

CLASS PAPERWORK AND REQUIREMENTS FOR CE CREDIT:

Printed Materials Required for the Class (Host or Designated Person)

1. Handouts:

- Print enough copies for the instructor and all students.
- Handouts can be printed in black and white and double-sided to save paper.

2. RSVP/Registration List:

- Print the official RSVP or registration list provided from RECEA and use this printed list as the **official check-in sheet** for them to initial correct and there on time, Must have a check-in table and/or process to ensure all attendees initial next to their name to verify their attendance at the start of the class.
- If someone's name is not on the list, they must add their details (name, company, email, phone number, and TREC license number).

NOTE: If an RSVP/registration list is unavailable, print the official sign-in sheet provided. This sheet must include spaces for: (see attached blank sign-in for records)

- Name
- Company
- Email
- Cell Phone
- TREC License Number

3. Evaluation Forms: (see attached for records)

- Print one copy for each student.
- These forms must be completed at the end of the class by all attendees.

4. TREC Roster: (see attached for records)

- Print the official TREC roster form.
- This form **cannot be used for check-in**.
- It is strictly for attendees to sign **at the end of the class** to receive CE credit.
- Instructions for the TREC Roster:
 - Names must be written **clearly**.
 - License numbers must be legible and accurate, as this information will be manually entered into the TREC system to assign credit.
- Only those who were present from the beginning to the end of the class and are receiving CE credit should fill out this form.

By adhering to these guidelines, you ensure all paperwork requirements are met, CE credits are accurately assigned, and the class runs smoothly.

Reach out if you have any questions: Blank forms for records attached.



Classroom CE Course Completion Roster

Provider Number

Course Number

Course Start Date

Course Completion Date

Student Last Name, First Name

Student License Number

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2.		
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18.		
19.		
20.		



Texas Real Estate Commission

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CLASSROOM COURSE EVALUATION FORM

Name of Provider REAL ESTATE CE ACADEMY

Title of Course _____

Name of Instructor _____

Dates of Attendance _____

Your Name (optional) _____ Email Address (optional) _____

	<u>Yes</u>	<u>Somewhat</u>	<u>No</u>
1. The learning objectives for this course were clearly stated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. After completing this course, my knowledge in this topic has increased.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. This course increased my interest in similar real estate topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor was well-prepared and knowledgeable in the course topic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor communicated clearly and effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The instructor encouraged feedback, class participation and interaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The course started and ended as scheduled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Attendance was monitored by the instructor or provider.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I would recommend this course to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I would take another course taught by this instructor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I would take another course from this education provider.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Was there a topic covered in this course that was particularly useful or something you would like to see more of in CE courses?

Do you have any additional comments regarding this course, the provider or the instructor?

To file a complaint against a provider, please visit the [TREC website](http://www.trec.texas.gov).



CE COURSE SIGN-IN SHEET

CLASS/LOCATION:

DATE :

#	FULL NAME	COMPANY	PHONE	EMAIL
1				
2				
3				
4				
5				
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