

# REAL ESTATE, CERTIFICATE OF TECHNOLOGY



## Information

The Certificate of Technology in Real Estate builds on the Occupational Certificate by including courses that provide for the annual renewal of the salesperson's license and better equip the student to be successful in the highly competitive field of real estate. All courses required for this certificate also apply toward the Real Estate, Associate of Applied Science (AAS) (<https://publications.sanjac.edu/areas-study/business/real-estate-aas/>) degree.

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

## Real Estate Sales Agent Licensing Information

A sales agent is a person who is licensed by the Texas Real Estate Commission (TREC) to act as an agent on behalf of a real estate broker and their clients. A sales agent must be sponsored by a licensed Broker to perform any act of real estate services.

### Qualifications

- Citizen of the United States or lawfully admitted alien
- 18 years of age or older
- Meet TREC's qualifications for honesty, trustworthiness, and integrity
  - Consider requesting a Fitness Determination (<https://www.trec.texas.gov/forms/moral-character-determination/>) before applying for the license

### Requirements

You have one year from the date your application is filed to meet all the license requirements below. Check the status of your application using the Application Status Tracker (<https://www.trec.texas.gov/apps/application-tracker/?homeApplicationSearch=&homeApplicationSearchButton=>).

### File the Application Online or by Mail

#### • Apply Online

Submit your application and fee (<https://www.trec.texas.gov/agency-information/fee-schedule/>) to become a Sales Agent using our Online Services (<https://mylicense.trec.texas.gov/datamart/login.do?header=true>). If you don't already have a username and password for our Online Services, register now.

#### • Apply by Mail

If you prefer, you can also apply for your Sales Agent license using our paper application (<https://www.trec.texas.gov/forms/application-inactive-real-estate-sales-agent-license/>).

### Fingerprints for Background Check

Applicants are required by law to have fingerprints (<https://www.trec.texas.gov/fingerprint-requirements/>) on file with the Texas Department of Public Safety (DPS) so a background check can be performed. Fingerprints on file for other agencies will not be accepted. A license will not be issued if the background check has not been passed. Applicants should expect a delay if they are notified of an investigation into their background history.

### Submit Qualifying Education

180 classroom hours of the following qualifying real estate courses:

- Principles of Real Estate I (30 classroom hours)
- Principles of Real Estate II (30 classroom hours)
- Law of Agency (30 classroom hours)
- Law of Contracts (30 classroom hours)
- Promulgated Contract Forms (30 classroom hours)
- Real Estate Finance (30 classroom hours)

Students should submit your course completion documents to TREC ([documents@trec.texas.gov](mailto:documents@trec.texas.gov)) after applying online or with your paper application. After completing your course work, you are welcome to submit a course and instructor evaluation (<https://www.trec.texas.gov/public/course-and-instructor-evaluation/>).

If you completed any of the above qualifying real estate courses through an accredited college/university for academic credit, submit a transcript for evaluation.

### Take the Exam

License exams are administered by PearsonVUE (<https://home.pearsonvue.com/test-taker.aspx>), a testing service company. You will be sent a notice with instructions for scheduling the exam and obtaining a copy of the exam Candidate Handbook. If you fail the exam three times, additional education will be necessary.

### Find a Sponsor

After meeting the above requirements, applicants will be issued an inactive license. Applicants need to be sponsored by an active Texas licensed broker to work and can complete a sponsorship request using TREC's online services (<https://mylicense.trec.texas.gov/datamart/>).

mainMenuTXREC.do). Once the broker has accepted the request, an active license will be issued, and applicants can work as Sales Agents.

Note: Educational Requirements for Texas Real Estate Licensure: Requirements for licensure are subject to change by TREC. Three semester credit hours (SCH) are the equivalent of 45 clock or classroom hours. A real estate salesperson is required to complete a total of 18 SCH (270 classroom hours) of education by the end of his or her first year of licensure. Courses acceptable toward sales educational requirements are also acceptable for broker educational requirements.

## Real Estate Broker Licensing Information

A Licensed Real Estate Broker is a person who provides real estate services to another person in exchange for a commission. Brokers can also sponsor and supervise real estate sales agents.

### Qualifications

- Citizen of the United States or lawfully admitted alien
- 18 years of age or older
- Meet TREC's qualifications for honesty, trustworthiness, and integrity
  - Applicants may consider requesting a Fitness Determination (<https://www.trec.texas.gov/forms/moral-character-determination/>) form before applying for the license

### Requirements

Applicants have one year from the date their application is filed to meet all license requirements below:

#### Submit Qualifying Education

270 classroom hours of qualifying real estate courses (<https://www.trec.texas.gov/qualifying-real-estate-course-list/>), including the following mandatory courses:

- Principles of Real Estate I (30 classroom hours)
- Principles of Real Estate II (30 classroom hours)
- Law of Agency (30 classroom hours)
- Law of Contracts (30 classroom hours)
- Promulgated Contract Forms (30 classroom hours)
- Real Estate Finance (30 classroom hours)
- Real Estate Brokerage (30 classroom hours)

The Real Estate Brokerage course must be completed not more than two years before the application date.

