

The San Antonio Board of REALTORS®

Real Estate School

Quality Education for the
Real Estate Professional



General Information
and Policies

Real Estate School

Quality Education for the
Real Estate Professional

General Information and Policies

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The San Antonio Board of REALTORS® (SABOR) is affiliated with the National Association of REALTORS®, which is the nation's largest professional association. Since 1910, SABOR has been a leading organization in the San Antonio community, serving as the preeminent source for information relating to the local and regional real estate market and also as an advocate for private property owners everywhere.





Ron Smith
Director of Education



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Administrator



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Your Real Estate Education Begins Here!

Accredited by the Texas Real Estate Commission in 1979, The San Antonio Board of REALTORS® Real Estate School is committed to providing a quality real estate education for both emerging and established professionals.

Our class schedules and courses are designed to cater to a wide array of needs and interests.

Our instructors are working professionals who can provide students with real-world, practical resources. With a knowledgeable professional staff on hand, The San Antonio Board of REALTORS® Real Estate School equips its students with a quality education that is unmatched anywhere else.

Visit the Real Estate School section at SABOR.com for photos and biographies of our esteemed faculty members.

The San Antonio Board of REALTORS® Real Estate School is open to the public. No real estate experience or license is required for admission. Students are accepted without regard to race, color, religion, national origin, sex, age, handicap or familial status.

The San Antonio Board of REALTORS® Real Estate School is approved to train VA-eligible persons (for pre-licensing courses only).

Steps to Obtaining Your Texas Real Estate License

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Who Needs a Real Estate License?

Generally, according to the Real Estate License Act, anyone who sells, purchases, rents, leases, appraises, lists or exchanges real estate for another for a fee or other consideration, must have a license. There are a few exceptions (such as attorneys) to this requirement.



1

Satisfy Current Education Requirements

Take the CORE real estate classes. Four classes are specifically mandated: 60 hours of Principles of Real Estate, 30 hours of Law of Agency and 30 hours of Law of Contracts. You must have one additional CORE elective course if you have acceptable college hours. Three CORE real estate elective courses are required if you have no related college coursework. Details on CORE real estate courses and electives can be found on page 10.

2

Complete the Application for an Inactive Salesperson License

After completing all necessary coursework, submit the Application for an Inactive Salesperson License. This form can be found online at trec.state.tx.us. Those who complete the application online will have the \$20.00 paper filing fee waived.

Applicants will be able to submit information regarding previous college coursework with this application. TREC will evaluate college coursework to determine which credits can go toward the completion of a real estate licensing education. For details, see page 9.

3 Schedule Your State Exam with Psychological Services, Inc. (PSI)

Upon completion of the Application for an Inactive Salesperson License, PSI will send you instructions on how to schedule your state real estate exam. See page 8 for details.

4 Provide Your Fingerprint

As of January 1, 2008, all licensee applicants (as well as licensed agents and brokers seeking a license renewal) are required to provide their fingerprints before their applications will be processed.

Visit trec.state.tx.us/fastprintpass for information about fingerprinting requirements.

5 Complete the Salesperson Sponsorship Form

When you have successfully passed the state exam, you will need to find a sponsoring broker to have your license activated. You will then need to complete the Salesperson Sponsorship Form. Your license will be issued as inactive if you do not complete a Salesperson Sponsorship Form.

Please note: An applicant must satisfy the education requirements, pass the examination and be fingerprinted within six months after filing the Application for an Inactive Salesperson License. The application will expire if the required actions have not been taken.



About Your Texas Real Estate License

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Two Types of Real Estate Licenses

A salesperson's license and a broker's license are the two types of real estate licenses. A salesperson can engage in the practice of real estate only under the supervision of a broker. The typical working relationship between a salesperson and a broker is that the salesperson is an independent contractor.

