



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**TENNESSEE REAL ESTATE COMMISSION**  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-1151

Dear Educator,

The Tennessee Real Estate Commission requires all courses be submitted for initial review or course renewal with the forms enclosed with this letter. These forms are the following:

- » Course Review Application and Instructors
- » Instructor Form with instructions
- » Instructions for electronic rosters for course completion information
- » Topics to be covered in the 2011-2012 TREC CORE Course
- » Course Outline for the Course for New Affiliates

Copies of TREC law, rules and policies concerning education (course outlines for the affiliate pre-licensing course, office broker management and topics for continuing education) can be accessed at the TREC web-site: <http://www.tn.gov/commerce/boards/trec> .

Also, courses must be into the TREC office by the 15<sup>th</sup> day of the month prior to the month to be reviewed by the Commission. If a course is reviewed in June of a year, that course must be into the TREC office for review no later than May 15 of that year. Please note that there is always a delay in mail arriving into the TREC office as all mail enters the Department of Commerce and Insurance mail room for sorting and any checks enclosed will be taken to the cashier's office before delivery to our office. Keep the mail delivery process in mind when submitting application packets.

The Commission does not allow ANY solicitation for goods or services.

If you have questions, please contact Steve McDonald, Education Director by e-mail at [steve.mcdonald@tn.gov](mailto:steve.mcdonald@tn.gov) .

Stephen D. McDonald, Education Director



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**INSTRUCTIONS FOR APPLICATION FOR COURSE APPROVAL**

PLEASE READ CAREFULLY AND COMPLETE EVERY FIELD.  
INFORMATION MUST BE LEGIBLE OR APPLICATION WILL BE  
RETURNED FOR CORRECTION

The following explanations reflect the numbers found on the application.

1. Circle “Initial Course Application” or “Course Renewal”. If renewal is selected, include the current course number in the provided blank.
2. Include the complete school or sponsor name. A school/sponsor may be a proprietary organization, an agency, an association or an individual.
3. Include the complete mailing address
4. Include the proper city, state, zip code and day-time contact phone number.
5. Include fax number and e-mail address.
6. Include web address and list a contact person with whom the Commission will correspond.
7. List Course title which will reflect online under our “Approved Schools/Courses” at <http://www.tn.gov/commerce/boards/trec> .
8. List all instructor names. “See resumes attached” or similar language is not acceptable. (All instructors must complete an Instructor Form and be accompanied with backup information).
9. Select format of Delivery.
  - a. If Classroom, circle and move on.
  - b. If Distance Learning, Circle either: Internet, Paper/Pencil or Webinar. Distance learning providers may select and use secondary providers who also have the course(s) approved by the Tennessee Real Estate Commission and/or may use entities for marketing their courses. The marketing entities must clearly indicate that they are not the sponsor/owner of the course to insure the student/licensee is aware that he/she is being directed to the approved school/sponsor that will provide the course and will report the course completion information.

10. Course length will be listed in whole hours of instruction. TREC does not approve courses less than two (2) hours in duration and does not recognize portions of instruction hours. Rule 1260-5-.03(2) defines that each hour of classroom instruction shall consist of fifty (50) minutes of actual instruction.
11. Provide a statement concerning the purpose of the course.
12. Provide a statement indicating how the course will improve professionalism.
13. List other professions (if applicable) for which you have or plan to obtain education credit.
14. Indicate if this course is relevant to all TREC licensees or is targeted toward a particular group of licensees.
15. Select the statute and/or rule which supports this course being applicable for real estate practitioners. » For example: A “Basic Real Estate Principles” Course would be supported by TCA §62-13-303(a) (3) (A) and Rule 1260-5-.03(3). An “Agency” course would be supported by TCA §62-13-303(g) and Rule 1260-5-.03(5) (a) 4. All TREC Laws and Rules may be referenced at <http://www.tn.gov/commerce/boards/trec> .
16. Make sure to include all the following in this section. Payments will be processed thru the cashier’s office. Please allow time for check to clear and application to be processed.
17. The contact person of the course application must sign and date the application. The signature and date of the contact person will complete this process. Should any information be incomplete, the application will be returned to the address listed to the contact person listed.



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**MEMO**

TO: Education Providers

SUBJECT: Uploading Rosters

Directions:

Using Notepad, which is available with any Windows Application, the roster is generated as follows:

There is a header line that will appear before the names of attendees which will allow the course number, provider number, date of completion and roster number to be determined. Immediately following the header line is a line for each licensee with file/license number, last name, first name. Each field is space delimited (do not use any tabs) and will use the following limitations:

Header Line: Must put **RF (in caps)** in first two spaces and information must start in first space of any sequence –

Provider Number: 3-12  
Course Number: 13-22 (Most courses have 4 digits. If course only has 3 **do not add** a zero or space **before** the number)  
Completion Date: 23-32 (YYYYMMDD)  
Roster Number: 33-39

License Information:

File/License Number: 1-10  
Last Name: 11-25  
First Name: 26-40

**Space for Office Use Only**

**Approved:**

**Sponsor No.:**

**Course No.:**

**Expiry Date:**

**Mailing Address:**

**Tennessee Real Estate Commission  
500 James Robertson Parkway  
Nashville, TN 37243  
(615) 741-2273 or (800) 342-4031  
Education Fax: (615) 401-7639**



