

# Continuing Education Program – Approval Request

## Request For Continuing Education Program Review

Name of Provider _____		TDLR Provider No. _____
Title of Program, Location and Date _____	Program Length _____	CEs Requested (total) _____

## Briefly Explain How Course Qualifies (attach additional documentation supporting request)

Occupations Code Section 1151.1015 requires the Comptroller’s office to approve core course curriculum, examinations and continuing education programs for appraisers and tax assessor-collectors. This form must be completed and submitted, with material indicating content, to the Comptroller’s Property Tax Assistance Division a minimum of 30 calendar days prior to the date of the continuing education program.

Continuing education programs must deal with one or more of the following qualifying topics:

(check all that apply)

*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

Provider Contact Information _____	Date Submitted _____
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**Return original and attached documentation to:**  
 COMPTROLLER OF PUBLIC ACCOUNTS  
 Property Tax Assistance Division  
 P.O. Box 13528  
 Austin, Texas 78711-3528  
 Fax (512) 305-9801  
[PTPCE@cpa.texas.gov](mailto:PTPCE@cpa.texas.gov)

**For Comptroller Use Only:**

**sign here** ➔

\_\_\_\_\_ Date

APPROVED, Continuing Education Credits Approved (total) \_\_\_\_\_

DISAPPROVED