

# Course Information Packet

## for 2026 Classes

Commercial • TREC Qualifying • Texas REALTORS® Designations • Residential • NAR Designations

A professional headshot of Michica Guillory, a woman with long, dark, wavy hair, smiling. She is wearing a dark blazer over a dark top. The background is a soft, out-of-focus light blue.

**MICHICA.**  
*'Mish'*  
**GUILLORY**

Award-Winning Real Estate Educator  
National Public Speaker | Fox News Commentator

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**PERFECT  
FOR 2026!**

# COMMERCIAL REAL ESTATE KICKSTART SERIES

**NEW!**

## **DAY ONE → *Mandatory Pairing***

This is where we recommend all newcomers begin their Commercial Real Estate (CRE) education and training. Day One of our carefully crafted series of courses includes the following 2 classes.

- ♦ **Commercial Leasing 101™ (9a-12p)**
- ♦ **Commercial Leasing Contracts 101™ (12:30p-3:30p)**

There is typically a 30-minute lunch break between classes. A sponsor is welcome to speak to students and provide breakfast and/or lunch. The investment is \$40 per class per person. These courses must be offered together. However, students can opt to attend only one or both.

## **DAY TWO → *Optional, Yet Recommended Pairing***

Of course, this is a fantastic follow-up to Day One because it supplements and builds upon the curriculum they've learned. This pairing is optional, but highly recommended. It also includes two classes in one day.

- ♦ **Commercial Letters of Intent 101 - Leasing & Sales™ (3 hrs)**
- ♦ **How to Not Practice Law Using Commercial & Residential Forms™ (2 hrs)**

Again, there is typically a 30-minute lunch break between classes. And sponsors are welcome. The "letters of intent" class is \$40 per person and the "practicing law" class is \$20 per person.

## **DAY THREE → *Sales-Focused Curriculum***

This class covers the full sales process—from client engagement to contract to closing—emphasizing essential forms, analysis, due diligence, and best practices for commercial transactions.

- ♦ **Commercial Sales 101 – From Client to Contract to Close™ (4 hrs)**

Because of the 4-hour length of the class, it's best taught by itself and not paired with another class. The investment is \$50 per person.

## **DAY FOUR → *Follow-up Sales-Focused Curriculum***

This session explores how commercial contracts function in practice, with attention to clauses, contingencies, due diligence requirements, and key risk considerations.

- ♦ **Deal Dynamics: Deciphering Commercial Real Estate Contracts™ (3 hrs Contracts CE)**

This course is a great way to reinforce core contract concepts while advancing the agent's day-to-day competence in commercial transactions. The investment is \$40 per person.

## **DAY FIVE → *Trust Us on This One!***

This is the missing piece for agents who want their knowledge of the physical asset to match their knowledge of the deal. Agents will learn how buildings really live and breathe—from systems and service contracts to responsibilities, repairs, and the operational factors that shape every deal.

- ♦ **Commercial Property Management 101 – Apartments Not Included™ (4 hrs)**

Again, at 4-hour long, this class, is best administered solo. The investment is \$50 per person.

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# Texas Accredited Commercial Specialist Certification



TEXAS ACCREDITED  
COMMERCIAL SPECIALIST

## **Elevate your commercial expertise. Expand your impact.**

The Texas Accredited Commercial Specialist (TACS) certification is a three-course professional credential that builds the knowledge and confidence required to operate effectively in commercial real estate. Through deep instruction in market analysis, leasing and sales fundamentals, development concepts, valuation, and negotiation, TACS graduates emerge prepared to represent investors, owners, and businesses with clarity and competence.

## **What TACS Delivers**

- Practical commercial fundamentals — financials, market drivers & property types
- Development + deal structure awareness — site selection, leases, valuations & risk
- Marketing + negotiation strength — positioning, analysis & strategic client guidance

## **Your Organization Can Host the TACS**

You can bring the full 12-day TACS series straight to your association, brokerage, or organization without it being hosted by a local association or Texas REALTORS®. The series can be scheduled directly through The Guillory Group School of Real Estate. Courses are typically delivered over a three-month period for maximum retention and scheduling flexibility. Ask us how!!!