General Requirements for a License

At the time of application, applicants must fulfill the following requirements:

- Texas resident
- U.S. citizen or legally admitted alien
- At least 18 years of age
- Of good character

Residents of states adjacent to Texas (Arkansas, Louisiana, New Mexico and Oklahoma) may also apply for a Texas real estate license if they meet all other requirements.

Licensed in Another State?

Real estate salespersons from another state MAY NOT transfer their licenses to Texas. They must meet all requirements for new applicants.

If an applicant is licensed in another state, he or she will have to submit a complete history (signed by the licensing agency of the state in which he or she is licensed) to TREC for evaluation.

A broker who resides in another state may apply for a non-resident Texas broker's license if all other requirements are met.

Anyone applying for a salesperson's or broker's license and those applying for a renewal on or after January 1, 2008 must submit a fingerprint with his or her application.

How Much Will It Cost To Get My Texas Real Estate License?

Applicants can find information about pertinent fees on TREC's website, trec.state.tx.us.



About Your Texas Real Estate License (Cont'd)

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Education Requirements for a Salesperson's License

For first-time applicants, 210 classroom hours of approved courses are required. Of those classroom hours, 150 must include the following CORE real estate courses:

- Principles of Real Estate I & II (*minimum of 60 classroom hours required*)
- Law of Agency (*minimum of 30 classroom hours required*)
- Law of Contracts (*minimum of 30 classroom hours required*)
- Elective CORE Real Estate Course (*minimum of 30 classroom hours required*)

The additional 60 classroom hours can be taken in any other courses, as approved by TREC.

First Annual Renewal

For the first annual renewal, also known as re-certification, the licensee must have taken an additional 60 course hours of Salesperson Annual Education (SAE) during his or her first year of licensure. CORE real estate classroom hours and SAE hours must total 270 classroom hours.

All first-time-renewal licensees must furnish SAE completion certificates to TREC prior to his or her license expiration date.

The second annual renewal will require 15 hours of Mandatory Continuing Education (MCE), of which six hours must be in TREC-approved legal and ethics coursework.

As a courtesy, TREC will send a renewal notice to the licensee's broker 90 days before his or her license is set to expire.

It is the licensee's responsibility to renew his or her license online (trec.state.tx.us). Licensees ending their first year of licensure must submit verification of completed SAE hours at least 10 days prior to renewing their license.



"When it comes to education providers, SABOR offers the most up-to-date and accurate resources for real estate professionals. Also, working with faculty and staff is always a pleasure."

- Missy Stagers, Past Student

The State Licensing Exam

After receiving notification that they have completed all necessary coursework, candidates must submit the Application for an Inactive Salesperson License. This form can be found online at trec.state.tx.us.

TREC will notify candidates that they've been approved to take the state real estate exam and will send an identification number to be used when scheduling the state exam with Psychological Service, Inc (PSI). PSI will send registration details regarding the exam. For more information, contact PSI toll-free at 1-800-733-9267 or register online at psixams.com.

After the exam, candidates will receive a report indicating their score. Candidates with passing scores will have their score automatically forwarded to TREC. Candidates who fail one or more parts of their exam will receive instructions on retaking the exam.

Requirements for a Broker's License

Experience: At least two years of active experience as a Texas real estate salesperson during the preceding 96-month period is required. Applicants licensed in another state as a salesperson or broker with at least two years of experience during the preceding 36-month period are also eligible for a Texas real estate broker's license.

"Active" status begins from the date that an applicant's salesperson's license is issued, but does not include any time the license was inactive.

Education: 900 hours of CORE and other real estate-related courses, 270 hours of CORE real estate coursework—of which 30 hours must be in an approved real estate brokerage course—plus 630 additional related classroom hours are required as approved by the Texas Real Estate Commission.

Broker's license candidates must satisfy the educational requirements that were in effect when the broker's license application was filed, regardless of when the candidate received his or her salesperson's license.

Candidates whose salesperson's license application was dated on or after April 23, 1981 must complete all salesperson re-certification hours before applying for a broker's license.



