



## Texas Real Estate Pre-Licensing Course Enrollment Agreement

### Time Limit for Course Completion

The course must be completed, including passing the course final exam within six months of beginning in the course. The date the student starts the course is considered the start date of the program.

### How to Complete the Course

To complete this course and receive a completion certificate, you must successfully read through all course chapters, pass the chapter quizzes, and pass the course final exam.

### Assessment Information

This course is divided into chapters. There are assessments throughout the chapter, including end-of-chapter quizzes, to ensure student comprehension of the material. The quiz questions are randomly chosen from a database for that section of the course, so if a user does not pass the quiz the first time, the program lets him or her go back to review the section and then generates another random sample of questions with the same completion requirement. This process helps to ensure that the student understands all of the concepts covered in each section before continuing on to new material.

At the end of the course, the student will be required to pass a cumulative final examination. If required by state regulations, this final examination may require a proctor to monitor the examination. The passing score for the exam will be determined by the state regulatory agency's requirements. If a student does not achieve the required score on the first attempt, he or she may review the course again and make a second attempt, however, he or she will not get credit for the course until he or she achieves a passing score.

### State Requirements

A criminal history may make an individual ineligible for an occupational license. Anyone concerned about the effect their criminal history may have on their ability to get an occupational license may request a criminal history evaluation prior to enrolling in courses or applying for a real estate, inspector or appraiser license. Please refer to the criminal history eligibility guidelines set out in [Texas Occupations Code §53.025](#) and [TREC Rule 541.1](#). Potential applicants may request a criminal history evaluation by submitting a completed [Moral Character Determination Form](#) to TREC prior to applying for a license. This form is recommended for individuals with any criminal offenses, unpaid judgments, who have had discipline taken against a professional or occupational license, or who have performed unlicensed activity.

You are required by law to have [fingerprints](#) on file with the Texas Department of Public Safety (DPS) so a background check can be performed. Fingerprints on file for other agencies will not be accepted. A license will not be issued if the background check has not been passed. Expect a delay if you are notified of an investigation into your background history.

To be eligible to apply for a Real Estate Sales Agent License, an individual must be a citizen of the United States or a lawfully admitted alien, eighteen (18) years of age or older, and meet TREC's qualifications for honesty, trustworthiness, and integrity.



After meeting the qualifications for licensure, educational requirements, and passing the Licensing Examination administered by PearsonVUE, you will be issued an inactive license. You need to be sponsored by an active Texas licensed broker to work. Once the broker has accepted your formal request through TREC's online services, your active license will be issued, and you can work as a Sales Agent. Please refer to <https://www.trec.texas.gov/become-licensed/sales-agent> for additional information.

At the conclusion of your course, you must pass a 60-question course final exam. As required by the Texas Real Estate Commission, this final exam must be taken at an educational facility with a proctor present. More details about the final exam policy are included in the Documents section of your account.

Quiz Pass Rate: 100%.  
Final Exam Pass Rate: 70%  
Proctored Final Exam: Required

License Exam Provider: PearsonVUE  
School Reporting of Course Completion: Not Required

### Course Credit and Reporting Information

In order to receive credit for this course, you must complete the course as described in the previous sections.

Once the course final exam has been completed, a survey page will be displayed. The final survey page must be submitted to us to indicate that the student has finished the course material successfully. Upon receiving the survey (and proctor verification, if required), we will activate your completion certificate. Completion certificates are posted directly to the student account, except in the case of Illinois. Illinois completion certificates are mailed directly to the address in the student account within 5-7 business days of proctor verification.

### Instructor Information

As this is an online course, the primary method of communication with your instructor is via email. Your instructor will respond to your email within one business day. Please refer to the course introduction page for your instructor's email address.

Course Instructor – David Rosow

### Support

Questions regarding course navigation or technical issues may be submitted via email using the "Contact Us" tab at the top of each page of our website. Students may also call our 800-number during our regular business hours to speak with a customer service representative.

### Library and Resource Information

Discussion boards, active links, interactive quizzes, exercises, case studies, videos, and emails are established for our online courses. Students may use these resources for help or additional information. Additional course resources and documents can be found in the Documents section of the student account.



## Equipment and System Requirements

You will need a device with Internet access in order to be able to take this course. If you are having technical issues, be aware that if you are not running updated versions of the major browsers or operating systems we may be limited in the assistance we can offer until those systems are up to date.

### **Operating Systems**

Windows Vista, 7, 8, 10

Microsoft no longer supports Windows XP (still may work, but we do not support and recommend you upgrade)

Mac OS X 10.4 to 10.9

(Linux Distributions not currently supported, but may work because our software is browser based)

### **Browsers**

General rule to which browsers we support is as follows:

The current major build minus 1 is what we officially support for each major browser (Internet Explorer, Mozilla Firefox, Google Chrome, and Safari). Example: If the current version of Firefox is 29 we will support versions 29 and 28.

