

**2011 COURSE POLICIES FOR MCE CREDIT**

Before beginning the MCE class, please read this form carefully.

Once you have read it, please sign, and return it when called for at the start of class.

The MCE provider for this course is: MCE Providers of North Texas, TREC Provider # 0551.

1. MCE courses must be taken during the term of the license; hours cannot be carried over from one licensure term to another.
2. For a two-year license, you must have 15 hours of MCE credit to renew your license. **EFFECTIVE January 1, 2005, - TREC has adopted NEW MCE RULES that require all licensees to take a three hour *Legal Update* course and three hour *Legal Ethics* course created for and approved by TREC to satisfy the 6 legal hours of mandatory continuing education required by the Act.** Be advised that you must have completed all 15 hours of MCE prior to license expiration date. (License expiration occurs on the last day of the month in which you passed your real estate exam.)
3. A recently enacted law (HB 1530, 80<sup>th</sup> Legislature, Regular Session) requires any person applying for renewing a broker or salesperson license on or after January 1, 2008 to provide fingerprints, in a specified format in order to enable an FBI criminal history check to be performed. These new fingerprint requirements apply only to brokers and salespersons. Once fingerprints are on file with DPS for a TREC license. A licensee will not need to be fingerprinted for subsequent renewals.
4. MCE credit will not be given to anyone who arrives after the instructor has begun the course material. If you arrive late, you may take the course for information only; NO refunds or MCE credits will be given and you may NOT sign the TREC course completion roster at the end of the course. This late policy includes returning from breaks and lunch hours.
5. MCE Providers of North Texas will NOT certify a participant for MCE credit unless the student is in attendance for 100% of the presentation time of the course, per Sub Chapter 9 of the Texas Real Estate licensing Act. No partial credit will be given and no make up work, written or otherwise, will be allowed for MCE credit.
6. MCE Providers of North Texas does not offer partial credit for MCE. MCE Providers of North Texas does NOT refund any MCE fees collected for participants with partial attendance. This includes attendees that do not enjoy/benefit from the course material.
7. Please turn cell phones off, including Bluetooth's, pagers, or Palm/PDA. No laptop computes, TV's or other listening devices, newspapers, magazines, or other extracurricular materials are allowed during class time. This includes no text messaging, checking phone messages, or playing games on cell phones. Noncompliance will result in your being denied MCE credit and/or your removal from the class.
8. You will need your license number with you at the end of class. It is your responsibility to ensure that you are using the correct license number.
9. The participant must determine if the course is timely and appropriate for the participant's MCE credit. The participant is also responsible for signing out on the MCE\_CCR-0 (Course Completion Roster) after the course is completed. MCE Providers of North Texas will fax these forms to TREC who will post this course to your record. Allow TREC 10-14 days to post your MCE hours.
10. **CANCELLATION Policy: Notification must be given 48 hours in advance of class. If notification is made less than 48 hours, no refund will be given.**
11. **TRANSFER Policy: Transferring funds from one course to another is not allowed.**
12. These rules and reminders are here for your protection; however it is YOUR responsibility to meet the MCE requirements for the Texas Real Estate Commission. Please let us know if you have any questions.
13. If you choose you may evaluate the course and instructor on the TREC web site at: <http://www.trec.texas.gov/CourseAndInstructorEval/>
14. You may submit the form electronically or by mail to TREC. [www.trec.texas.gov](http://www.trec.texas.gov)

I have read this information and my signature indicates my understanding and compliance with the conditions stated above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name as it appears on your license (print clearly) \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of Your Broker/Company: \_\_\_\_\_