

Procedure for Licensure

Some college

Take 4
Specified core courses
& 1 elective core course

“Request For Evaluation of Education”
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

“Request For Evaluation of Education”
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; follow instructions for fingerprinting options at alternative sites (**Fee: \$44.20**) *
2. Submit Application for Inactive Salesperson License to TREC (**Fee: \$107.00**)

Apply on line with credit card at

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

or call 1-800-733-9267

Register for and schedule exam

(Exam Fee: \$61)

* **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: 8 Sep 09)