

THE TEXAS INSTITUTE OF REAL ESTATE

STEPS TO OBTAIN A TEXAS REAL ESTATE LICENSE

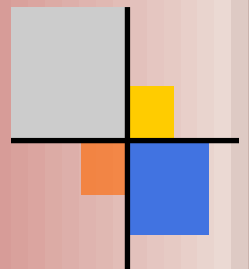


**REAL ESTATE LICENSE
HOTLINE**

1-800-624-5440

info@txire.com

www.txire.com



**PLEASE READ SLOWLY AND CAREFULLY.
CALL US AT 1-800-624-5440 IF YOU HAVE QUESTIONS.**

IMPORTANT:

To be eligible to apply for a real estate Salesperson License, you must be a citizen of the United States or a lawfully admitted alien, eighteen (18) years of age or older and a legal resident of Texas.

The Texas Real Estate Commission (TREC) requires you to have the equivalent of 210 classroom hours (seven 30-hour classes) before you are able to apply for a Texas real estate license. TREC will give credit for real estate-related courses that have been completed.

Step 1: Decide how many courses you need

If you have two – 3-semester hour -- courses on your college transcript (from an accredited college or university) that are related to the topics listed on the Texas Real Estate Commission’s website at: <http://www.trec.state.tx.us/education/related.asp>, you can expect to receive 60 classroom hours of related credit toward your Pre-Licensing education.

**With NO college credit:
210 class hours**

- Seven 30-hour core courses
Courses required:
- 60 hours of Principles of Real Estate
 - 30 hours of Law of Agency
 - 30 hours Law of Contracts
 - 90 hours (3x30-hour) of elective courses

**With college credit:
150 class hours**

- Five 30-hour core courses
Courses required:
- 60 hours of Principles of Real Estate
 - 30 hours of Law of Agency
 - 30 hours Law of Contracts
 - 30 hours of an elective course

Step 2: Take your courses

We suggest that you take Pre-Licensing correspondence courses. They are offered by St. Edward’s University Professional Education Center in association with The Texas Institute of Real Estate. They will allow you to complete education requirements at home. These courses are self paced so you will be able to go through the course as quickly, or slowly as you want. You will work through the course by reading the book, taking a practice exam, and then a final open-book exam. The correspondence courses are not timed and can be taken at any time.

To purchase a Pre-Licensing correspondence course package:

- a) Go to : <http://cart.thetexasinstituteofrealestate.com/courses/3>
- b) Choose either 210 hour or 150 hour package.
- c) Click on the “Book” icon. A list of courses will be displayed. Choose how you want the textbooks to be delivered to you. A PDF of every book is included in every course; we will also ship you textbooks if you like; just pay

shipping costs.

- d) Click on "Add to cart" at the bottom of the display box.
- e) Click on "Check out" at the bottom of the page.
- f) Enter a "Discount code".
- g) Fill out Student and Billing information. Click "Check out" at the bottom of the page.
- h) Click on "My courses" to begin.

Step 3: File your Application

Once you have completed your courses and received Certificates of Completion, submit the following to TREC:

- a) Application for Inactive Salesperson License;
 - b) Salesperson Sponsorship Form.
- Both Forms can be found on TREC's website at: <http://www.trec.state.tx.us/formslawscontracts/forms/forms-r.e.app.asp>.
- c) Unofficial college transcript (if you have one) with copies of Certificates of Completion. DO NOT submit original transcripts or course completion documents. Keep the originals for your personal files and send photocopies to the Commission.
 - d) Required fees.

Application Fee		\$143.00
Recovery Fund Fee		\$ 10.00
Paper Filing Fee	(waived if filed online)	\$ 20.00
Total:		\$ 173.00



To file online, go to TREC's website at: <https://mylicense.trec.state.tx.us/datamart/mainMenuTXREC.do;jsessionid=1AB526AE9ED27C0B17D753B4282AEBCC>.

The information requested online is the same as on the paper application. You may either scan and send your education documents electronically to education@trec.texas.gov or fax them to 512-936-3863 with a copy of your completed application.



To mail: Texas Real Estate Commission
 P. O. Box 12188
 Austin, TX 78711-2188

NOTE: Filling the application out online will speed up the application process considerably.



Step 4: Take state licensing exam

Once your application has been received, processed and accepted, TREC will send you an eligibility letter including an **ID number**. You will also receive a notification that you may obtain a copy of the Candidate Information Brochure (CIB) to register for the exam. A copy of the CIB can be downloaded from the web site at: <http://www.psiexams.com>. (Please DO NOT attempt to register for the exam without first receiving notification from TREC)

Once you have received notification, do the following:

- a) Register for the exam.

Psychological Services Incorporated (PSI) Testing Center is where the exam is administered. To register for an examination, you must submit the PSI Registration Form (you will find it in CIB) and pay to PSI a fee of \$61.

You can register: Online or by mail.



To register online use the link below:

http://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=12



Mail: 3210 E Tropicana
Las Vegas, NV 89121
Phone: Call (800) 733-9267
Fax: (702) 932-2666

- b) Schedule an appointment

Once confirmed, call PSI to schedule an appointment to take the exam.

- c) Take state licensing exam.

You will have **1 year** from the date the application **was filed** to pass your exam.



Step 5: Get fingerprinted

Once you have obtained your TREC ID number (as described above):

- a) Download the FastPass form from TREC's website at <http://www.trec.state.tx.us/FASTPrintPass/>. The *FAST Fingerprint Pass* is your "admission ticket" for fingerprinting and L-1 Enrollment Services cannot setup your appointment without one).

- b) Make an appointment through L-1 Enrollment Services or through PSI.

L-1 Identity Solutions - Enrollment Services is the vendor that collects and submits fingerprints to the FBI via the Texas Department of Public Safety (DPS). You may schedule online with L-1 Enrollment Services at: <https://tx.ibtfingerprint.com/> or by calling 888-467-2080. To see locations go to: <http://l1enrollment.com/locations/?st=tx> . To see PSI locations where fingerprinting services are also available, go to: http://www.trec.state.tx.us/FASTPass/FASTFingerprintPass_locations.aspx#PSI .

NOTE: You can get fingerprinted after passing the state exam but a license will not be issued if the background check has not been cleared.

Step 6: Your broker receives your license

Once you have successfully passed the State examination, your broker will receive your license. You may then start selling real estate.

NOTE: In the first year of being licensed, you will need to complete 60 hours of Salesperson Annual Education (SAE). You can take any course that was not taken in your first year. Find here a list of core courses you can choose from: <http://cart.thetexasinstituteofrealestate.com/courses/4>.

After your first year of licensure, every 2 years you will need to complete 15 hours of Mandatory Continuing Education (MCE). Six of those hours must consist of a 3-hour Legal Update course and a 3-hour Legal Ethics course.

Questions?
Call the Real Estate License Hotline!
1-800-624-5440

Or email us here: [**info@txire.com**](mailto:info@txire.com)

[**www.txire.com**](http://www.txire.com)

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TEL. (512) 452-4461, 800-624-5440 (toll-free) FAX (512) 583-0215

Texas Real Estate Agent Start Up Fees

Texas Real Estate Commission

Application Fee	\$143.00
Recovery Fund Fee	\$ 10.00
Paper Filing Fee (waived if filed online)	<u>\$ 20.00</u>
	173.00

State Examination Fee **\$61.00**

Fingerprinting **\$44.20**

Local Board of Realtor®s Fees

Check with your Broker

ACTRIS Service Fees (MLS)

Check with your Broker

Miscellaneous

Business Cards	Advertising
Announcements	Lock boxes
Training Fees	For Sale and Open House signs