An additional 630 classroom hours in related qualifying courses acceptable to TREC or approved Continuing Education (CE) courses are also required.

#### TREC approved elective qualifying courses include:

- Real Estate Appraisal
- Real Estate Law
- Real Estate Marketing
- Real Estate Math
- Property Management
- Real Estate Investments
- Residential Inspections for Real Estate Agents

Following is a list of course topics acceptable for related qualifying course credit if completed for academic credit through a college or university.

- Accounting
- Principles/Intro
- Bookkeeping
- Income Tax
- Managerial
- Advertising
- Principles/Intro
- Public Relations
- Architecture
- Drawing
- Business
- Intro to Business
- Business Communications
- Business Math
- Business Principles
- Business Writing
- Business Ethics
- Construction
- Basic Design
- Building
- Electricity
- Environmental Design
- Framing
- Materials
- Roofing
- Structures
- Surveying
- Finance
- Business
- Corporation
- Entrepreneurship
- Financial Institutions
- Money and Banking
- Mortgage Lending/Loan Processing
- Investments
- Principles/Intro
- Investment Analysis
- Law
- Agency
- Agricultural
- Business
- Commercial
- Contracts
- Institutions and Management
- Legal Environment
- Oil and Gas
- Property
- Management
- Principles/Intro
- Business Organizations
- Farm and Ranch
- Office

- Personnel
- Public Administration
- Occupational Administration
- Marketing
- Principles/Intro
- Agricultural Marketing
- Marketing Management
- Real Estate
- Law, Finance, Contracts
- Farm and Ranch Properties
- Real Estate Trends
- Title and Closings
- Ethics
- Taxation
- Internship
- Staging (Interior Design)

A bachelor's degree or higher from an accredited college or university satisfies all of the related education requirements for a broker license. A copy of the college transcript awarding the degree must be submitted as evidence of completion of the degree.

Students may submit course completion documents to TREC after applying online or with a paper application. After completing course work, students are welcome to submit a course and instructor evaluation (<https://www.trec.texas.gov/public/course-and-instructor-evaluation/>).

### **Meet the Experience Requirements**

Candidates for a broker license must also meet the following experience requirements:

Have at least four years' active experience as a licensed real estate sales agent or broker during the 60-month period preceding the filing of the application. Experience must total 360 points and be reported on the Qualifying Experience Report for a Broker License (<https://www.trec.texas.gov/forms/supplement-qualifying-experience-report-broker-license/>). Candidates must also include a transaction identification list for each transaction claimed on the experience report.

### **File Application Online or by Mail**

#### **• Apply Online**

Submit your application and fee (<https://www.trec.texas.gov/agency-information/fee-schedule/>) to become a Broker using our Online Services (<https://mylicense.trec.texas.gov/datamart/mainMenuTXREC.do>). If you don't already have a username and password for our Online Services, register now. If you have registered online with TALCB or TREC in the past, log in now (<https://mylicense.trec.texas.gov/datamart/mainMenuTXREC.do>).

#### **• Apply by Mail**

If you prefer, you can also apply for a broker license using our paper application (<https://www.trec.texas.gov/forms/real-estate-broker-license-individual/>).

### **Fingerprints for Background Check**

Applicants are required by law to have fingerprints (<https://www.trec.texas.gov/fingerprint-requirements/>) on file with the Texas Department of Public Safety (DPS) so a background check can be performed. Fingerprints on file for other agencies will not be accepted. A license will not be issued if the background check has not been passed.

Applicants should expect a delay if they are notified of an investigation into their background history.

### **Taking the Exam**

License exams are administered by PearsonVUE (<https://home.pearsonvue.com/test-taker.aspx>), a testing service company. Applicants will be sent a notice with instructions for scheduling the exam and obtaining a copy of the exam Candidate Handbook. If students fail the exam three times, additional education will be necessary.

