



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

CODE ENFORCEMENT OFFICER IN TRAINING REGISTRATION APPLICATION INSTRUCTIONS

Complete this application if you have less than one year of full-time experience in the field of code enforcement and will be working under a licensed Code Enforcement Officer at all times.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER. DO NOT SEND CASH.

1. NAME – Provide your legal name in the spaces provided. (Last Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. GENDER – Select whether you are male or female.
3. DATE OF BIRTH – Provide your birthdate.
4. SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the [Texas Attorney General](#) or call (512) 460-6000 or (800) 252-8014.
5. EMAIL ADDRESS – Provide your email address only if you agree to the following statement. By providing my email address I authorize the Texas Department of Licensing and Regulation (TDLR) to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
6. PERSONAL PHONE NUMBER – Provide a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
7. MAILING ADDRESS – Provide your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
8. CEO EMPLOYMENT INFORMATION – Provide the information of your primary place of employment; name of the business, address, phone number, employer email address, your job title, the date you started work.
9. PRIOR CODE ENFORCEMENT WORK EXPERIENCE – For each employer for which you have performed code enforcement services, list your job title, the name and address of the business, and the dates you worked for the business. Attach additional sheets if required.
10. PRIOR REGISTRATION AS A TEXAS CODE ENFORCEMENT OFFICER – If you have held a Texas code enforcement officer registration before, list your registration number and the name on the registration certificate (if different than your name as stated on this application).
11. LICENSING REQUIREMENTS – In addition to submitting this form and fee, you must have completed the training course described by Rule 62.23 of the Code Enforcement Officers rules and pass the required examination.
12. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had a professional license, certification, or registration suspended, canceled, revoked, or denied in any state. If you have, complete and attach a [Disciplinary Action Questionnaire \(PDF\)](#) for each disciplinary action.
13. CRIMINAL HISTORY – Indicate if you have ever been convicted of or placed on deferred adjudication for any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a [Criminal History Questionnaire \(PDF\)](#) for each offense.
If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a [Criminal History Evaluation Letter \(PDF\)](#), a completed [Criminal History Questionnaire \(PDF\)](#) form for each crime you were convicted of or placed on deferred adjudication for and a \$10.00 fee. You can find more information on the process and download the necessary forms on the [TDLR website](#)

14. STATEMENT OF APPLICANT – Carefully read the statement before dating and signing your application.

CHECKLIST OF DOCUMENTATION REQUIRED TO BE SUBMITTED WITH APPLICATION AND FEE:

- A completed application on a department-approved form;
- Proof of having successfully complete the training program described in §62.23.

CODE ENFORCEMENT OFFICER IN TRAINING VERIFICATION OF SUPERVISION FORM – This form must be completed if you have less than 1 year of full-time experience in the field of code enforcement. The form must be signed by a registered Code Enforcement Officer who is supervising your code enforcement duties.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the [Military Service Member, Military Veteran or Military Spouse Supplemental Application \(PDF\)](#) and attach it with your license application.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses, please visit the [TDLR Military web page](#).

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the [TDLR website](#). You can request assistance or submit required attachments via [TDLR webform](#). You may contact Customer Service Representatives by calling (800) 803-9202 [in state only], (512) 463-6599, Relay Texas- TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday (excluding holidays).

TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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CODE ENFORCEMENT OFFICER IN TRAINING REGISTRATION APPLICATION

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

INITIAL APPLICATION FEE: \$50.00 (FEE IS NON-REFUNDABLE)

1. Name:

Last First Middle Suffix

2. Gender:

Male Female

3. Date of Birth:

Month/Day/Year

4. Social Security Number:

See Instruction Sheet for Disclosure Information

5. Email Address:

Ex: johndoe@gmail.com (See Instructions Sheet for Disclosure Information)

6. Personal Phone Number:

(Area Code) Phone Number

7. Mailing Address:

P.O. Box, Number, Street Name/Apartment Number, City, State, Zip Code

8. CEO EMPLOYMENT INFORMATION

Employer's Business Name:

Job Title:

Employer's Business Mailing Address:

P.O. Box, Street Number, Street Name, Suite Number, City, State, Zip Code

Employer's Business Phone Number:

(Area Code) Phone Number

Employer's Email Address:

See Instruction Sheet for Disclosure Information

9. PRIOR CEO WORK EXPERIENCE

List all previous positions held in the field of code enforcement. Begin with your last position (Indicate "NO" if your current position is the only time you have been employed in the code enforcement field. **Attach additional pages if necessary.**

Employer's Business Name:

Job Title:

Employer's Business Mailing Address:

P.O. Box, Street Number, Street Name, Suite Number, City, State, Zip Code

Employment State Date:

Month/Year

Employment End Date:

Month/Year

Employer's Business Name:

Job Title:

Employer's Business Mailing Address:

P.O. Box, Street Number, Street Name, Suite Number, City, State, Zip Code

Employment State Date:

Month/Year

Employment End Date:

Month/Year

10. Have you ever been registered as a Code Enforcement Office?

Yes No

If YES, provide your registration number, and name if different from #1: _____

List other state registration and certifications held: _____

11. LICENSE REQUIREMENTS

To qualify for a Code Enforcement Office, you must meet the following requirements:

- You must have completed the training course described by Rule 62.23 of the Code Enforcement Officers rules.
- You Must Pass the required examination.

12. Have you ever had a professional license, certification or registration suspended, canceled, revoked or denied in any state?

Yes No

If YES, complete and submit a [Disciplinary Action Questionnaire \(PDF\)](#) for each offense.

This does not include your driver's license

13. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?

Yes No

If YES, complete and submit a [Criminal History Questionnaire \(PDF\)](#) for each offense.

See instructions sheet for more information

14. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Code Enforcement Officers Act, Texas Occupations Code, Chapter 1952; Texas Occupations Code, Chapter 51; and 16 Texas Administrative Code, Chapter 62. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

Signature of Applicant

Date