



DUPLICATE RENEWAL NOTICE

Mail To:

Texas Real Estate Commission
 P.O. Box 13146
 Austin, Texas 78711-3146

License Number										Expiration Date				
Register Number										\$ Type			Amount	

Do Not Write Above This Line

For assistance in filling out this form call TREC at (512) 459-6544 or 1-800-250-8732.

Licensee Name

Print Name Exactly As It Appears On License

License Number	License Expiration Date
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License Type (circle one)	Salesperson	Broker	Corporation
	Limited Liability Company		Partnership

Mark this box to change license status to INACTIVE	
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Education Requirements

	SAE hours are required for either an ACTIVE or an INACTIVE license.		
	Total MCE hours of which		hours must be in legal topics. (See instructions)

Required Information

Permanent Mailing Address				
Number	Street	Apartment Number		
City (in which street address is located)	State	Zip Code	Area Code	Phone Number
Have you had any instance of entering a plea of guilty or nolo contendere to, have been found guilty of, or been convicted of a felony, irrespective of an order granting probation or suspending the imposition of sentence that has not previously been reported to the Texas Real Estate Commission?				Yes ____ No ____

Failure to provide information requested by the Commission in connection with a renewal application is grounds for disciplinary action under the Act, §15B(b) and 22 TAC §535.91.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**



Renewal Notice Information Sheet

BE SURE TO COMPLETE THE BACK OF THE RENEWAL CARD

FILE YOUR RENEWAL EARLY
Incomplete or inaccurate renewals filed near the license
expiration date might result in an expired license.

The documents referenced in this notice can be obtained from the Texas Real Estate
Commission website at www.trec.state.tx.us

SALESPERSON ANNUAL EDUCATION (SAE) REQUIREMENTS

All active and inactive salespersons, who are under the Salesperson Annual Education (SAE) requirement, must show evidence of having completed the following hours of education for the first three renewals:

- 1st Renewal: 210 hours total with at least 150 in core real estate (120 hours for applications filed before January 1, 2002)
- 2nd Renewal: 240 hours total with at least 180 in core real estate (150 hours for applications filed before January 1, 2002)
- 3rd Renewal: 270 hours total with at least 210 in core real estate (180 hours for applications filed before January 1, 2002)

Evidence of successful completion of these hours must be received before or with the application for renewal. If this documentation is not received on time, the application for renewal will be returned and the license may expire. A list of SAE core providers can be found at the TREC website.

MANDATORY CONTINUING EDUCATION (MCE) REQUIREMENTS

All active real estate brokers, with the exception of those brokers who received an exemption in 1991 under Senate Bill 432, and active salespersons who are not subject to SAE requirements, are required to complete MCE for an active license renewal. The MCE requirement is 15 classroom (clock) hours (of which six must be in legal topics) of TREC approved MCE courses.

TIMELY RENEWAL

For an active license renewal, MCE courses must be taken during the term of the license being renewed. Hours cannot be carried over from one license term to another. If the MCE requirement has not been satisfied, the licensee will be required to pay a fee of \$200 and complete the required hours within 60 days of the effective date of the new license. To avoid paying this fee, complete the required MCE prior to the expiration date of the license or request to renew the license in an INACTIVE status. This is done by initialing the appropriate line on the renewal notice return stub.

Please Note: If a broker's license expires or is placed on inactive status, all salespersons sponsored by the broker will be placed on inactive status.

MCE course providers are responsible for notifying TREC when a licensee has completed an MCE course. However, if you are seeking MCE credit for the following types of courses, **you must forward your course completion documentation to TREC:**

Core real estate course,

Out of state continuing education courses, or

A course approved by the State Bar of Texas for Mandatory Continuing Legal Education (MCLE) participatory credit.

Texas licensees who hold a real estate license in another state and have completed continuing education to renew the out of state license may have those courses evaluated for MCE credit. An MCE Out of State Course Credit Request form and the course completion certificate, should be submitted to TREC.

Licensees who complete real estate courses of at least one hour in length which are approved by the State Bar of Texas for MCLE participatory credit can apply to TREC for credit for those courses. An MCE Credit Request for State Bar Courses form and the course completion certificate should be submitted to TREC.

A list of TREC approved MCE providers can be found at the TREC website.

INACTIVE LICENSES

To return to active status, a licensee must complete the required MCE hours during the two years prior to filing a reactivation form. A salesperson must file a Salesperson Sponsorship Form through an active broker. A broker must file an Application to Return to Active Broker Status .

EXPIRED LICENSES

Expired two years or less

To reinstate a license that has been expired for not more than two years an applicant must complete the required MCE hours within the two year period prior to filing the late renewal application. MCE is not required to file for an inactive license.

Expired more than two years but not more than six

To reinstate a license that has been expired for more than two years but not more than six years, an applicant must complete the MCE hours within the two year period prior to filing the late renewal application and pass the licensing examination. MCE is not required to file for an inactive license.

Expired more than six years

An individual whose salesperson license has been expired more than six years must meet all current application requirements (including education), file an original application and pass the licensing examination.

An individual whose broker license has been expired more than six years, must meet current requirements and reapply for licensure as a salesperson. If an individual holds a current broker license in another state, the individual should contact TREC for licensing information.