# Clients & Collaborators



CHICAGO TITLE



COLDWELL BANKER  
COMMERCIAL  
REALTY



First American Title™



# A Career That Counts!

Years Teaching via Zoom (Hybrid, too!) 9

Years Teaching Real Estate (Commercial & Residential) 13

States Where My Curriculum Has Been Approved 6

National & State Conference Appearances 8

Classes I Currently Teach 44

Students Taught Nationwide 35,000+

Real Estate Classes I've Written 13

Moments Dancing in Class – A Zillion!

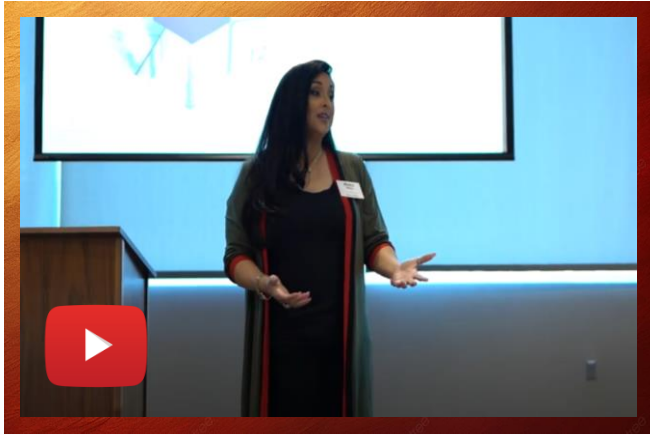
Hours Spent Laughing In Class  
WE LOST COUNT!

**DATES MISSED...0**

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# Check out these quick videos of live classes and a Zoom webinar with Mish



To play the video, please click the link below or copy and paste into a browser window.

<https://youtu.be/D9MM-SNT4Xw>

To play the video, please click the link below or copy and paste into a browser window.

<https://youtu.be/MBVrAwW48J8>



To play the video, please click the link below or copy and paste into a browser window.

<https://youtu.be/SxF-yfU4ARE?si=S9MDnfVYOBR11rEY>

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# A Glimpse at Mish's Real Estate Resume



## TEXAS REALTORS® 2021 EDUCATOR OF THE YEAR

Broker & Coach, AHWD, C2EX, GRI, ITI, TACS, TRLP, TRRS



2019-2025 NAR RPAC (REALTOR® PAC) Major Investor  
REALTOR® Commitment to Excellence Endorsed



Houston  
Association of  
REALTORS®

2022, 2024-25 TREPAC Advisory Group  
2022, 2024-25 Risk Management Advisory Group  
2019-2024 Engage Conference Advisory Group  
2020 & 2021 Engage Conference Co-Chair  
"Houston REALTOR® Magazine" Contributor

2026 Regional Vice President, Region 14

2026 Member Benefits Committee, Chair

2021-26 Executive Board of Directors

2023 Commercial Appointee, Executive Board

2023 Commercial Committee, Chair

2022 Commercial Forms Task Force

Senior Continuing Education Instructor

"Texas REALTOR® Magazine" Contributor



NATIONAL  
ASSOCIATION OF  
REALTORS®

2025-2026 Commercial Committee

REALTORS® Property Resource, Certified Trainer

2024-2026 "Create Magazine" Advisory Committee

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# Let's Schedule Something This Year!

PH: 832.768.1711

THE GUILLORY GROUP SCHOOL OF REAL ESTATE:  
[michica@commercialleasing101.com](mailto:michica@commercialleasing101.com)  
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Broker, AHWD, C2EX, GRI, ITI, TACS, TRLP, TRRS

# Course Information

The following 11 single-page summaries of each course detail contain:

- TREC ID #
- Course Title
- Full Description
- Course Highlights
- Number of CE Hours
- Availability of Course Materials
- Type of CE – Elective, Contracts or Qualifying

# Commercial Leasing 101™

TREC Course ID #30234-RECE

3 Hours

CE Type: Elective

Materials Included: Yes

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$40**

This 3-hr course teaches the basics and beyond of the commercial leasing process, taught from both the tenant's & landlord's points-of-view. Topics covered include: gross and NNN leases, percentage rent, negotiation tactics, what to do during property tours, common documents required by lenders, the construction process and much more! Business owners, landlords and real estate professionals are all welcome to attend this fun, high-energy class.

