

Reapplication 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. Please refer to *Comptroller of Public Accounts Property Tax Assistance Division Instructor Approval Guidelines* for a full description of minimum qualifications and requirements.

In compliance with those procedures, regular instructors are required to file a reapplication indicating each course which he or she desires to continue to teach, proof of teaching each course within the last four years and proof of taking the required continuing education and professional development programs to remain an instructor. **This form must be completed and submitted to the Comptroller's Property Tax Assistance Division with a list of courses taught; proof of an active license or designation; and proof of meeting continuing education and professional development requirements.**

The completed form and accompanying documentation should be sent to Comptroller of Public Accounts, Property Tax Assistance Division by hard copy to P.O. Box 13528, Austin, Texas 78711-3528; by facsimile to 512-305-9801; or electronically to ptpce@cpa.texas.gov.

Instructor Information

Full Name of Instructor

Instructor Telephone Number

Instructor Mailing Address

Instructor Email Address

Professional Designation

License No.

Courses Taught

List the name of each course taught in the previous four-year period, the dates taught, the course sponsor and if reapplication to teach the course is sought. Attach additional pages with listings, if necessary.

Name of Course Taught	Dates Taught	Sponsor Name	Reapplying to Teach Yes/No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
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			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Instructor Compliance

Have you had a complaint filed against you with the Texas Department of Licensing and Regulation, State Bar of Texas, International Association of Assessing Officers or any other governmental or professional organization for any reason since application or reapplication approval? Yes No

If yes, please describe the complaint and the outcome:

Have you received a minimum of eight (8) hours of instructor professional development in the last four years? Yes No

Name of Program	Date Attended	Sponsor Name

Instructor Attestation

I certify that the above-described professional activity is true and correct. I am aware that any misrepresentations by me warrant my removal as an approved instructor.

Instructor Signature _____ Date