About Your Texas Real Estate License (Cont'd)

Acceptable College Credits

TREC will evaluate college coursework to determine which credits can go toward completion of the real estate licensing education when the applicant submits his or her Application for an Inactive Salesperson License. Details regarding the transfer of credits can be found at trec.state.tx.us.

Up to four semester hours (or 60 classroom hours) of college coursework will be considered.

Mandatory Continuing Education (MCE)

Prior to a license renewal, brokers and salespersons must complete 15 hours in approved coursework. Three hours must be taken in a TREC-approved legal update and three hours must be taken in a TREC-approved ethics course. The other nine hours can be completed via MCE elective courses.

CORE real estate courses can be taken for MCE credit, but only as part of the nine elective hours.

There is no credit given for work experience.

Where Can I Find Real Estate Textbooks?

Textbooks are available for purchase at The REALTORS® Store located at SABOR. The REALTORS® Store is open Monday through Friday from 8:00 a.m. - 5:00 p.m.

Not all courses require textbooks.

For textbook information and additional course details, visit SABOR.com



CORE Real Estate Education: Courses and Topics





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The San Antonio Board of REALTORS® Real Estate School is approved to train VA-eligible persons (for pre-licensing courses only).



Required Courses with Topics - 30 Hours Each

Principles of Real Estate I	Home ownership, law of agency, fair housing laws, Texas Real Estate License Act, real estate taxes and other liens 
Principles of Real Estate II	Listing agreement, appraisal, financing, transfer of title, real estate mathematics, property management and investments 
Law of Agency	Creation of agency relationships, fiduciary duties, disclosure of agency and Texas Occupations Code, Chapter 1102 
Law of Contracts	Texas promulgated contracts and addenda, intent of the Broker Lawyer Committee 

Elective Courses with Topics - 30 Hours Each

Property Management	Major functions of property managers, legal & interpersonal concerns, maintenance, accounting, administrative 
Quick Start	Prospecting and marketing tools, agency basics, working with zipForms, dealing with buyers and sellers, record keeping, ethics and more; Designed for licensees with up to 12 months of real estate experience
*Real Estate Brokerage	How real estate brokerage is conducted in today's market place; designed for agents who would like to become managers, brokers and/or owners
<i>*Mandatory for Broker's License</i>	
Real Estate Finance	Major Sources of real estate financing including VA, FHA, Conventional and Creative Financing 
Real Estate Investment	The current real estate market and opportunities for investors, principle and practice 
Real Estate Law	Texas real estate law past and present 
Real Estate Marketing	Time management, goal setting, advertising, prospecting for buyers, telephone techniques, listing & selling skills
Real Estate Mathematics	Interest, discount points, taxes, legal descriptions, capitalization, closing statements and commissions 
Residential Real Estate Appraisal	The appraisal process, defining value, and residential property appraisal workshop 

 Textbook Required  Calculator Required

Exam Prep Workshop for Salespersons and Brokers (Non-Credit Course)

This course includes facts about the exam, pre-test preparation and test-taking strategies. A sample diagnostic will be given and reviewed. Students will receive a number of practice exams for further self-paced development.

Mandatory Continuing Education: General Course Offerings

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These courses fulfill continuing education requirements. Course availability may vary. Visit SABOR.com for course dates, descriptions and details.

Mandatory Legal and Ethics Courses (Three Hours Each)

- TREC Legal Update
- TREC Ethics

One-Hour MCE Courses

- "Must Knows" About Residential Service Contracts
- USDA Rural Housing Loan Programs

Two-Hour MCE Courses

- Generational Selling - Marketing to a Diverse Market
- Mortgage Mania
- Understanding the Mortgage Loan Process
- Reverse Mortgage for RE Professionals
- Mortgage Financing – Borrower Eligibility and Choosing

Three-Hour MCE Courses

- Texas Probate Investing[†]
- Secrets To Successful Short Sales[†]
- Texas Tax Liens-Unknown Auction[†]
- How to Show a Home
- Be a VA Loan Expert
- Intermediary Made Easy
- Mortgage Fraud - Predatory Lending
- Corporate Home Finding Assistance
- Digital Photography for the Real Estate Professional
- Real Estate Feng Shui
- Putting Your House in Order to Sell zipForm 6 Elite
- Managing Workplace Challenges
- Winning By Mediation
- Property Management Working with Contractors

[†]SABOR not the provider

New courses may be added and others may be discontinued periodically. Visit SABOR.com for an up-to-date schedule of courses offered through SABOR's Real Estate School.



