



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188
Mandatory Continuing Education
MCE COURSE COMPLETION ROSTER
MCE FORM 8-4

Instructions

It is imperative that the quality of the original document be preserved when filing MCE course completions. Therefore, always keep an original on file and make copies of it. Do not use this roster to report partial credit. Use Form 14-0 to report partial credit. Use a separate roster for each legal update or legal ethics course combined with an elective course.

Cover Sheet

1. Enter the four digit provider number, one digit in each box, followed by the name of the provider.
2. Enter the last four digits of the course number, one digit in each box, and the course title.
3. Enter the completion date of the course and the location and zip code where the course was held.
4. List all the instructors that taught during this session of the course.
5. Fill in the number of roster pages attached to the cover sheet and the total number of students shown on all of the rosters. This should be the number of students that completed the course.
6. Print and sign the name of the provider representative that is authorized to sign for the provider.
7. Fill in the date the above name was signed.

Supply the phone number and fax number where TREC can contact the person in charge of MCE course completion documentation.

Completion Roster

1. Enter your four digit provider number, one digit in each box.
2. Enter the last four digits of the course number.
3. Enter the completion date of the course using the format MMDDYYYY.
For example 01292004 is January 29, 2004.
4. Enter the zip code for the location where the course was held.
5. Each student should read the statement at the top of the roster; print and sign their name and then enter their license number. License number must be left or right justified. If right justified, blanks will be interpreted as zeros. If left justified, blanks will be ignored.
6. DO NOT allow students to write outside the boxes and DO NOT include more than 15 students per page. Make certain the license number entered on the roster is the student's license number. Credit cannot be awarded if an incorrect number is entered.



Texas Real Estate Commission
 P.O. Box 12188
 Austin, Texas 78711-2188
 512-459-6544 or 1-800-250-8732 (TREC)
 Fax To: 512-465-3989
**Mandatory Continuing Education
 MCE Course Completion Roster**

Provider Number

Provider Name

Course Number

Course Title

last four numbers

Course Completion Date

Location (including zip code)

Address

Street

City

State

Zip

Instructors for this course

Number of Pages Attached

Number of Students

I am an authorized representative of the MCE provider named above and represent that this occurrence of the MCE course named above was conducted in full compliance with the Real Estate License Act and the rules of the Texas Real Estate Commission. I further represent that the rosters attached contain only those students that fulfilled all the requirements for the course. I am aware that a false statement to the Texas Real Estate Commission may be grounds for disciplinary action or prosecution under Section 37.10, Texas Penal Code.

Printed Name of Representative or Instructor

Signature

Date

Phone #

Fax#



Mandatory Continuing Education MCE Course Completion Roster

Provider Number	Course Number	Course Completion Date	Zip Code																				
<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table> <p style="font-size: small; text-align: center;">Last Four Digits</p>					<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr> </table> <p style="font-size: small; text-align: center;">(MMDDYYYY)</p>									<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table>				

By signing this form, I certify that I have attended 100%
of each session for which MCE credit was given.

	Printed: Last Name, First Name	Signature	Student License Number
1			
2			
3			
4			
5			
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10			
11			
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13			
14			
15			