- What are triple nets and learning to calculate them
- Navigating base year expense reimbursements
- Types of leases (Gross, NNN, Ground, etc.)
- Negotiation secrets for tenant and landlord representatives
- Negotiating tenant improvement allowances
- The real estate professional's role in tenant improvement work
- The importance of reviewing default clauses
- Things to look out for on a property tour
- Division of repair and maintenance responsibilities
- A special conversation about negotiating HVAC repairs and replacements in retail environments

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# Commercial Leasing Contracts 101™

TREC Course ID #30236-RECE

3 Hours

CE Type: **Contracts**

Materials Included: Yes

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$40**

**Demanded by our students who take "Commercial Leasing 101," this 3-hr class was designed as a logical follow-up and qualifies as a TREC-approved contracts CE course for license renewal. You'll learn how to use lawyer-drafted contracts as well as the Texas REALTORS® Lease Form 2101. Plus, we review several commercial forms like letters of intent, construction riders, the NNN addendum, commission agreements and percentage rent.**

- We begin by reviewing several of Texas REALTORS® available commercial lease forms
- We'll also review commercial contracts drafted by attorneys.
- Discussion about the various commission structures available in commercial leasing real estate
- Special construction timing considerations for tenants and the real estate professionals that represent them.
- Negotiating a free-rent period without using it for construction
- We dive into discussions about the Uniform Commercial Code and how it works in leases
- Where to finding your new commercial clients
- Negotiation considerations for purchases and for leases.

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# Commercial Letters of Intent 101 for Leasing & Sales™

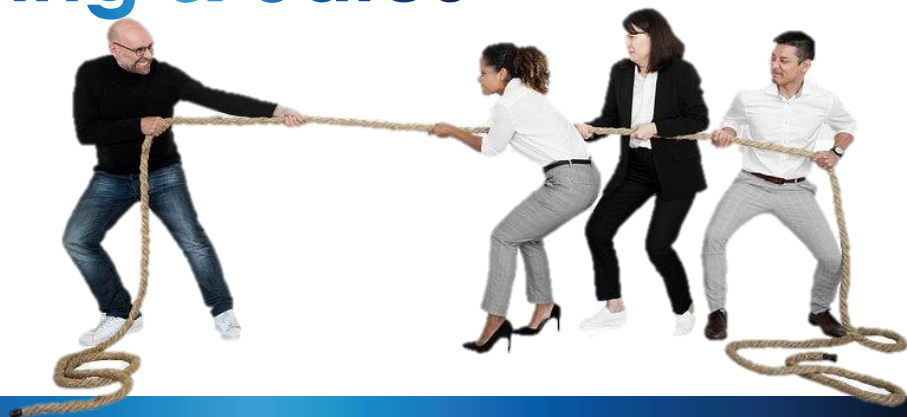
TREC Course ID #30237-RECE

3 Hours

CE Type: Elective

Materials Included: Yes

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$40**

This is an interactive, 3-hour CE course all about how to write letters of intent for both commercial lease and commercial sales transactions. This hands-on class will do two things: thoroughly walk students through the Texas REALTORS® LOI Forms 2122 and 1803 and review LOI's offered by non-Texas REALTOR® entities. This class will teach students how to create the BEST LOI possible for their clients while avoiding the legal risks of improper use.

- A full hour group activity completing an LOI for a hypothetical tenant.
- Learn when binding vs. non-binding letters of intent are utilized
- We review the Texas REALTORS® LOI as well as LOI documents drafted by landlords and attorneys.
- There's a robust conversation about the kinds of negotiable items that can go into lease and sale LOI's.
- The course reveals the kinds of things to add to an LOI that many beginner agents don't consider.
- Tips on getting the client involved in the LOI-writing process.

