



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Austin, Texas 78711
1-800-803-9202 (within Texas) – (512) 463-6599 – FAX (512) 475-2871
www.license.state.tx.us – ce@license.state.tx.us

AUCTION SCHOOL REGISTRATION APPLICATION INSTRUCTIONS

**AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED
UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.**

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink using upper case letters.

1. **Program/School Name** - Enter the official name of the school. This must be the name used in advertisements.

2. **Course Name** - Enter the name of the course.

3. **School Location** - Enter the physical address. This address is the actual business location of the school. A post office box is not acceptable for the physical address. This address will be listed on the TDLR website.

4. **Contact Information** –

- Provide the name of the contact person responsible for the day to day operations.
- Provide the mailing address for the contact person. This address is where the Department will mail all correspondence and may be a post office box.
- Provide the telephone and fax number for the contact person. Be sure to include the area code.
- Provide the e-mail address of the contact person. The e-mail address is confidential pursuant to the Texas Public Information Act. The department will not share it with the public.

5. **Submittal Requirements** – Attach the Certificate of Approval from the Texas Workforce Commission showing your school is an approved career school or college and the 80 hour program outline.

If your school is exempt by the Texas Workforce Commission, attach the documentation that you are exempt, or a written explanation that you are not required to apply to the Texas Workforce Commission for an exemption. Attach a complete copy of the 80 hour auctioneer curriculum that will be taught.

6. **Signature** – This application should be signed by an officer or other authorized party of the school. Be sure to print the party's name, sign and date the application.

**PLEASE SEND YOUR APPLICATION AND DOCUMENTATION
TO THE TDLR ADDRESS SHOWN ABOVE.**