**APPLICATION FOR COURSE APPROVAL**

**(Circle One): Initial Course Application**

**Course Renewal**

**Sponsor Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Phone No. (    )** \_\_\_\_\_

**Fax No. (    )** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Web:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Instructors:** \_\_\_\_\_

**Format of Delivery:** (Internet and Webinar courses require ARELLO/CDEI Certification)

**(Circle type): Classroom (CR)    Internet (I)    Paper/Pencil (PP)    Webinar (W)**

**Course Length (Hours):** \_\_\_\_\_ **(50 minute classroom clock hours)**

**Purpose of Course:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How will this course improve professionalism:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List other Professions/Commissions for which Sponsor is seeing continuing education credit:**

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**Cite the Tennessee Real Estate Commission TCA or Rule which complies with pre-license or continuing education credit. The requirements for courses can be found in Rule 1260-5-.03.**

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**Include with this completed application the appropriate fee:**

- Comprehensive Timed Outline for Entire Course**
- Course Materials for Paper/Pencil Courses**
- Completed Instructor Information for each instructor**
- An anticipated schedule of course presentations (Rule 1260-5-.03(1)(b) & 1260-5.06)**
- ARELLO or CDEI Certification required for Internet Courses**
- Fee for the course relative to the number of continuing education hours and instructor(s) requested:**

Course NOT exceeding (8) hours	\$25.00
Course from 9 – 30 hours	\$50.00
Course exceeding (30) hours	\$100.00
Instructor(s)	\$25.00

**By my signature I confirm all information in this application packet to be correct. I shall ensure that all course completion information will be provided to the Tennessee Real Estate Commission within (10 working days in the appropriate electronic format. I shall also submit to the Commission student evaluations of the course(s) via electronic format with the submission of course completion information.**

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**Signature of Contact person listed on page (1)**

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**Date**



**INSTRUCTOR APPLICATION**

This application is to be completed and submitted to the Tennessee Real Estate Commission. You may apply for more than one area of instruction using this application. There is a \$25.00 fee per instructor. Initial applications will require a resume and documentation of professional licenses. The Commission will issue an Instructor Certificate to your sponsoring provider upon approval.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

3. Have you completed a Tennessee Real Estate Commission approved course in instructor training?

YES \_\_\_\_\_ NO \_\_\_\_\_ If **NO**, then you must complete an approved course in instructor training.

4. Do you have any complaints in the Office of the Commission that have not been satisfactorily resolved? YES \_\_\_\_\_ NO \_\_\_\_\_ If **YES**, you shall not instruct a course until that complaint has been resolved.

PRE-LICENSE INSTRUCTION: To instruct any pre-license education\* (Principles of Real Estate, Course for New Affiliates, Broker Management, and/or Vacation Lodging Designated Agent) the Commission requires this course be taught by a Broker with at least (5) years of experience. If you do not meet the (5) year requirement, an appeal to teach must be made in writing to the Commission.

CONTINUING EDUCATION INSTRUCTION: check all that apply

- Completion of instructor training (attach certificate)     
  Graduate of accredited law school (attach diploma or license card)  
 Post high school education (attach diploma or transcript)     
  Recognized designation in area of instruction  
 Five (5) years of experience in area of instruction (attach documentation)     
  Other: \_\_\_\_\_

Topic	Mark Experience	Topic	Mark Experience
Principles of Real Estate*		Taxation	
Course for New Affiliates*		Closing & Settlement Procedures	
Broker Management*		Land Use, Planning & Zoning	
Valuation of Real Estate		Time- Shares	
Construction/Property Condition, Energy		Type of Property	
Contracts		Fair Housing	
Agency		Antitrust	
Financing Real Estate		Ethics	
Investment Real Estate		Professional Liability	
License Law & Rules		Designated Agent*	
Property Management			

I certify all the information above to be correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 10/27/11



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**TREC CORE Course Topics for 2011-2012**

- I. TREC Law, Rule, and Policy Update
- II. Disclosures
  - a. Mold
  - b. Acts of Nature
  - c. Flood Plain
  - d. Suppression
  - e. Stigmatized Properties
- III. Contracts
  - a. Residential
  - b. Commercial
- IV. Principal Broker Supervision
- V. Agency
- VI. Ethics
- VII. Fair Housing
- VIII. Marketing
  - a. Gifts and Prizes
  - b. Advertising

**The following course outline, with time frames, was approved by the Tennessee Real Estate Commission at its July 11, 2001 meeting for implementation beginning January 1, 2002. This outline replaces the previous outline adopted by the Commission 11-16-93.**

Future Course for New Affiliates – Outline revised per Commissioner comments

1. Listings (3 hours)
  - Determining Market Value
  - Advertising
  - All Disclosures
2. Agency (3 hours)
  - All Disclosures
  - Agreement
  - Buyer Representation
3. Contracts (6 hours)
  - Laws
  - Drafting
  - Distinction from Offer
4. Fair Housing – Antitrust (3 hours)
5. Risk Reduction (3 hours)
  - Documentation/Records
6. Tennessee Real Estate Commission's Laws/Rules/Policies (3 hours)
  - Broker/Affiliate/Firm Relationships and Responsibilities
7. Residential/Commercial/Rental Property Management (types of specialties) (3 hours)
8. Ethics and Etiquette (3 hours)
  - Communication
9. Finance (3 hours)
  - Closings