



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 2015-2016 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://regboards.tn.gov/trec>

Also, courses must be into the TREC office by the 15th 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, Education Director by e-mail at:
Ross.White@TN.GOV .

Education Director

E. Ross White



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

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” link provided on TREC Education page.
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 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://regboards.tn.gov/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.



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

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 seeking continuing education credit:

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.

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.

Signature of Contact person listed on page (1)

Date

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



INSTRUCTOR APPLICATION

Complete this form on line and print it for submission OR print the form and complete it in black or blue ink. Make your check payable to the Department of Commerce and Insurance and mail it along with your application and appropriate documentation to the Tennessee Real Estate Commission, 500 James Robertson Parkway, Nashville, Tennessee 37243. Application Fee - \$25.00

Note: Initial applications will require a resume and documentation of all professional licenses and any educational teaching experiences. Please scan documentation and attach copies to application.

For all Distance Courses, in which educational instruction is offered through other media where the instructor and student are separated by distance and/or time, the Instructor or the Provider must hold a CDEI certificate through ARELLO.

Upon payment of the fee and approval all certifications for Instructor applicants will expire on the last day of the current education cycle.

Name: _____

Phone Number _____ Email Address _____

Provider School Name (if applicable) _____

Applicants Address

(Including city/state): _____

Topic(s) Applicant is seeking to instruct: _____

Signature of Applicant: _____ Date: _____

Minimal Requirements –

- Completed a Tennessee Real Estate Commission approved course in instructor training (Required to submit new training course every **2** years for approval of certified instruction)
- Holds a diploma or certificate evidencing a high school education or the equivalent of a high school education.
- No current complaints or unresolved resolutions with the Tennessee Real Estate Commission.

Requirements by Subject Matter – *In order to teach any of the following topics, note additional requirements and proof.*

- Core Courses – Before teaching the Core Courses required every 2 years must demonstrate competency on the subject matter presented by taking an approved course having a minimum of 4 hours on the subject matter.
- Principles of Real Estate – Mathematics--Sales Techniques--Provide proof of previous 5 years expertise in the field as a broker or with approval 5 years as an Affiliate Broker.
- Law of Agency – Complete a TREC approved instructor course on Agency within previous 4 years of the application.
- Law of Real Estate – Graduated from Law School accredited by the American Bar Association or approved by the state board of law examiners.
- If the course concerns any other field in which a degree is awarded, either proof of such or at least 5 years of *satisfactory experience in the field*.
- College/Credit University for Real Estate – A Master's degree and three years of satisfactory experience in the area of instruction or a terminal degree in the area of instruction.
- Please scan documentation and attach to application