

Application for Educational Course Instructor

GENERAL INFORMATION: This form is used to request approval to teach educational courses approved by the Comptroller’s office and required for Texas Department of Licensing and Regulation property tax professional designations.

FILING INSTRUCTIONS: This form and all supporting documentation must be submitted to the Comptroller’s Property Tax Assistance Division (PTAD) at PTPEdu@cpa.texas.gov.

ADDITIONAL INFORMATION: Occupations Code Section 1151.1015 requires PTAD to approve educational courses. In order to facilitate this process, course instructor approval is also required. Refer to PTAD *Guidelines for Educational Approval* for a full description of minimum qualifications and requirements.

SECTION 1: Courses Requested to Teach

Course name(s) for which instructor approval is sought:

SECTION 2: Applicant Information

Full Name of Applicant Applicant Telephone Number

Applicant Mailing Address

Applicant Email Address Professional Designation License No.

SECTION 3: Applicant Qualifications

All property tax professional instructors must hold one of the following professional designations. Please state which **one or more** of the professional designations listed below are held by you:

- | | |
|---|---|
| <input type="checkbox"/> Registered Professional Appraiser (RPA) | <input type="checkbox"/> Certified Assessment Evaluator (CAE) |
| <input type="checkbox"/> Registered Texas Assessor Collector (RTA) | <input type="checkbox"/> Cadastral Mapping Specialist (CMS) |
| <input type="checkbox"/> Registered Texas Collector (RTC) | <input type="checkbox"/> Personal Property Specialist (PPS) |
| <input type="checkbox"/> Members of the Appraisal Institute (MAI) | <input type="checkbox"/> Residential Evaluation Specialist (RES) |
| <input type="checkbox"/> Senior Residential Appraiser (SRA) | <input type="checkbox"/> Doctor of Jurisprudence (JD) |
| <input type="checkbox"/> Senior Real Property Appraiser (SRPA) | <input type="checkbox"/> Employee of a law firm who is specifically involved with instruction and education for property tax professionals and reports to a licensed attorney |
| <input type="checkbox"/> Assessment Administration Specialist (AAS) | |

Property tax professional instructors must also meet **one or more** of the following criteria (*check all that apply*):

- Bachelor’s or higher degree in any field and five (5) years of experience directly related to the subject matter to be taught.
- Five (5) years of property tax appraisal, assessment or collection teaching experience directly related to the subject matter to be taught.
- Seven (7) years of property tax appraisal, assessment or collection work experience directly related to the subject matter to be taught.
- Certification as an instructor by The Appraisal Foundation, International Association of Assessing Officers or the Appraisal Institute (*provide a copy of the certification*).

SECTION 4: Applicant Education

Name of College or University Attended	Degree	Major	Graduation Date

SECTION 5: Applicant Experience

Area of Experience	Years of Work Experience	Years of Teaching Experience	Name of Course(s) Taught	Last Date Taught
Property Tax Law				
Residential Appraisal				
Commercial Appraisal				
Personal Property Appraisal				
Agricultural Appraisal				
Wildlife or Timber Land Appraisal				
Oil, Gas and Minerals Appraisal				
Utilities Appraisal				
Industrial Appraisal				
Tax Assessment				
Tax Collection				
Ethics				

SECTION 6: Applicant Compliance

Have you ever had a complaint filed against you with the Board of Tax Professional Examiners or the Texas Department of Licensing and Regulation for any reason? Yes No

If yes, please describe the complaint and the outcome:

[Empty text box for describing the complaint and outcome]

SECTION 7: Applicant Comment

Please provide any additional comments or information for consideration in determining your qualifications.

[Empty text box for providing additional comments or information]

Applicant Signature _____

Date _____