



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

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**PROPERTY TAX CONSULTANT CONTINUING EDUCATION  
COURSE APPROVAL 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. This application must be submitted on single-sided, 8½” x 11” paper.

1. **Provider Name and Number** - Enter your Provider name and the TDLR assigned Provider number. If you do not yet have your TDLR Provider number, please write “APPLIED” in the number field.
2. **Course Title** - Enter the title of the course. The course title must reflect the name as it appears (or will appear) in advertisements and course materials.
3. **Course Content** - Enter the number of hours for each content area the course will cover. An estimation is accepted.

Texas State Law and Rules	-Occupations Code Chapter 1152 -Administrative Code Chapter 66 -Texas Property Tax Code
Ethics	Code of Ethics and Professional Responsibility Title 16 Administrative Code, Chapter 66.100.
Appraisal	Appraisal techniques as it applies to property tax consulting.
PTC Related	Property tax consulting practices such as marketing, valuations, assessments, cost comparison, best practices, etc.

4. **Course Length** - Enter the number of CE hours (in whole hours) you are requesting for the course. Your course will be evaluated and the final number of hours’ credit will be shown on the course approval certificate.
5. **Delivery Method** - Select the course delivery method or methods you will be using. A classroom course that uses the Internet, computers or videos within the classroom should be selected as a classroom course. Courses that can only be taken via the Internet should be selected as an internet course.
6. **Attachments**
  - **Submit a timed topic outline** - This is a class schedule that shows the amount of time spent on each topic. The outline must show a reference to the course materials used for each topic. A separate timed outline is required for each delivery method.

The outline must be detailed and contain enough information for staff to determine what material is being taught in each part of the course. The detail sections of the course content must be shown in the timed outline.

- Submit copies of course materials - The application must be filed with all related course materials referenced in the outline above. This includes video tapes, computer software, textbooks, handouts and any other presentation media. For Internet based courses, forward a link to your website and a means for the staff to review the course. You need not submit items in common use, such as the Property Tax Code. However, you will need to indicate which version of the Property Tax Code you will use in the course. Materials on how the course is presented are required. If you wish to have your course materials returned, submit pre-paid return packaging with your application.

You must provide enough course material information (slides, instructor notes, etc) so that the staff can determine if the course covers the material in a manner that is conducive to learning.

Course materials must have the following characteristics:

- appropriate grammar, spelling and punctuation
  - appropriate illustrations and graphics to show concepts not easily explained in words
  - a comprehensive presentation of subject matter intended to increase or support the skills or competence of the licensee
- Course application fee - Each course must be submitted on a separate course application along with the course application fee.
7. Attendance Verification - For each delivery method, providers must describe their procedures for verifying licensee attendance as required by Section 59.51(l) which reads:

“Providers are responsible for the conduct and administration of their courses, including the punctuality of classroom sessions, verification of participant attendance and instructor performance. Providers shall ensure that their courses are administered in substantially the same manner as represented in the application for course approval.”

### **Examples:**

#### For a classroom course:

The provider might require photo ID and TDLR license card at sign in and require the licensee to sign the attendance roster at the end of the course. Provider would be required to ensure the licensee spends at least the approved amount of time taking the course.

#### For an internet based course:

The course could be timed to ensure the licensee spends the approved amount of time taking the course. In addition, the provider could ask the licensee a list of personal questions (e.g. shoe size, hair color, favorite actor etc) during registration. These same questions could then be asked during the course (at least 2 per approved hour) for licensee verification.

**NOTE:** After December 31, 2006, traditional correspondence courses will not be approved. If you wish to obtain approval, you must comply with Chapter 59.51(l).

Chapter 59 Continuing Education Rules, Section 59.51(l) states: Providers are responsible for the conduct and administration of their courses, including the punctuality of classroom sessions, verification of participant attendance and instructor performance. Provider shall ensure that their courses are administered in substantially the same manner as represented in the application for course approval.

No course may be advertised as an approved course unless it is approved by the Texas Department of Licensing and Regulation. All advertising shall follow department requirements as stated in Section 59.51(k).

A course is valid for a period of **one year** from the date of approval. An expiration date will be shown on the course approval certificate. If a Provider's registration is terminated for any reason, all course approvals for that Provider will also terminate.

PLEASE SEND YOUR APPLICATION, DOCUMENTATION AND ONE CHECK OR MONEY ORDER  
IN THE AMOUNT OF \$100.00, PAYABLE TO TDLR TO THE ADDRESS SHOWN ABOVE.  
THE APPLICATION FEE IS NON-REFUNDABLE.