



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 instructor. 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. Course credit will be submitted to TREC on behalf of the student by the Qualifying Education provider.

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. <https://www.trec.texas.gov/forms/fitness-determination>

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 without refund. 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 without refund. Attendees identified as dropped must complete the entire course again and remit any registration fees to the association to receive credit for the course.

Exam/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 exams original or retake are closed book/closed note. 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, provider will submit course credit 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® charges a \$25 fee to retake a failed exam. The local association may charge an additional 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.

Cancelled course

In the event a course is cancelled, the student may elect to receive a full refund or transfer registration to another iteration of the course.

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 _____