

Application for Educational Course Instructor

Occupations Code Section 1151.1015 requires the Comptroller of Public Accounts to approve educational courses. In order to facilitate this process, course instructor approval is also required. **This form must be completed and submitted, with applicant's resume and proof of college degree and professional license, to the Comptroller's Property Tax Assistance Division.** Please refer to *Comptroller of Public Accounts Property Tax Assistance Division Instructor Approval Guidelines* for a full description of minimum qualifications and requirements.

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

Applicant Information

Full Name of Applicant _____ Applicant Telephone Number _____

Applicant Mailing Address _____

Applicant Email Address _____ Professional Designation _____ License No. _____

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*).

Applicant Education

Name of College or University Attended	Degree	Major	Graduation Date

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				

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]

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 _____

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

For Comptroller Use Only:

sign here

Education Approval Staff _____ Date _____

APPROVED, Course(s) Approved to Instruct _____

DISAPPROVED