### **Other Software and Plugins**

If using Firefox and Internet Explorer, make sure your Flash and Shockwave Players are current and up to date.

### **Internet Connection**

We cannot guarantee our courses will run on dial-up service as they are optimized for broadband. Minimum Broadband Specs of 500 Kbps download and 384 Kbps upload. Recommended 1 Mbps download and 768 Kbps upload. Wireless Broadband can run slowly on videos depending on connection speeds. 4G Network recommended for wireless.

## Student Conduct

Students are expected to complete all coursework. Inappropriate student behavior is grounds for termination and forfeiture of your education. Inappropriate behavior includes but is not limited to cheating, fraud, use of profane language in written and verbal interactions with our staff or website, verbally abusive language toward staff or instructors, threatening and bullying. Students with repeated offenses will be dismissed at the school's discretion without a refund (within state guidelines).

## Non-Discrimination and ADA Policy

Our school will not discriminate on the basis of race, color, sex, religion, national origin, handicap or familial status in the establishment of fees, entrance qualifications or standards for successful completion of this or any course.

## Refund Policy

We are committed to providing the ultimate learning experience, which is why we back every purchase with our 100% satisfaction guarantee. Our commitment to quality education gives you



peace of mind when making a decision. After one week, if our course doesn't feel right, you can request up to a 100% refund.

If you haven't started the course, you have one month from purchase to submit a request. No questions asked. To request a cancellation, you may contact Real Estate Express either via email at [CustomerCare@RealEstateExpress.com](mailto:CustomerCare@RealEstateExpress.com) or by phone at 1-866-739-7277.

### Frequently Asked Questions

We encourage customers to visit the FAQs section of our website for further information regarding your education experience with our school.



## Texas Real Estate Qualifying Education Course Final Exam and Proctor Policy

### **\*IMPORTANT\***

The State of Texas requires that the Course Final Exam for this course be closed-book and proctored.

All examinations must be administered under supervision to ensure that total security is provided for the examinations prior to, during, and after administration. Students are prohibited from copying or otherwise duplicating or reproducing examinations and examination questions. Examinations taken without proper supervision (as detailed below) may not be credited toward the required passing score in the course. A student must score at least 70% in order to pass the course final examination.

**Falsifying proctor information will invalidate your examination score and may possibly forfeit your right to be licensed in the State of Texas. Students who take an examination without an acceptable proctor (as detailed below) will be required to complete and pass an additional attempt with an acceptable proctor present before they will be awarded credit for the course exam.**

**Attempts to defraud exam results or proctoring will be reported directly to the Texas Real Estate Commission and access to your course will be removed immediately.**

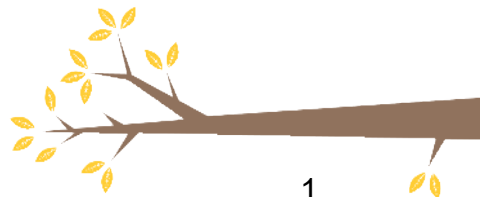
### General Proctoring Guidelines

The course final exam must be taken and passed in the presence of an acceptable proctor with a score of 70% in order to complete the course. **Each attempt at the final exam must be supervised by an acceptable proctor.** The course final exam must be taken and passed in the presence of an acceptable proctor in order to complete this course. The final exam has 60 questions and is the last chapter of the course.

Your state allows for proctoring via two different methods:

1. Online proctoring, where the proctor monitors you via webcam; or
2. In-person proctoring, where the proctor is physically present with you while monitoring your exam.

Information for both options is detailed in this document.



## In-Person Proctoring Guidelines

**The exam must be administered at the test site where the proctor used is employed.** The Texas Real Estate Commission provides the following examples of acceptable proctors:

- Employees at official testing or learning/tutoring centers;
- Librarians at a school, university, or public library;
- College or university administrators, faculty, or academic advisors;
- Clergy who are affiliated with a specific temple, synagogue, mosque, or church; and
- Educational officers at a military installation or correctional facility.

Do **NOT** use any of the following individuals to proctor your examination:

- Anyone working in the real estate industry
  - Employees at real estate offices
  - Real estate school administrators, faculty, or staff
  - Real estate licensees or instructors
- Anyone related to you by blood, marriage, or any other relationship that could compromise the integrity of the administration of the exam

**Exams taken with an unacceptable proctor will not be accepted and will receive a grade of 0%.**

## Exam Information

On the day of your exam:

- Bring a photo ID for verification.
- Provide your proctor with the “Proctor Instructions” from your course Documents.
- Do not bring any course materials - this is a closed book exam.
- You can use a calculator with no advanced functions or letters on the keypad.
- Your exam should be taken on a computer provided by the test site, where available.
- You will need your username and password to log into your account and access your final exam.
- **You may not leave the exam area for any reason during the exam.**

The proctor must supervise you during the entire exam process and fill out an online form immediately upon completion of the exam. The online proctor form must be completed and verified before you will receive credit for successfully completing the course.

