



Real Estate Institute

of Corpus Christi, Inc*

TEN STEPS TO GETTING YOUR REAL ESTATE LICENSE

1. MAKE THE DECISION AND GO FOR IT!
2. Know and understand the licensing requirements.
3. If you have any credit for college work and are uncertain if you have at least two acceptable college courses, send a copy of your transcript(s) to Texas Real Estate Commission along with a check for \$30 and the "EVALUATION OF EDUCATION DOCUMENTS" form. This may be done after you enroll in classes. Even though you must resubmit the education evaluation form to TREC once you have completed your real estate courses, the \$30 fee must only be paid once. Please note that this fee is good for one year from the date TREC receives it. If you have not met the education requirements and passed the exam within that time period, you must resubmit the form and pay another \$30 fee.
4. Enroll in the REAL ESTATE INSTITUTE OF CORPUS CHRISTI!
(\$110.00 for each prepaid 30-hour core course)
5. Complete your real estate course requirements.
6. Submit (or resubmit if you have already submitted any college transcript) a copy of each of your real estate course certificates along with the "EVALUATION OF EDUCATION DOCUMENTS" form and a check for \$30 (unless you already paid the \$30 for your college transcript evaluation within the past 12 months). Processing time: allow 10 business days.
7. Once you receive the education certification letter from TREC, submit the APPLICATION FOR INACTIVE SALESPERSON LICENSE and a check for \$104.50 to TREC. **Processing time:** allow 10 to 21 business days. Also obtain the FAST Print Pass from the TREC website (www.trec.state.tx.us) and follow the instructions for fingerprinting options at alternative sites (Fee: \$44.20) (**Note:** TREC cannot issue a license until it has confirmation that your fingerprints have been submitted to DPS in the required form.)
8. While awaiting your eligibility letter from TREC, enroll in our EXAM PREP course to increase your chances of passing the state exam the first time!
9. Receive the Candidate Information Brochure from TREC and contact the PSI Exams to schedule an exam date.
10. Take the state examination. (Upon successful completion, your license will be held inactive until you have applied for active status through a sponsoring broker.) A: Salesperson Sponsorship Form" may be sent to TREC with the "Application for Inactive Salespersons License" form.

* A Subsidiary of the Corpus Christi Association of Realtors®
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