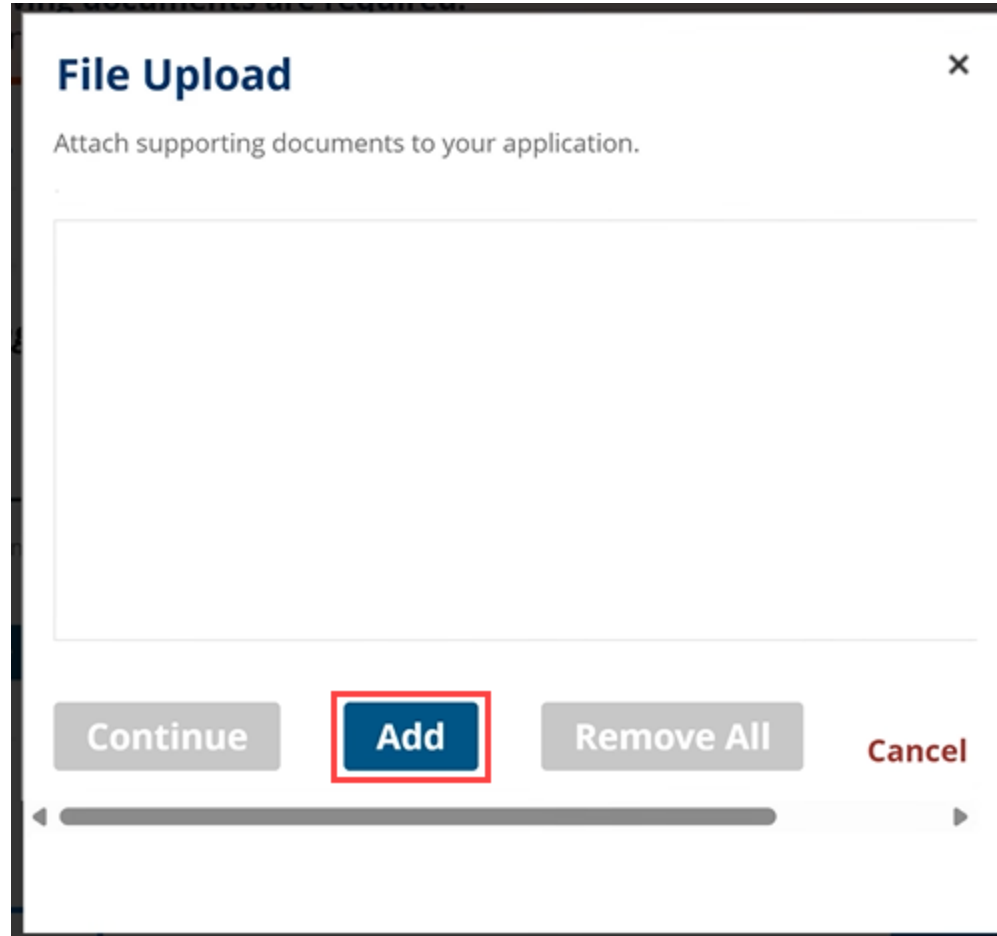
**Add**

Save and resume later

Continue Application »