"I have to compliment the educational programs at SABOR. Your instructors are top notch and very professional. They present the material with enthusiasm and their practical examples made the material real and memorable."

- Lynn Boyle Hogan, Past Student

Mandatory Continuing Education: General Course Offerings (Cont'd)

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These courses fulfill continuing education requirements. Course availability may vary. Visit SABOR.com for course dates, descriptions and details.



Four-Hour MCE Courses

- Section 1031-Tax Free Exchange
- 4 hr. Insp. Standards of Practice for Agents
- CMA & The Appraisal
- Property Management & Managing Risk
- Real Estate Inspections
- Risk Management
- Stage Your House for Success
- Advertising Laws and Rules
- How to Use Financing to Attract Buyers and Create Sales
- Close More Land Sales by Using Wildlife Management⁺
- Title Research Workshop⁺
- How to Buy Foreclosures⁺
- Sell Your House in 60 Days with Owner Financing

Six-Hour MCE Courses

- Property Management Policies and Procedures Manual
- How to Improve Sales and Make More Money
- Property Management, Texas Property Code
- Fundamentals of Commercial Real Estate
- Historic House Specialist

Nine-Hour MCE Courses

- Income Property Analysis
- Contracts Review with Q & A
- Smart Investments Made Easy
- Sales Skills Workshop

⁺SABOR not the provider

New courses may be added and others may be discontinued periodically. Visit SABOR.com for an up-to-date schedule of courses offered through SABOR's Real Estate School.

"I enjoy taking all of my MCE courses at SABOR because of the wonderful instructors and staff. The course instruction is superb and the education department is top notch!"

- Judy Dalrymple,
2007 SABOR Salesperson of the Year

Online Learning For Pre-Licensure and Continuing Education

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The San Antonio Board of REALTORS® Real Estate School offers real estate education for pre-licensing/post-licensing courses and MCE courses.

Through relationships with 360training, RECampus, Academic Excellence (in conjunction with Texas Tech University) and Hondros Learning, SABOR offers a variety of internet learning opportunities for busy professionals.

Completion certificates are available immediately after the 30-hour courses are completed on 360training. Completion certificates for 30-hour courses by RECampus will be sent to the student via e-mail and will be followed by a mailed copy.

Completion affidavits for MCE courses from online course vendors need to be forwarded to SABOR for processing by the Texas Real Estate Commission.

For details about online learning, please visit The Real Estate School section of SABOR.com



Important TREC 24-Hour MCE Course Completion Rule

As of September 1, 2007, if a licensee completes an online course within 24 hours of beginning the course, he or she will not receive course credit the same day.

Therefore, the completion date and time for all MCE online courses will be at least 24 hours after you started the course. If you start an online course the same day that your real estate license expires, you cannot be given credit on that date.

You do not need to complete a course within 24 hours – the new rule simply means that you will not receive credit for at least 24 hours after you finished a course.

For example, if you start taking an online MCE course on October 31st at 3:00 p.m. and you finish the course at 6:00 p.m., your completion date will be submitted by the partner school through whom you took the course as of November 1st.

Please plan to start your online courses early enough to allow sufficient time to receive credit for them.

Real Estate Designations and Certifications

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Designations and Certifications assist REALTORS® in increasing skills, proficiency and knowledge. Designations and certifications acknowledge experience and expertise in various real estate sectors.



