

# Continuing Education Program – Approval Request

CE Program Title \_\_\_\_\_

Location \_\_\_\_\_

Date of Program \_\_\_\_\_

**GENERAL INFORMATION:** This form is used to request approval by the Comptroller’s office for continuing education programs required for property tax professionals registered with the Texas Department of Licensing and Regulation (TDLR) (Occupations Code Section 1151.1015).

**FILING INSTRUCTIONS:** This form and a timed agenda must be submitted a minimum of 30 calendar days prior to the date of the course offering to the Comptroller’s Property Tax Assistance Division (PTAD) at [PTPCE@cpa.texas.gov](mailto:PTPCE@cpa.texas.gov).

Refer to PTAD’s *Guidelines for Educational Approval* for detailed information regarding continuing education program submission requirements.

## SECTION 1: Continuing Education Provider Information

Provider Name \_\_\_\_\_

TDLR Provider Number \_\_\_\_\_

Provider Contact Name \_\_\_\_\_

Contact Phone Number (area code and number) \_\_\_\_\_

Contact Email Address \_\_\_\_\_

## SECTION 2: Continuing Education Program Information

Provide the requested information regarding the continuing education program for which approval is sought. **Continuing education program approvals are valid for one year.**

Is this request for renewal of previously approved program? .....  Yes  No

Select the qualifying topic(s) that apply to this program and state the number of continuing education credit hours requested.

		For Comptroller Use Only
<input type="checkbox"/> Appraisal Standards and Methodology	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> Customer Service	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> Ethics – Chief Appraiser	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> Ethics – General	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> Laws and Rules	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> State – Required Laws and Rules Update	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> Tax Assessment and Collection Practices	_____ CEs requested	_____ CEs approved
<input type="checkbox"/> Uniform Standards of Professional Appraisal Practice	_____ CEs requested	_____ CEs approved

## SECTION 3: Approval – Comptroller Use Only

This program is approved for a total of \_\_\_\_\_ continuing education hours.

**sign here** ➔

PTAD Staff \_\_\_\_\_

Date \_\_\_\_\_