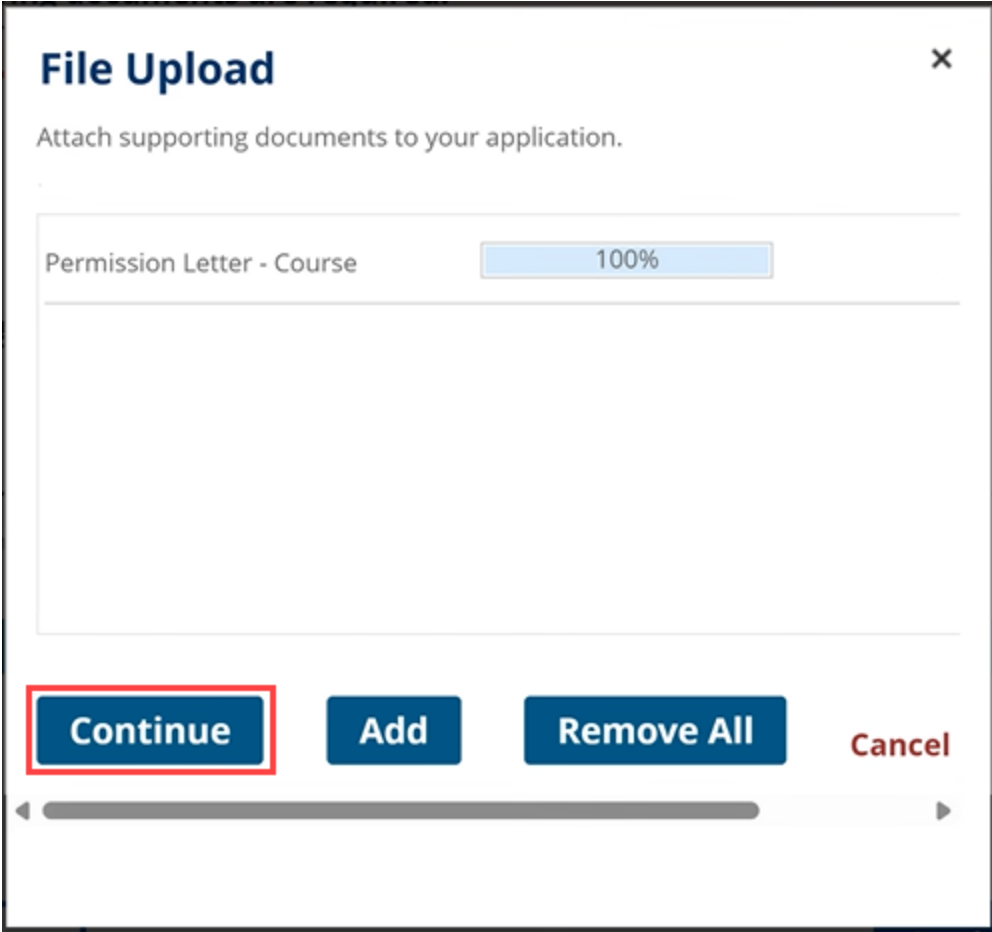
## Adding a Required Document

- Select 'Add'
- Add your document file



# Adding a Required Document

- Select 'Continue'



# Adding a Required Document

- Select the Type of document that is required
- Select 'Save'

**Course - Real Estate CE**

		3 Supporting Documentation	4 Review	5 Pay Fees	6
--	--	----------------------------	----------	------------	---

**Step 3: Supporting Documentation > Supporting Documentation** \* indicates a required field.

### Attachment

---

Attach supporting documents to your application.

Name	Type	Size	Latest Update	Action
No records found.				

**\*Type:**  Remove


**File:**  
Permission Letter - Course Author.pdf  
100%

**Description:**

spell check

# Adding a Required Document

- Verify you received the successfully uploaded message
- Select 'Continue Application'

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

### Course - Real Estate CE

		<b>3 Supporting Documentation</b>	4 Review	5 Pay Fees	6
--	--	-----------------------------------	----------	------------	---

### Step 3: Supporting Documentation > Supporting Documentation

\* indicates a required field.

### Attachment

Attach supporting documents to your application.

Name	Type	Size	Latest Update	Action
Permission Letter - Course Author.pdf	Permission Letter - Course Author	158.77 KB	12/14/2025	<b>Actions</b> ▼

**Add**

Save and resume later

**Continue Application »**

- Read and Certify the application
- Select 'Continue Application'

I certify that I am the owner or operations manager for this CE provider and that the information contained herein is true and correct. By signing this application, I agree on behalf of the CE provider to comply with all rules of the Texas Real Estate Commission and to timely file all course completion records as required by the rules. I understand that the approval of this course for CE credit may be withdrawn if found to be non-compliant.

By checking this box, I agree to the above certification.

Date: 12/14/2025

Save and resume later

Continue Application »

- Select 'Continue Application'

**Course - Real Estate CE**

				<b>5 Pay Fees</b>	6 Record Issuance
--	--	--	--	-------------------	-------------------

**Step 5: Pay Fees**

You are required to pay the amount below for your application to be processed.

