

# Certified Brokerage Program Process

## TREPAC Staff for Certified Brokerage Program

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**It is made clear that the TREPAC Education Committee and TREPAC Leadership sets the standards and rules for the certification brokerage program.**

**The TREPAC manager will follow the rules and standards set by TREPAC Education Committee + TRPEAC Leadership when certifying brokerages.**

**\*\*\*For a brokerage to be certified it MUST meet all requirements, no exceptions will be given, unless it is very special circumstance.**

## Step 1

- The TREPAC Trustees are responsible for promoting and encouraging their region's brokerages to participate in the Certified Brokerage Program.
- The TREPAC Trustees will provide rules/instructions to their region's brokerages on how to participate in the Certified Brokerage Program. TREPAC Trustees have the authority to delegate the certification process to local association TREPAC chairs and committee members.
- Brokerages that want to be certified must contact their region's TREPAC Trustee and notify them.

## Step 2

- A TREPAC Trustee/local board volunteer and/or staff will send the TREPAC Manager their list of brokerages that want to be certified for review.
- Certificates will be distributed during the Texas REALTORS 360 Regional meetings, or mailed to the local associations or TREPAC Trustee.

**\*\*\*Preferably please send this list to the TREPAC Manager 2 weeks before their region's 360 Regional Meeting, to allow for proper review and processing time.**

- The TREPAC Manager will verify the brokerage list provided by a TREPAC Region's Trustee and follow all rules/protocols to determine if a brokerage is certified.

## Step 3

- When a region's brokerages are certified, their certificates will be printed and sealed.

- The TREPAC Manager will notify the TREPAC Trustee for that region and arrange for the certificates to be delivered to them.