

Texas Real Estate Commission

Education & Examinations Division

Qualifying ERW Classroom Course Application Checklist

Provider Name: _____

Provider #: _____

Course Title: _____

Course #: _____

Course Application

- Correct payment included
- Provider information accurate and complete
- Course title
- Delivery method identified
- All required course documents included (*email education@trec.texas.gov to see if textbook is already on file*)
- Check the box in section 6 if you would like to submit required course documents electronically
- Name, signature and dated by the Owner or Operations Manager of the provider

Course Approval Form

- Name of textbook, author, publisher, edition is included
- Form completed with correct page numbers or time stamp of other media where topics are found and time is allocated for each topic

Instructor Manual - includes all information required by the [TREC Instructor Manual Guidelines](#)

Timed Course Outline

- Daily course segments do not exceed 12 hours
- Devotes the time prescribed for each topic (main subject category) on the course approval form
- Includes the following:
 - Topic quizzes
 - 1 SBL
 - Final exam (not included in total course time)

***Topic Quizzes**

- At least three questions related to subject matter of each course **topic** (main subject category)

***Scenario-based Learning (SBL)**

- Exercise bank
- Course contains one SBL

Final Exams/Final Exam Question Bank

- Four versions of the final exam
- Final exams cover all topics
- No true/false questions
- Distractors should appear as reasonable answers
- Each final exam does not repeat more than 1/3 of the questions from any other version of a final
 - Provide a final exam matrix or other acceptable documentation as evidence
- Final exam consists of at least 2 questions per credit hour
- Question bank (four questions per credit hour)
- Final exam questions must be significantly different from quiz questions/exercises
- Final exam instructions explain that the final exam is a proctored, closed-book/closed-note test

Final Exam Proctoring Explanation

- Student Verification - explanation of exam proctoring includes the procedure to positively identify the student taking the exam is the student who registered for the exam
- Exam is proctored by/through:
 - Provider faculty or staff
 - 3rd party proctor acceptable to the Commission
 - Use of technology
- Copy of proctoring agreement that includes the exam is closed-book with no notes allowed
- Provide specific information about how the proctoring will take place including the instructions for both parties

Course Completion Certificate

- Provider's name and license number
- Instructor name
- Course title and course number
- Number of credit hours
- Dates student began and completed the course
- Printed name and signature of an official of the provider on record
- Delivery method (Classroom)

Course Evaluation

- Includes all questions per the [TREC Course/Instructor Evaluation Form](#)

Providers may add questions to the end or use the TREC promulgated form and include an additional evaluation of their own design.