

# Procedure for Licensure

Some college

Take 4  
Specified core courses  
& 1 elective core course

Send education evaluation form  
To TREC with \$30 and copies of:  
Certificates for 5 core courses  
& college transcript

No college

Take 4  
Specified core courses  
& 3 elective core courses

Send education evaluation form  
To TREC with \$30 and copies of:  
Certificates for 7 core courses

Receive Education Approval Letter  
With TREC ID #  
Processing time: 10 Business days

1. Obtain **FAST Print Pass** from TREC at [www.trec.state.tx.us](http://www.trec.state.tx.us); follow instructions for fingerprinting options at alternative sites (**Fee: \$44.20**) \*
2. Submit Application for Inactive Salesperson License to TREC (**Fee: \$104.50**)

Apply on line with credit card at  
[www.trec.state.tx.us](http://www.trec.state.tx.us)  
Processing time: 4 – 6 Business days

or Mail application to TREC with  
Check or Money order  
Processing time: 10 – 21 Business days

Receive application approval letter from TREC

Contact PSI  
At: [www.psiexams.com](http://www.psiexams.com)  
or call 1-800-733-9267  
Register for and schedule exam  
(Exam Fee: \$59)

\* **Note:** Fingerprints must be taken within 6 months of date you first applied or your application will terminate. Even if you pass the state exam, TREC cannot issue a license until it has confirmation that your fingerprints have been submitted to DPS in the required form. (Revised: 21 Dec 07)