Accredited Buyer Representative (ABR®)

The Accredited Buyer Representative (ABR®) designation is the benchmark of excellence in buyer representation. This coveted designation is awarded to real estate practitioners who meet the educational and practical experience criteria set by the Real Estate Buyer's Agent Council (REBAC) of the National Association of REALTORS®. ABR® education provides REALTORS® with what they need to stay competitive in today's market. Member benefits, such as marketing tools, a referral network and other resources, help to promote their businesses. Courses for this designation are available via classroom and through online learning.

Generation Buy

At any given time, today's real estate professionals may be working for four generations of real estate buyers: Millennials, Generation X, Baby Boomers and Matures. This one-day course examines the home-buying characteristics and professional values of different groups. Participants will receive generation-specific marketing tools, networking tips, scripts and counseling strategies to help formalize agency relationships. (*The Generation Buy course counts as one REBAC elective course to be applied toward the ABR® Designation.*)

Graduate REALTOR® Institute (GRI)

As one of the most widely-recognized distinctions available to real estate professionals, there is no designation more prestigious or more useful than the GRI. REALTORS® with the GRI designation have made a commitment to provide a high level of professional service. To earn this designation, REALTORS® must complete three modules of the course: GRI Real Estate Finance, GRI Real Estate Marketing and GRI Real Estate Brokerage.

GRI: Real Estate Finance	Contract forms, contract procedures, residential finance, cultural diversity and fair housing
GRI: Real Estate Marketing	Seller services, buyer services, communications technology and real estate technology
GRI: Real Estate Brokerage	Brokerage relationships, environment and green building, professional standards and business development

Did You Know?

Texas REALTORS® with a GRI Designation earn 30% more than non-designees.

Real Estate Designations and Certifications

NAR's Green Designation/GREEN

NAR's Green Designation Course provides REALTORS® with knowledge of green building principles applied in residences, commercial properties, developments and communities. The course encourages REALTORS® to advocate for green principles and the creation of sustainable communities. To earn NAR's Green Designation, the student must complete the core course and one of three elective courses: Green Residential Real Estate, Green Commercial Real Estate or Green Property Management. Students who complete the course will receive a one-year membership in NAR's Green Resource Council, which supports the Green Designation. *(This course counts as one REBAC elective course to be applied toward the ABR® Designation.)*

Senior Real Estate Specialist (SRES®)

The SRES® Designation course educates REALTORS® on how to profitably and ethically serve the needs of real estate's fastest growing market, clients age 55+. By earning the SRES® designation, REALTORS® gain access to valuable member benefits, useful resources and referral opportunities across the U.S. and Canada. *(This course counts as one REBAC elective course to be applied toward the ABR® Designation.)*

Short Sales and Foreclosures Resource Certification (SFR)

For many real estate professionals, short sales and foreclosures are the new "traditional" transaction. Knowing how to help sellers maneuver the complexities of short sales, as well as how to help buyers pursue short sale and foreclosure opportunities, are critical skills to have in today's market. With the proper tools and training, REALTORS® can use these specialty areas to build their businesses for the long term. *(This course counts as one REBAC elective course to be applied toward the ABR® Designation.)*

Texas Affordable Housing Specialist (TAHS)

