PROCEDURE FOR LICENSURE

The procedure and all necessary forms are set out and available at the Texas Real Estate Commission web site:  www.trec.state.gov.

- When you have finished all of your required courses for licensure, get a transcript from COLLIN. Fill out a form at the Registrar’s office and it will be sent to you or you can pick it up in person. If you are a Continuing Education student you can call 972 985 3711.

- Fill out an application for “Inactive Real Estate Salesperson License” and attach your transcripts. This can be done: Online (scan transcripts) – Fax – Paper by Mail.

- TREC will reply and give you information for fingerprinting

- Fingerprints.

- TREC will advise you that you may now take the state test, send you some materials and refer you to PSI Examination Services to take the test.

- You may get information about the test at any time from PSI Examination Services at their web site: www.psiexams.com

- Call or go online to PSI and make an appointment for your test.

- Take the test and pass it.

- Have a Broker fill out a “Salesperson Sponsorship Form” to activate your license

- Go to work – Best wishes for your future career!