

WHAT STEPS DO I TAKE TO GET MY REAL ESTATE LICENSE?

1) Complete the Necessary Educational Requirements - Approved real estate courses are available through several sources including Vernon Regional Jr. College (Wichita Falls campus), schools in the Dallas/Ft.Worth Metroplex, as well as correspondence courses. Depending on the school, classes may be offered during the week, in the evenings, or even on the weekends (check with schools for curriculum and schedules to fit your needs).

2) Submit a Request for Evaluation of Education - The Request For Evaluation of Education form may be obtained from the Texas Real Estate Commission (at www.trec.state.tx.us or from Hirschi Realtors) and must be submitted along with a \$20 fee and copies of all transcripts or course certificates. TREC will evaluate your education documents within three working days and you will be notified as to whether you have successfully completed all educational requirements, or whether any additional courses are required. Once all required courses have been completed, you may submit an application for a real estate license, along with a copy of TREC's education approval notification. (Note: The fee submitted is good for one year. Also, please submit *copies* of your transcripts or course certificates – DO NOT submit original documents)

3) Select Your Sponsoring Broker - If you have not already done so, this is the time to determine which broker will sponsor you during the licensing process (Note: An applicant for a salesperson license filing an application on or after September 1, 2001, can apply *without* a sponsoring broker and, upon meeting all qualifications, will be issued an "inactive" license. To begin the practice of real estate, a new licensee must then obtain a sponsoring broker and pay a \$20 fee for issuance of an "active" license.)

4) Submit Your Application - It will be necessary for you or your broker to submit to TREC proof that you have met your educational requirements, along with the necessary Application Fees. It generally takes from one to two weeks to receive your approval to take your real estate exam, and along with the approval you should receive your exam study materials and the locations where real estate exams are being offered (generally in the Dallas/Ft.Worth area or other major Texas cities.)

5) Study and Prepare For The Examination - Once you are eligible to take the examination, a Candidate Information Brochure will be mailed to the sponsoring broker given on the application. The CIB will provide all the information, study material and instructions for taking the examination. (The examination must be passed within six months from the date the application is filed with TREC.)

6) Select Your Exam Site and Take The Exam

7) Receipt of Your Real Estate License - Results from examinations today are determined almost immediately by computer, so you should know at the exam site whether or not you passed. Upon passing the exam, it will still take approximately one to two weeks for TREC to process and mail the license to your sponsoring broker.