**Application Fees**

Fees	Qty.	Amount
Base Application Fee	1	\$50.00
Content Review Fee	2	\$10.00
Synchronous Delivery Fee	2	\$10.00
Asynchronous Delivery Fee	2	\$20.00
Blended Synchronous Delivery Fee	1	\$5.00
Blended Asynchronous Delivery Fee	1	\$10.00
Texas.gov Fee**	105	\$3.15

**TOTAL FEES: \$108.15**

-----

**Continue Application »**



Card Information

Card Number\*   Expiration Date\*   CVV\*  

Billing Address

First Name\*  Last Name\*   
 Address Line 1\*  Address Line 2   
 City\*  State\*   
 Zip\*  Country\*   
 Phone  Email

\* Required fields

Fees - Base Application Fee	\$ 50.00
Fees - Content Review Fee	\$ 10.00
Fees - Synchronous Delivery Fee	\$ 10.00
Fees - Asynchronous Delivery Fee	\$ 20.00
Fees - Blended Synchronous Delivery Fee	\$ 5.00
Fees - Blended Asynchronous Delivery Fee	\$ 10.00
Fees - Texas.gov Fee**	\$ 3.15
<b>Total</b>	<b>\$ 108.15</b>

\*\*Payment includes Texas.gov cost recovery fees for the state of Texas.

I am human 

- Complete all required fields
- Enter your email address if you want a copy of your payment receipt
- Select 'Submit'

- Note your record number is the course application number
- You can print/view your receipt
- Select 'View Record Details' to view additional application information

Course - Real Estate CE

					6 Record Issuance
--	--	--	--	--	-------------------

**Step 6: Record Issuance**



Thank you for using our online services.  
Your submission has been received.

Thank you for using our online services.

**Your Record Number is 00168-RECE-APP.**

**You will need this number to check the status of your application.**

**Print/View Receipt**

Choose "View Record Details" to check status or make other updates.

**View Record Details »**

# View Application Record Details

- Record Details page

Home **Licenses** Complaints

Create an Application

**Record 00168-RECE-APP:** **Add to collection**  
**Course - Real Estate CE**  
**Record Status: Submitted**

Record Info ▼    Payments ▼    Custom Component

---

**Record Details**

# View Application Record Details

- Select 'Record Info'
- Select 'Processing Status'
  - This will show you the status of your application

Home **Licenses** Complaints

Create an Application

**Record 00168-RECE-APP:** **Add to collection**  
**Course - Real Estate CE**  
**Record Status: Submitted**

Record Info ▼    Payments ▼    Custom Component

**Processing Status**

---

 ▶ Application Intake

Secondary Information

Course Author

Content Review

Asynchronous Review

License Issuance

# View Application Record Details

- Select 'Record Info'
- Select 'Attachments'
  - Use this to add documents if you receive a curative requesting additional documentation

Home **Licenses** Complaints

Create an Application

**Record 00168-RECE-APP:** Add to collection  
**Course - Real Estate CE**  
**Record Status: Submitted**

Record Info ▾ | Payments ▾ | Custom Component

### Attachments

Attach supporting documents to your application.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Permission Letter - Course Author.pdf	00168-RECE-APP	Course - Real Estate CE	Record	Permission Letter - Course Author	158.77 KB	12/03/2025	Acti

**Add**

# View Application Record Details

- Select 'Payments'
- Select 'View Details' to download a copy of your payment receipt

Home **Licenses** Complaints

Create an Application

**Record 00168-RECE-APP:**  
**Course - Real Estate CE**  
**Record Status: Submitted**

[Add to collection](#)

Record Info ▾

**Payments ▾**

Custom Component

## Fees

***Paid:***

Date	Invoice Number	Amount	<a href="#">View Details</a>
12/03/2025	5081	\$50.00	<a href="#">View Details</a>
12/03/2025	5081	\$5.00	<a href="#">View Details</a>
12/03/2025	5081	\$5.00	<a href="#">View Details</a>
12/03/2025	5081	\$10.00	<a href="#">View Details</a>
12/03/2025	5081	\$2.10	<a href="#">View Details</a>

**Total paid fees: \$72.10**