**DO NOT enter the exam until you are in the presence of your proctor** or you will receive a 0% on that exam attempt. If you do not pass the exam for any reason or if you take the exam without an acceptable proctor, you will be required to complete and pass an additional attempt at the final exam with an acceptable proctor present before you will be awarded credit for the course exam.

After receiving your passing final exam score and the proctor form for the exam, we will verify the information submitted by your proctor. Allow at least 2 business days for proctor verification. After

verification, your exam score will be accepted and course completion certificate will be activated in your account.

## Tips for Finding a Proctor

As your course final exam is required to be proctored, we have devised a simple proctoring system for our students. Our past and present students in different states have used this system for the past several years with much success.

### **First, please print out the following files, which can be found in the Document section of your course:**

- Proctored Exam Information – Online & In-Person Proctoring
- Instructions for Proctor

### **If after reading the above files you are having trouble locating an acceptable proctor, here are some helpful tips:**

1. Look in the **yellow pages** for libraries and colleges. You can contact universities, state colleges, or community colleges. You can also try technical schools, high schools, or tutoring companies such as Sylvan Learning Centers.

2. **Search the internet** using [www.Google.com](http://www.Google.com), or the search engine of your choice. Online searches will provide phone numbers as well as directions:

- Search for "libraries in ..... (fill in your city and state)" or go to <http://www.publiclibraries.com/>
- Search for "colleges in ..... (fill in your city and state)" or go to <http://www.univsource.com/region.htm>
- Search for a Sylvan Learning Center location at: <http://www.educate.com/centerfinder.html>

## Suggestions on when you should schedule your final exam:

We recommend scheduling exams within our office hours so that assistance is available should you experience a problem. If you decide to schedule your final exam after hours, phone support will not be available. Allow approximately one minute per question (example: a 100-question exam would require about 100-110 minutes).

## Proctoring Fees:

Generally, public libraries do not charge to proctor exams, while most universities, colleges and Sylvan Learning Centers will charge anywhere from \$5 - \$100. **You are responsible for any proctoring fees associated with having your exam proctored in-person.**

For **free proctoring**, use our online proctoring partner, MonitorEDU.

## Online Proctoring Guidelines

Our school has partnered with MonitorEDU to provide FREE online proctoring for our Texas students. The process is simple and intuitive.

You do **not** have to schedule an appointment in advance. MonitorEDU is available 24/7, except US national holidays. You can take your exams using this secure [webpage](#).

To use the online proctoring, you must have two internet-connected devices with cameras. You will use one device to take the exam. You will use the second device to monitor the testing area. For example, you can take an exam on a tablet or laptop/desktop and use your smartphone as the second device. If you are unsure if your device will work, you can use the Test Device button found under How It Works on the MonitorEDU webpage.

## How to use online proctoring

When you are ready to start an exam, you will follow these steps to connect with MonitorEDU:

1. Click the MonitorEDU link in the course. Do **not** go beyond that page in the course until the proctor tells you to.
2. Click on the Start Exam Now button on the homepage.
3. Fill in the three lines on form that pops up.
  - a. Use your full name you used to register for your course.
  - b. Enter your phone number.
  - c. Enter the name of your course from this list:
    - i. Texas Real Estate Principles I
    - ii. Texas Real Estate Principles II
    - iii. Texas Law of Agency
    - iv. Texas Law of Contracts
    - v. Texas Real Estate Finance
    - vi. Texas Promulgated Contract Forms
4. A proctor will reach out to you via a chat where they send you links to open a full video chat on both of your devices.
5. Once the chats are established, follow the directions of the proctor.

## Exam Information

On the day of your exam you will log into your account on our website and navigate to the pre-exam affidavit. The proctor will verify your identity. Once the validation process is complete, you may begin your exam.

Do not bring any course materials - this is a closed book exam. You can use a calculator with no advanced functions or letters on the keypad. **You may not leave the exam area for any reason during the exam.**

Your entire exam session will be monitored. Any suspicious behaviors are reported directly to the school. The online proctor form must be completed and verified before you will receive credit for successfully completing the course. This may take up to 1 business day after the completion of the exam.





If you do not pass the exam for any reason (including any suspicious or cheating behaviors) or if you take the exam without a valid proctor, you will be required to complete and pass an additional attempt at the final exam with a valid proctor present before you will be awarded credit for the course exam.

After receiving your passing final exam score, we will review the report from MonitorEDU. Allow at least 1 business days for exam verification. After confirming successful completion of the exam, your exam score will be accepted and course completion certificate will be activated in your account.