



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188

REQUEST FOR:

EVALUATION OF INSPECTOR EXPERIENCE AND EDUCATION DOCUMENTS

FEE	REGISTER NUMBER	AMOUNT	\$ TYPE
Evaluation Fee		\$30.00	

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK
ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE

1. I am requesting TREC to evaluate the attached education documents for a (*mark one box only*):

real estate inspector license professional inspector license

I am the person to whom credit was given for these courses by the education provider.

Full Name (*Last, First, Middle*)
(*As it appears on Driver's License*)

Signature of Requestor

2. License Number
(*if previously licensed by TREC*)

3. Social Security Number

Note: Section 231-302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Numbers (SSN) when filing an application. The SSN will be confidential and is required to enforce Child Support orders. Failure to provide SSN will prevent a license from being issued and could ultimately lead to termination of the application.

4. Permanent Mailing Address

(*include complete address to which the results of the evaluation should be mailed*)

5. Telephone
(*include area code*)

NOTE: Applicants for a real estate inspector license or professional inspector license must obtain an evaluation of education documents and, if applicable, experience, **PRIOR** to filing an application. DO NOT FILE THIS FORM WITH AN APPLICATION FOR A LICENSE. This form must be accompanied by a single remittance of **\$30.00**.

EVALUATION REQUEST AND FEE ARE VALID FOR 12 MONTHS.

Evaluation will be based on current statutory requirements and TREC rules.

SEE GENERAL INFORMATION ON REVERSE OF THIS FORM

GENERAL INFORMATION

To be acceptable, courses must be offered by one of the following:

1. a school accredited by TREC or by an inspector regulatory agency of another state;
2. an accredited college or university;
3. a unit of federal, state or local government;
4. a nationally recognized building, electrical, plumbing, mechanical or fire code organization;
5. a professional trade association; or
6. an entity whose courses are approved and regulated by an agency of the State of Texas.

Courses completed for credit by examination only are not acceptable. Courses must be completed by in-class participation or by approved correspondence courses.

DO NOT SUBMIT ORIGINAL TRANSCRIPTS OR COURSE COMPLETION CERTIFICATES WITH THIS APPLICATION. DOCUMENTS SUBMITTED TO THE TEXAS REAL ESTATE COMMISSION MAY NOT BE RETURNED TO THE APPLICANT. ONLY PHOTOCOPIES SHOULD BE SUBMITTED. RETAIN THE ORIGINAL DOCUMENTS FOR YOUR PERSONAL FILES.

CORE REAL ESTATE INSPECTION COURSES

Chapter 1102.001 of the Texas Occupations Code states: "Core real estate inspection course" means an educational course approved by the commission that relates to real estate inspection, including a course on structural items, electrical items, mechanical systems, plumbing systems, roofing, business law, standards of practice, report writing, appliances or ethics.

EXPLANATION OF ACADEMIC CREDIT HOURS

1 Semester Hour equals	15 Classroom Hours
1 Quarter Hour equals	10 Classroom Hours
1 Continuing Education Unit (CEU) equals	10 Classroom Hours
1 Contact Hour equals	1 Classroom Hour

EXAMPLES: one 3 Semester hour college course = 45 classroom hours
one 3 quarter hour college course = 30 classroom hours
one 3 CEU course = 30 classroom hours

Examples of acceptable experience documents are:

1. A license history from a local or state licensing board
2. A letter from a supplier of materials establishing the length of time you have done business with them
3. A letter from an employer or contractor establishing the length of time and type of business done with them

NOTE: All inspector applicants who pass the examination are required to provide proof of professional liability insurance in the amount of \$100,000 per occurrence to obtain an active license. The applicant's insurance agent must complete the Certificate of Insurance form (TREC Form REI 8-1) and send it to TREC by mail or fax it to (512-465-3913). An inactive license will be issued if there is a failure to provide proof of insurance.

PRIVACY NOTICE

In accordance with Chapter 559, Government code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect