



Course Policies

TREC credit requirements

To ensure your attendance is documented, please be seated when the class begins each day and return on time from lunch and any breaks extended by the course administrator/monitor.

This course satisfies 30 hours of SAE or current elective hours of CE credit. To receive either type of credit you must attend all class hours and pass your exam with a 70% score. No partial CE credit will be issued. To receive course credit, send a copy of your certificate of completion to TREC at least 10 days in advance of your license renewal date.

TREC Fitness Determination

Before you apply for a license, you can request that TREC determine whether your moral character meets their qualifications for honesty, trustworthiness, and integrity. If you have any criminal offenses, unpaid judgements, had disciplinary action taken against a professional or occupational license, or performed unlicensed activity, you should consider requesting a Fitness Determination from TREC.

Incomplete coursework

Students who missed part of the course, who did not take the exam, or who fail the course exam will be issued an incomplete and will be permitted to make up missed coursework and the exam. Students with an incomplete who later complete the course and exam makeup can receive credit by submitting their completion certificate to TREC.

Students who attend less than two-thirds of a class, who voluntarily terminate their enrollment, or whose enrollment is terminated for cause by an association/board will be dropped. Students listed as incomplete who do not subsequently complete course and exam makeup work within the 90-day allotted timeframe also will be dropped from the class. Attendees identified as dropped must complete the entire course again and remit any registration fees to the association to receive credit for the course.

Makeup provisions

Students who miss part of a course for any reason may not take the exam until they have completed the course makeup work. A student who misses part of any course day must make up the entire day or a recording of the exact class time they missed. It is the student's responsibility to find and schedule the appropriate makeup topic with the association hosting the new class, coordinate with the local association to schedule taking the exam, and to pay all related exam fees.

All course and exam makeup sessions must be completed within 90 days of the completion of the original course, or the student will be dropped. Once the makeup work and exam are completed, the student is responsible for submitting his completion certificate to TREC.

Texas REALTORS® charges a \$50 fee to make up any missed coursework and the exam. The local association may charge an additional fee for the participant to make up any missed coursework and take the exam at their association.

Texas REALTORS® and the local association each charge a \$25 fee to retake a failed exam. When retaking a failed exam, the new exam will contain questions not found on the original test. A student who fails the exam a second time must retake the course at full price as set by the local association.

Online course evaluations

A student may complete an instructor evaluation online at TREC's Web site at the following address:

<https://www.trec.texas.gov/public/course-and-instructor-evaluation>. Student may complete the evaluation anonymously.

I have read and understood the above policies.

Signature _____

Printed Name _____ Date _____