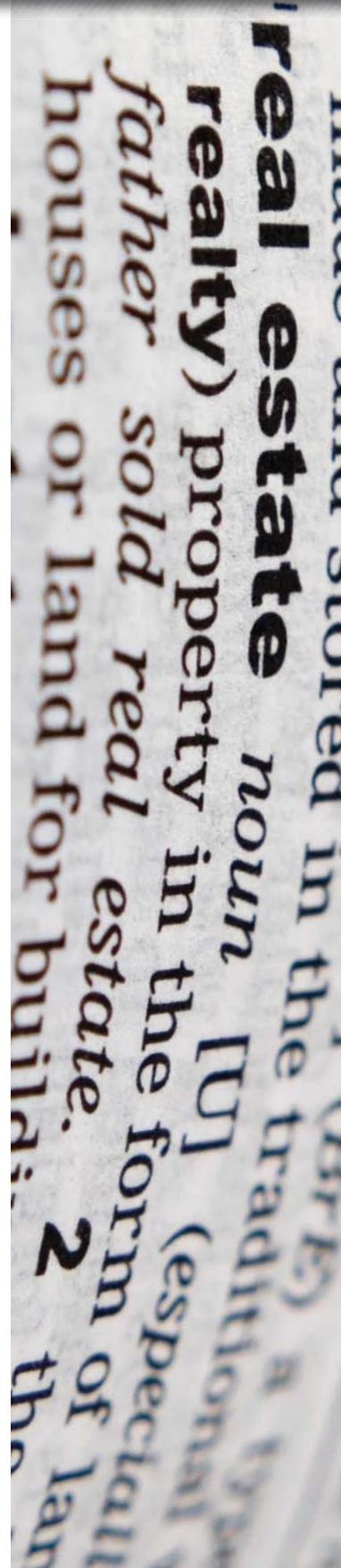
The Texas Affordable Housing Specialist certification equips REALTORS® with the knowledge to help first-time homebuyers while increasing homeownership and retention in Texas. Headlined by the popular four-hour United Texas course, the certificate components offer two options:

Option 1:

- United Texas: Housing Initiatives That Work
- Marketing to the Affordable Housing Buyer (Two Hours)
- Predatory Lending and Mortgage Fraud (Two Hours)
- How Green is Affecting Affordability (Two Hours)
- Mortgage Lending One-on-One (Two Hours)

Option 2:

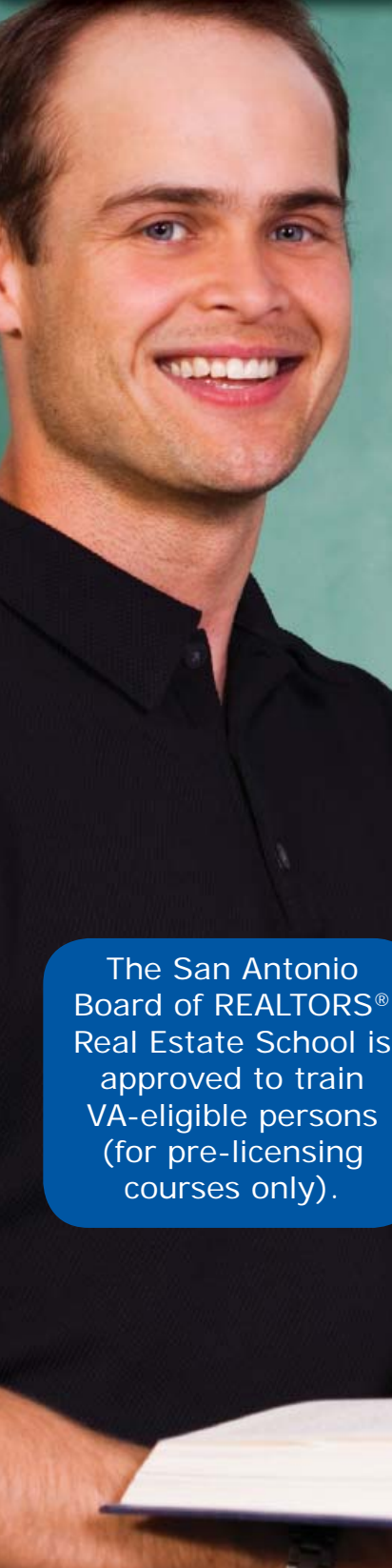
- United Texas: Housing Initiatives That Work
- The Texas REALTOR® Approach to Foreclosures and Short Sales (Eight Hours)



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- Psychological Services, Inc.... psiexams.com
- Fingerprinting Information..... trec.state.tx.us/fastprintpass
- Fingerprinting Centers..... tx.ibtfingerprint.com



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Located on the frontage road of West IH 10,
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SABOR.COM
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