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# Things You Need to Know About Practicing Law in Real Estate™

TREC Course ID #30238-RECE

2 Hours

CE Type: Elective

Materials Included: Yes

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$30**

This 2-hr course is perfect for all TREC licensees, not just members of the REALTOR® organization. This class takes a deep dive into TREC Rule 537.11 illustrating how agents and brokers accidentally practice law and how to avoid it in the future. This course is designed to show licensees how to properly alter Texas REALTORS® contracts and when (and even how) to get a lawyer involved in a transaction!

- Defines what the unauthorized practice of law actually is according to TREC and according to Texas REALTORS®.
- Learn how the legal community views real estate professionals who “accidentally” practice law.
- We’re going to be introspective and discover when we have each accidentally practiced law.
- We’ll illustrate how to revise TREC, Texas REALTOR® and lawyer-written contracts without the unintentional practice of law.
- Offers resources for REALTORS® to get their own legal help and how to properly assist clients in finding their own lawyer.
- Discuss the differences between adding informational items to contracts and unintentionally practicing law.

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# Commercial Property Management 101: Apartments Not Included™

TREC Course ID #30239-RECE

4 Hours

CE Type: Elective

Materials Included: Yes

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$30**

If you think managing apartments qualifies as managing "commercial" property, you need this course! Worth 4 hours of CE credit, this class covers several aspects like CAM billing, landscaping, roofing, tenant evictions happens at office buildings and retail shopping centers. Don't want to manage property? This class is great for learning to "see" a property like a pro when working with investors!

- Because we literally can't crawl through actual properties, we take a virtual journey through buildings.
- Major systems are discussed like roofing, electrical systems, state-required inspections, buildouts, fire safety systems, and more.
- Those areas are covered from three unique aspects, where possible: inside the building, outside the building & at the desk. For example, landscaping happens outside a property on the general grounds; it occurs inside of buildings like office buildings and shopping centers; and at the desk we learn how to negotiate those contracts with the landscaping vendor.
- We take a dive into expense reimbursement reconciliations, as well.

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# High Stakes: Seed-to-Sale Hemp Law Changes in Texas<sup>TM</sup>

TREC Course ID #30241-RECE

**3 Hours**

CE Type: Elective

Materials Included: Yes

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$45**

Updated for 2025, this extended 3-hour class illustrates Texas' historic pathway to the legalization of hemp. As with the shorter 2-hour version, there is information about state and federal laws regarding the farming, production and sale of CBD- and THC-containing products. This course also reviews how to utilize Texas REALTORS® forms when working with retailers of CBD- and hemp-containing products.

- Best practices in assisting clients who are buying and selling farm & ranch land.
- Review of Texas REALTORS® contracts and a deep dive into relevant clauses in them.
- Focusing on key lease provisions for hemp product retailers.
- Again, a deep dive into TR lease forms and how best to utilize them for this special tenant type.
- Legislation focus: new bills that may jeopardize the future of THC-containing products in Texas.
- Contact information and resources are shared for the Texas Secretary of Agriculture's office.

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# First, It's Not Marijuana:

## Hemp Laws & Texas Real Estate™

TREC Course ID #Pending

**2 Hours**

CE Type: Elective

Materials Included: Yes

Available Thru Texas REALTORS®



### COURSE DESCRIPTION

**COST: \$45**

Originally created for and presented at the Texas REALTORS® Shaping Texas Conference, this version is shortened to two hours. As with the 3-hour course, this shorter version has been updated for 2025. Still, it focuses more state and federal laws regarding the farming, production and sale of CBD- and THC-containing products. This course still reviews how to utilize Texas REALTORS® forms when working with retailers of CBD- and hemp-containing products.

- Best practices in assisting clients who are buying and selling farm & ranch land.
- Review of Texas REALTORS® contracts and a deep dive into relevant clauses in them.
- Focusing on key lease provisions for hemp product retailers.
- Again, a deep dive into TR lease forms and how best to utilize them for this special tenant type.
- Legislation focus: new bills that may jeopardize the future of THC-containing products in Texas.
- Contact information and resources are shared for the Texas Secretary of Agriculture's office.

