



## 3 Steps to Renewing Your TX Salesperson License

### For Those Applying On or After January 1, 2006

All active and inactive salespersons, who are under the ▶ [Salesperson Annual Education \(SAE\)](#) requirement, must show evidence of having completed a minimum of 60 hours in core or related real estate education **during the first year** of licensure, so that a total of 270 classroom hours have been completed by the end of the first year of licensure. At least 210 hours of the 270 must be in core real estate. Therefore the other 60 hours may be in related. Evidence of successful course completion must be posted to the TREC computer system prior to the online renewal process or the license will expire. Evidence of course completion cannot be submitted during the online renewal process. You may use the ▶ [SAE Cover Sheet](#), and you must submit your hours at least 10 days prior to the date you wish to renew online. Course completion certificates may be mailed to the address above or faxed to TREC's Education Section at (512) 465-3989. Please allow 10 business days for processing.

### For Those Who Applied Prior to January 1, 2006

All active and inactive salespersons, who are under the ▶ [Salesperson Annual Education \(SAE\)](#) requirement, must show evidence of having completed a minimum of 30 hours in core or related real estate education each year or until a total of 270 classroom hours have been completed. At least 210 hours of the 270 must be in core real estate. Therefore the other 60 hours may be in related. Evidence of successful course completion must be posted to the TREC computer system prior to the online renewal process or the license will expire. Evidence of course completion cannot be submitted during the online renewal process. You may use the ▶ [SAE Cover Sheet](#), and you must submit your hours at least 10 days prior to the date you wish to pay your renewal fee and renew online. Course completion certificates may be mailed to the address above or faxed to TREC's Education Section at (512) 465-3989. Please allow 10 business days for processing.

### MCE REQUIREMENTS

All active salespersons not subject to Salesperson Annual Education (SAE) requirements are required to complete MCE for an active license renewal. The MCE requirement is 15 classroom (clock) hours of TREC approved MCE courses. At least six of the 15 hours must consist of a three hour legal update course and a three hour legal ethics course created for and approved by TREC to satisfy the six legal hours of mandatory continuing education required by Occupations Code §1101.455. A licensee cannot obtain credit for a course that was not approved for MCE at the time the course was conducted. A course may not be repeated for credit during the same license period. Providers are allowed 10 days to submit proof of course taken.

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

- Core real estate course
- Out of state continuing education course
- A course approved by the State Bar of Texas for MCLE participatory credit

A salesperson that completes a core real estate course to satisfy MCE requirements, must file the course completion certificate with TREC.

Texas licensees who hold a license in another state and have completed continuing education to renew the out of state license may have those courses evaluated for MCE elective credit. An ► [MCE Credit Request for an Out of State Course](#) form and the course completion certificate, should be submitted to request such credit.

Salespersons who complete real estate courses of at least 1 hour in length which are approved by the State Bar of Texas for MCLE participatory credit, can apply to TREC for elective credit for those courses. An ► [MCE Credit Request for State Bar Courses](#) form and the course completion documentation should be submitted to request such credit.

TREC-approved MCE providers can be located through our ► [Education Providers](#) page.

**If the renewal fee is paid and a license is renewed in an active status the required MCE hours must be completed during the term of the license. If not, the licensee will be subject to a \$200 deferral fee. If the fee is not paid and the hours not completed within 60 days of the expiration date of the license being renewed, the license will be placed on inactive status during which time a licensee must cease doing business. To return to active status a licensee must complete the required MCE hours; pay the deferral fee of \$200 and a \$250 penalty (total \$450); as well as submit a Salesperson Sponsorship Form and \$20 fee.**