



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188
Phone: (512) 459-6544 www.trec.state.tx/us
Mandatory Continuing Education

MCE COURSE COMPLETION ROSTER

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 the MCE Partial Credit Request form 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 provider number followed by the name of the provider.
2. Enter 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 five digit provider number, one digit in each box.
2. Enter the last five digits of the course number.
3. Enter the completion date of the course using the format MMDDYYYY. For example 01292011 is January 29, 2011.
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.



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Mandatory Continuing Education

MCE Course Completion Roster

Provider Number

Provider Name

Course Number

Course Title

last five digits of course number

Course Completion Date _____

Location (including zip code)

Number, Street and Apt. No.

City

State

Zip Code

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 Signed

Phone # _____

Fax# _____

TEXAS REAL ESTATE COMMISSION

P.O. Box 12188
Austin, Texas 78711-2188
(512) 465-3981
Fax To: (512) 465-3989

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**Mandatory Continuing Education
MCE Course Completion Roster**

Provider Number	Course Number	Course Completion Date	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(Last Five Digits)	(MMDDYYYY)	

**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	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>

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WILLIAMSON COUNTY ASSOCIATION OF REALTORS

Course Evaluation Form

Date: _____

Class: _____

Location: Williamson County AOR

Instructor: _____

The Williamson County Association of REALTORS®
Strives to provide quality education for its members to
enhance professionalism and profitability. We appreciate
your candid feedback regarding this MCE Course.

Thanks for attending

**A=Excellent B=Above Satisfactory C=Satisfactory
D=Needs Improvement E= Unsatisfactory**

A. COURSE EVALUATION:

Please circle the appropriate letter

- | | | | | | |
|--|---|---|---|---|---|
| 1. Instructions regarding the rules on attendance, credit, break, evaluations, etc were clearly stated at the beginning of the course. | A | B | C | D | E |
| 2. The course started on time, at the beginning, after breaks, after lunch & attendance was monitored at all times. | A | B | C | D | E |
| 3. The course is relevant to my real estate business needs. | A | B | C | D | E |
| 4. Outline and materials are written in an easy and understandable format. | A | B | C | D | E |
| 5. This course met my expectations. | A | B | C | D | E |
| 6. The course fulfilled its stated objectives. | A | B | C | D | E |
| 7. Overall, how satisfied were you with the quality of the course? | A | B | C | D | E |

B. PLEASE RATE THE INSTRUCTOR ON THE FOLLOWING:

- | | | | | | |
|--|---|---|---|---|---|
| 1. In-depth knowledge of the subject. | A | B | C | D | E |
| 2. Ability to communicate clear instructions for case studies and exercises. | A | B | C | D | E |
| 3. Effectiveness in making group presentations. | A | B | C | D | E |
| 4. Effectiveness in encouraging questions and discussions from group. | A | B | C | D | E |
| 5. Effectiveness in responding to questions from the group. | A | B | C | D | E |
| 6. Overall evaluation of the instructor. | A | B | C | D | E |
| 7. The Instructor was professional & well prepared for the course. | A | B | C | D | E |

C. COMMENTS:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Was the instructor completely neutral about his/her affiliation with a company, proprietary school, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Would you recommend this instructor to a person considering this program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Were the classrooms neat, clean, and favorable to learning? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Thank you for attending today and for taking time to give us your valuable feedback! If you have additional comments or suggestions, feel free to use the back of this form. Please return this evaluation to your class monitor.



Together... .

WILLIAMSON COUNTY
ASSOCIATION OF REALTORS®

We're opening doors!

Sign-in Sheets

Registration

PLEASE PRINT

- 1. _____
- 2. _____
- 3. _____
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- 58. _____

TO: MCE Participants

FROM: Williamson County Association of REALTORS® Education Department

SBJECT: Mandatory Continuing Education Course Policies

Please read and date this memorandum and return it to the course monitor. Your signature indicates that you have read and understand the policies of the Texas Real Estate Commission (TREC) and the Williamson County Association of REALTORS®.

1. The Williamson County Association of REALTORS® (WCAOR) will not certify a participant for MCE credit unless the student attends all sessions of the course.
2. NO PARTIAL CREDIT will be given for partial attendance.
3. NO MAKE UPS or written work is allowed for MCE credit.
4. You must determine if this course is timely and appropriate for your MCE requirement. The same course may not be used for MCE credit more than once per licensing cycle.
5. In order to receive MCE credit for this course, you must SIGN OUT on the MCE Course Completion Roster provided by WCAOR. This form will be faxed to TREC immediately following the course.
6. The Williamson County Association of REALTORS® will not refund any MCE fees to participants with partial attendance or that do not show up for the course without calling to cancel.
7. Any MCE participant answering or making telephone calls or responding to a pager during a TREC approved MCE course will make a voluntary donation to TREPAC with possible disqualification from the course with no refund given. This policy is enforced during class time. All pager and telephone responses must be made during the break.
8. **Should a participant leave the classroom for any reason and be found using a telephone or responding to a pager during the teacher's presentation, that person will be disqualified from the course with no refund being given.**
9. **No outside electronic devices may be used in the MCE classroom.**

I HAVE READ THIS INFORMATION. MY SIGNATURE INDICATES MY UNDERSTANDING AND COMPLIANCE WITH THE STATED CONDITIONS.

Name (print) _____ Signature _____

TREC License# _____ Expiration Date _____

Company _____ Phone _____

Name of MCE Course _____ Date _____

Guidelines for Off-site WCAOR Education Classes

If a WCAOR class is hosted by WCAOR

- 1) WCAOR will set up class online to register students
- 2) Students will pay online or make check payable to WCAOR at the door
- 3) WCAOR will advertise the class
- 4) Immediately following class, the instructor must return sign in, sign out, any checks of students that paid at the door and signed MCE policy sheets to WCAOR Education Director for submission to TREC.
- 5) Instructor will invoice WCAOR to be paid at WCAOR rate

If a WCAOR class is hosted by another company

- 1) Company will advertise and register students for the class
- 2) Students registering make checks payable to Instructor or to the company sponsoring the class.
- 3) Instructor negotiates his/her rate with company and works directly with company to be paid.
- 4) Instructor or sponsoring company pays WCAOR \$7.50 per student to use MCE class.
- 5) Immediately following class, the instructor returns sign in sheet, sign out sheet, signed MCE policy sheets and filled out evaluation forms to WCAOR Education Director for submission to TREC.

NOTE: No forms will be submitted to TREC until all paperwork is complete and payment is received by WCAOR.