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**COMMERCIAL  
SALES CLASS!!!**

# Commercial Sales 101: From Client To Contract To Close™

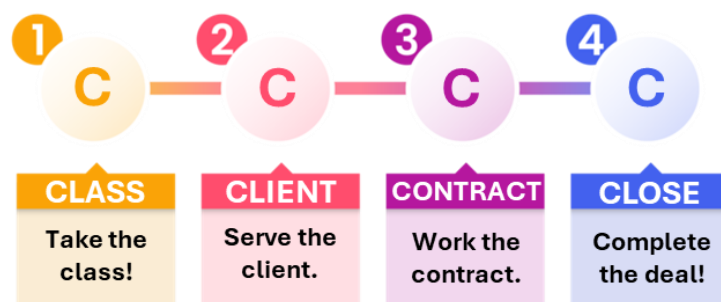
TREC Course ID #30240-RECE

4 Hours

CE Type: Elective

Materials Included: No

Available Thru Texas REALTORS®



## COURSE DESCRIPTION

**COST: \$50**

This intensive 4-hr. course explores the kinds of contracts, forms and best practices that should be in your CRE toolkit for sale/purchase transactions. In this class, it's assumed students already have a basic understanding of terms like expense reimbursements, gross leases and reconciliations. Each section of class is focused on a particular aspect of the commercial sale transaction – considering both the seller's and buyer's perspectives.

- A key-clause review of important Texas REALTORS® forms:
  - 1502 – Commercial Buyer/Tenant Representation Agreement
  - 1947 – Com. Request for Eval. Materials & Confidentiality Agreement
  - 1803 – Commercial Letter of Intent to Purchase
  - 1301 – Com. Real Estate Listing Agreement - Exclusive Right to Sell
  - 1801 – Commercial Contract – Improved Property
  - 1931 – Commercial Contract Financing Addendum
  - 1942 – Commercial Contract Critical Date List
- Lots of BONUS Material & Special Topics Covered:
  - Negligent Referral
  - Chapter 62 of the Texas Property Code
  - Seller Financing vs Contract for Deed
  - General Warranty Deed vs Special Warranty Deed
  - Uniform Commercial Code
  - Offer Memorandum
  - Environmental Site Assessments
  - Sales best practices when representing sellers and buyers
  - CCIM Perspectives

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COMMERCIAL  
SALES CLASS!!!

# Deal Dynamics:

## Deciphering Commercial Real Estate Contracts™

TREC Course ID #30230-RECE

3 Hours

CE Type: **Contracts**

Materials Included: No

Available Thru Texas REALTORS®



### COURSE DESCRIPTION

**COST: \$40**

This course takes a conceptual journey through commercial contracts and transactions, with a focus on sales agreements and a secondary emphasis on leases. You'll learn the legal and financial complexities of contracts, key clauses, risk management and negotiation strategies. Whether representing a buyer, seller, investor, tenant or landlord, this class offers the tools to protect everyone's interests, close deals and ensure regulatory compliance. No prior legal knowledge needed – just an interest in mastering the intricacies of CRE contracts and transactions.

- Students learn about the legal and financial complexities of these contracts, key terms and clauses, risk management and some negotiation strategies.
- The course covers essential topics like due diligence, contingencies, and default provisions, equipping you to review contracts with confidence.
- Attention is also given to identifying pitfalls in contracts and leveraging favorable terms during negotiations.
- No prior legal knowledge is required – just a keen interest in mastering the intricacies of commercial real estate contracts and transactions.

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# Lights, Camera, Impact!

## REALTORS® Guide to Success on Camera™

TREC Course ID #30235-RECE

2 Hours

CE Type: Elective

Materials Included: No

Available Thru Texas REALTORS®



### COURSE DESCRIPTION

**COST: \$40**

With more agents and brokers appearing on TV, podcasts, radio and social media broadcasts, this training was designed to help you properly convey the brokerage's position on potentially litigious topics like fair housing and tenant rights. We also discuss when to identify as a REALTOR®, solutions for uneasy moments and soothing jitters before "going on." We should be prepared to represent our industry in the best possible way!

