STUDENT: READ THIS CAREFULLY!

The TREC required MCE Alternative Instructional Methods Reporting Form is on the next page. It must be completed, and sent to our school for credit to be issued. Once we have received this form, we will email you a confirmation that we have received your form.

Section A: Fill in your name, license number (your real estate license number, not your sponsoring broker’s license number), your real estate license expiration date, and your mailing address. If you have your registration and completion dates, fill those blanks in. If you do not have that information, we will complete that portion for you.

Section B: Sign and date the form.

After completing the form(s), fax them to 713-774-9895.

IMPORTANT TO REMEMBER:

✓ Please wait and fax all the forms for all course(s) at the same time. This will ensure your credit is issued faster.

✓ Once you have faxed in your forms, we will issue your credit to the Texas Real Estate Commission digitally overnight.

✓ If your license is expiring, and are close to your deadline, your credit may not be issued in time. DO NOT WORRY. Once TREC receives your credit, the credit will be issued with the date you completed the course(s). If you receive a notice from TREC saying your credit has not been received, please allow up to 10 business days from the day you faxed the credit in to our school. (TREC has up to 10 days to post the credit). If you still do not show the credit posted, call us so we can correct the issue. TREC’s requirement is that you complete the credit prior to your expiration date. Although we all want the credit to be posted in time, if you have waited till your deadline, it may be delayed.

✓ Make sure that you renew your license with the Texas Real Estate Commission prior to your expiration date! This can easily be done online at their website: www.TREC.state.TX.us
Provider submits this form to TREC immediately following the licensee’s successful completion of the course.

A. All students must complete this section.

STUDENT: WRITE YOUR NAME ON THIS LINE AND FAX THIS FORM TO 713-774-9895.

Texas Real Estate License Number

Expiration Date

Student’s Permanent Mailing Address

Street

City

State

Zip

Provider Name

123MCE.com

Provider Number

01274

Course Title

An Update: Texas Agency

Course Number

01000574010

Registration date of course

Date of Course Completion

B. The student must complete the following section after course completion and return this form to the MCE provider. The MCE provider must submit this form to the Texas Real Estate Commission for MCE Credit to be awarded.

I represent that I completed the above named course, and that all information reported on this form is correct.

Student’s Signature

Date

Time

I represent that I am the MCE provider named above or an authorized representative of the provider for whom an authorized signature exemplar is on file with the Commission and that the above named course was conducted in full compliance with the Real Estate License Act, Section 1101.455, Texas Occupations Code and applicable rules of the Commission. I am aware that a false statement to the Texas Real Estate Commission may be grounds for disciplinary action or prosecution under Section 37.10, Texas Penal Code. I further represent that the above named student has successfully completed said course and should be awarded MCE credit.

Signature of Provider/Designate

Printed Name of Provider/Designate

Date

TREC Form MCE 9-7 (Revised 8/09/2004)

This document is available on the TREC website at www.trec.state.tx.us