



# License Checklist

## YOUR NEXT STEPS



Submit your real estate agent license application and course completion certificates to TREC.

After you've finished all 180 hours of pre-license education, apply online through [TREC's Online Services](#). Next, email your certificates to [education@trec.texas.gov](mailto:education@trec.texas.gov). Note: If you prefer to apply by mail, download the paper application [here](#).



Receive your TREC eligibility letter via email.

Don't delete this email! It's very important for your next steps. It also includes your Pearson VUE Candidate Handbook, which covers everything you need to know about your licensing exam.



Schedule and go to your fingerprinting appointment.

Enter your TREC ID number [here](#) to get your IdentoGO ID. Use it to schedule your appointment and pay the \$37 fee. Your appointment must be made at least 24 hours in advance. On the day of, bring your TREC eligibility letter.



Pass your background check.

Your background check fee is covered by the fingerprinting fee. TREC typically receives your background check results within a week. You are only notified if you do not pass it.



Schedule your licensing exam with Pearson VUE.

[Schedule your exam online](#) and pay the non-refundable and non-transferrable \$54 fee (credit/debit card, electronic check). Your appointment must be made at least 24 hours in advance. If paying with electronic check, make your reservation at least 5 days in advance of your exam date.



Take and pass your licensing exam.

Arrive 30 minutes early and don't be late! Here's what you need to bring:

### **2 forms of current signature identification**

The name of the ID must match the name you registered your exam under.

#### **- 1 Primary ID**

- Must be government-issued, have a photo & a signature
- Examples: government-issued driver license, passport, military ID

#### **- 1 Secondary ID**

- Only needs to have a valid signature
- Examples: US Social Security Card, debit (ATM) or credit card

View a complete list of acceptable forms of ID [here](#).

### **Non-graphing calculator**

- Hand-held, battery, or solar-powered financial calculators are allowed
- Cannot have alpha characters (ABC, etc)
- Can have mathematical symbols such as "sin"

### **Prohibited items**

Leave these items in your car or in the locker provided by your testing facility.

- Personal items such as cell phones, wallets, purses, etc.
- Scratch paper, notes, and reference material



Receive your inactive license from TREC via email.



Find a sponsoring broker and complete your sponsorship request.

Log into [TREC's Online Services](#) and follow the steps there to complete your sponsorship request. Wait for your broker to accept the sponsorship.



Receive your active license from TREC via email!

You made it! Now, go out there and close those deals!