### **For further information, students may call, write, or email:**

The Texas Real Estate Commission  
PO Box 12188  
Capitol Station, Austin, TX 78711-2188

The Texas Real Estate Commission  
1700 Congress Ave., #400  
Austin, TX 78701

Hours: Monday through Friday, 8 AM to 5 PM  
512-936-3000 (Call Center: 7:00 AM to 6:00 PM)  
Email TREC: General Questions and  
Information: [information@trec.texas.gov](mailto:information@trec.texas.gov)

Code	Title	Credits
<b>Core Real Estate Courses</b>		
RELE 1201	Principles of Real Estate I	2
RELE 1211	Law of Contracts	2
RELE 1238	Principles of Real Estate II	2
RELE 1300	Contract Forms and Addenda	3
RELE 1303	Real Estate Appraisal	3
RELE 1307	Real Estate Investments	3
RELE 1315	Property Management	3
RELE 1319	Real Estate Finance	3
RELE 1321	Real Estate Marketing	3
RELE 1325	Real Estate Mathematics	3
RELE 2301	Law of Agency	3
RELE 2331	Real Estate Brokerage	3
<b>Total Credits</b>		<b>33</b>

Related Courses Acceptable toward Broker Licensure can be found on the TREC website [www.trec.texas.gov](http://www.trec.texas.gov) (<https://www.trec.texas.gov>).

### **Renew the Sales Agent License**

Real Estate Sales Agents must renew their licenses every two years. A renewal notice will be sent out about 90 days before the expiration date. Until agents receive this notice of renewal, they cannot renew their licenses. As part of the renewal process, agents must complete certain continuing education courses to help them deliver competent and quality real estate services. After completing course work, agents are welcome to submit a course and instructor evaluation (<https://www.trec.texas.gov/public/course-and-instructor-evaluation/>).

Agents may renew their licenses up to six months after the expiration date. After six months and up to two years past the expiration date, agents may apply for reinstatement (<https://www.trec.texas.gov/forms/reinstatement-real-estate-sales-agent-license-or-broker-license-individual/>) of the license. After two years past the expiration date, agents will have to reapply and pass the examination.

### **Sales Apprentice Education (SAE) requirements for First Time Renewals**

- If you are renewing for the first time, active or inactive, you must have a total of 270 qualifying real estate course (<https://www.trec.texas.gov/qualifying-real-estate-course-list/>) hours, 4 hours of TREC's Legal Update I, and 4 hours of TREC's Legal Update II posted to your license record prior to submitting your renewal.
- If you have been made a supervisor by your broker, you must complete the 6-hour Broker Responsibility course to renew.
- Submit qualifying course completion certificates to TREC ([documents@trec.texas.gov](mailto:documents@trec.texas.gov)) for courses completed **prior to May 1, 2022**, at least 10 days before renewing your license.
- Qualifying credit will not be granted if you were previously given credit for a substantially similar qualifying course within a two-year period.
- You may not defer SAE requirements. Your license will not be renewed until you complete the required education.

3. Agents must include payment of the renewal fee (<https://www.trec.texas.gov/agency-information/fee-schedule/>).

### **Active sales agent license renewal requirements**

- Complete 18 hours of approved Continuing Education (CE) courses
  - 8 hours of TREC Legal Update I and II
  - 3 hours of contract-related coursework
  - 7 hours of elective CE
- If you have been made a supervisor by your broker, you must complete the 6-hour Broker Responsibility course as part of your 18 hours of CE.
- If TREC records do not reflect completion of CE requirements at the time you submit your renewal application, you must pay a \$200 CE Deferral Fee, or renew in inactive status. Payment of the CE Deferral Fee allows you to remain active for an additional 60 days from your expiration date to complete CE requirements. To receive the additional 60 days to complete any outstanding CE, the CE Deferral fee must be paid before the expiration date of your license. Deferral does not apply to sales agents renewing for the first time.
- If your license expires, you cannot renew until CE requirements are met and you have paid the CE Deferral Fee. If you complete CE more than 60 days after your license expiration date, you will be subject to an additional late reporting fee of \$250.
- If you have *not* submitted your fingerprints for TREC with a previous renewal or application, you must be fingerprinted for a criminal background check.

### **Inactive sales agent license renewal requirements**

Agents may renew the license on inactive status without completing CE. Agents cannot engage in real estate brokerage activity with an inactive license.

### **Renew Online:**

1. Agents may renew online using TREC's Online Services (<https://mylicense.trec.texas.gov/datamart/mainMenuTXREC.do>). If agents have not renewed online before, they may need to register first.
2. Agents should complete CE at least 10 days before the expiration date, to ensure time for processing.
3. Agents must pay the renewal fee online using TREC's Online Services (<https://mylicense.trec.texas.gov/datamart/mainMenuTXREC.do>) no later than the expiration date of the license.

### **Renew by Mail:**

1. Agents may submit the Renewal Form for Real Estate Sales Agents and Brokers (<https://www.trec.texas.gov/forms/renewal-individual-real-estate-license-timely-or-expired-less-six-months-0/>).
2. Agents should complete CE at least 10 days before the expiration date, to ensure time for processing.