<div align="center">Texas Real Estate Commission

Education & Examinations Division

Qualifying ERW Secondary Classroom Course Application Checklist
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Provider Name: _____   Provider #: _____

Course Title: _____   Course #: _____

☐ Course Application

   ☐ Correct payment included

   ☐ Secondary and Original Provider information accurate and complete

   ☐ Course information accurate and complete

   ☐ Delivery method identified

   ☐ All required course documents included *(email education@trec.texas.gov to see if textbook is already on file)*

   ☐ Check the box in section 7 if you would like to submit required course documents electronically

   ☐ Name, signature and dated by the <u>Owner or Operations Manager</u> of the provider

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☐ Course Approval Form

   ☐ Name of textbook, author, publisher, edition is included

   ☐ Form completed with correct page numbers or time stamp of other media where topics are found and time is allocated for each topic

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☐ Instructor Manual - includes all information required by the [TREC Instructor Manual Guidelines](#)

☐ Timed Course Outline

   ☐ Daily course segments do not exceed 12 hours

   ☐ Devotes the time prescribed for each topic (main subject category) on the course approval form

   ☐ Includes the following:

      ☐ Topic quizzes

      ☐ 1 SBL

      ☐ Final exam (not included in total course time)

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*Topic Quizzes

   ☐ At least three questions related to subject matter of each course **topic** (main subject category)

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*Scenario-based Learning (SBL)

   ☐ Exercise bank

   ☐ Course contains one SBL

☐ Final Exams/Final Exam Question Bank

    ☐ Four versions of the final exam

    ☐ Final exams cover all topics

    ☐ No true/false questions

    ☐ Distractors should appear as reasonable answers

    ☐ Each final exam does not repeat more than 1/3 of the questions from any other version of a final

        ☐ Provide a final exam matrix or other acceptable documentation as evidence

    ☐ Final exam consists of at least 2 questions per credit hour

    ☐ Question bank (four questions per credit hour)

    ☐ Final exam questions must be significantly different from quiz questions/exercises

    ☐ Final exam instructions explain that the final exam is a proctored, closed-book/closed-note test

☐ Final Exam Proctoring Explanation

    ☐ Student Verification - explanation of exam proctoring includes the procedure to positively identify the student taking the exam is the student who registered for the exam

    ☐ Exam is proctored by/through:

        ☐ Provider faculty or staff

        ☐ 3rd party proctor acceptable to the Commission

        ☐ Use of technology

    ☐ Copy of proctoring agreement that includes the exam is closed-book with no notes allowed

    ☐ Provide specific information about how the proctoring will take place including the instructions for both parties

☐ Course Completion Certificate

    ☐ Provider's name and license number

    ☐ Instructor name

    ☐ Course title and course number

    ☐ Number of credit hours

    ☐ Dates student began and completed the course

    ☐ Printed name and signature of an official of the provider on record

    ☐ Delivery method (Classroom)

☐ Course Evaluation

    ☐ Includes all questions per the TREC Course/Instructor Evaluation Form

    Providers may add questions to the end or use the TREC promulgated form and include an additional evaluation of their own design.