

Educational Course Approval Request

Provider Course Title _____

Provider Course Number (if applicable) _____

GENERAL INFORMATION: This form is used to request approval for core educational course materials for property tax appraisers and tax assessor-collectors registered with the Texas Department of Licensing and Regulation (TDLR). Educational course refers to a course:

- required for initial classification and/or certification;
- required for reclassification and/or recertification in accordance with TDLR's classification system for property tax professional registrants; or
- greater than two days in duration for which continuing education credit may be obtained.

FILING INSTRUCTIONS: This form and all supporting course materials must be submitted to the Comptroller's Property Tax Assistance Division (PTAD) at PTPEdu@cpa.texas.gov a minimum of 90 calendar days prior to the date of the educational course offering.

PTAD provides *Guidelines for Educational Approval* that include detailed information regarding educational course submissions.

SECTION 1: Course Provider Information

Provider Name _____

TDLR Provider Number _____

Provider Contact Name _____

Contact Phone Number (area code and number) _____

Contact Email Address _____

Mailing Address, City, State, ZIP Code _____

SECTION 2: Course Information

Provide the requested information regarding the course materials for which approval is sought. Material rewrites and significant formatting changes are considered substantive revisions.

Is this a request for renewal of previously approved educational materials. Yes No

Have substantive revisions to the course formatting or information provided been made to the materials after previous approval was granted? Yes No

Select the qualifying topic that applies to this course and state the number of classroom hours and continuing education credit hours requested.

Appraisal standards and methodology

Ethics

Laws and rules

Tax assessment and collection practices

Uniform Standards of Professional Appraisal Practice

Hours Requested:

_____ Classroom Hours

_____ Continuing Education Hours

SECTION 3: Approval – Comptroller Use Only

This course qualifies to meet the TDLR certification requirement for: _____

It is also approved for _____ continuing education hours in the category of: _____

The expiration date for this course is _____

sign here ➔

PTAD Staff _____

Date _____