- Real talk about overcoming nerves and jitters when speaking in front of an audience or appearing on camera.
- Tips for handling unexpected questions.
- Help for standing out on stage with other speakers, particularly those who don't let co-panelists get a word in edgewise.
- Learn to identify your own verbal ticks, those space fillers we all use when we're not sure what to say next. No "uh's" here!
- Pre-interview or pre-appearance preparation.
- We even take students through a virtual tour of a television studio and a podcast so they can be prepared for anything.
- We even talk about what to wear!

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# Proprietary Classes

The following list of courses belong to and are offered through **The Guillory Group School of Real Estate (GGSORE)**, TREC-approved education provider #9998. They can be offered in two ways: directly through GGSORE or through Texas REALTORS®.

If hosted by GGSORE, we will take care of student registration, payments/refunds, creating print/social media advertising, reporting CE credits to TREC and sharing the final roster of attendance with your organization.

If the classes are scheduled through Texas REALTORS® providership, you must first verify our availability to teach on the date you prefer, place it on Texas REALTORS® calendar, handle registration/payment, reporting attendance and then compensate the instructor once the class is administered.

Our Proprietary Courses	CE Hours & Type	TREC Course ID
Commercial Leasing 101™	3 - Elective	30234-RECE
Commercial Leasing Contracts 101™	3 - Contract	30236-RECE
Commercial Letters of Intent 101 - Leasing & Sales™	3 - Elective	30237-RECE
Things You Need to Know About Practicing Law in Real Estate™	2 - Elective	30238-RECE
Commercial Property Management 101 - (Apartments Not Included)™	4 - Elective	30239-RECE
High Stakes: Seed-to-Sale Hemp Law Changes in Texas™	3 - Elective	30241-RECE
First, It's Not Marijuana: Hemp Laws & Texas Real Estate™	2 - Elective	PENDING
Lights, Camera, Impact! REALTORS® Guide to Success on Camera™	3 - Elective	30235-RECE
Deal Dynamics: Deciphering Commercial Real Estate Contracts™	3 - Contract	30230-RECE
Commercial Sales 101: From Client to Contract to Close™	4 - Elective	30240-RECE
Instructor Training Institute	No CE	8-hour class

ALL COURSES LISTED ABOVE ARE OFFERED THROUGH  
THE GUILLORY GROUP SCHOOL OF REAL ESTATE – PROVIDER #9998

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# Authorized Classes

These courses are owned by either the Texas Real Estate Commission (TREC), the National Association of REALTORS® (NAR) or Texas REALTORS® (TR). They are not offered by the Guillory Group School of Real Estate as a provider. However, all of these courses can be offered via Texas REALTORS®. **Texas REALTORS can be reached at (512) 480-8200, Option 2.** Mish is TREC-, NAR- and TR-approved to teach these courses for your group.

TR, NAR and TREC Courses	CE Hours & Type	TREC Course ID
TACS 1 - Days 1-4: Introduction to Commercial Real Estate	3 - Elective	860
TACS 2 - Days 1-4: Commercial Real Estate Property Development	3 - Contract	861
TACS 3 - Days 1-4: Commercial Real Estate Marketing & Negotiation	3 - Elective	561
GRI - Contracts to Close - Finance	8 – SAE	420
GRI - Contracts to Close - Residential Contracts	8 – SAE	420
GRI - Contracts to Close - Appraisals, CMA's & Pricing	8 – SAE	420
GRI - Contracts to Close - Diversity & Fair Housing	8 – SAE	420
GRI - Marketing - Seller Side	8 – SAE	559
GRI - Marketing - Buyer Side	8 – SAE	559
GRI - Marketing - Technology	8 – SAE	559
GRI - Marketing - Environmental & Green Building	8 – SAE	559
GRI - Brokerage - Professional Standards	8 – SAE	779
GRI - Brokerage - Policies & Procedures	8 – SAE	779
GRI - Brokerage - Brokerage & Agency Relationships	8 – SAE	779
GRI - Brokerage - Business Development	8 – SAE	779
NAR Code of Ethics (available with commercial content!!!)	3 - Elective	50569
At Home With Diversity	8 - Elective	30122
Texas Risk Reduction Specialist – Base Course Only	3 - Elective	43378
The Forms You Need to Know	3 - Elective	46627
Legal Update I	4-Qualified	47600
Legal Update II	4-Qualified	47601