



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## OFFENDER EDUCATION PROGRAM RENEWAL APPLICATION INSTRUCTIONS

Each entity requesting to renew an Offender Education Program certification shall provide an application for approval that shall be in compliance with 16 TAC 90 and TDLR established guidelines.

1. LEGAL NAME OF PROGRAM – Enter the legal name of the program. This is the name you will be licensed under.
2. APPLICATION FEE – \$200.00 (NON-REFUNDABLE)
3. DBA NAME OF PROGRAM – Enter the DBA name of the program if the legal name of the program differs. This is the name that is used in advertisements.
4. PROGRAM CERTIFICATION NUMBER - Enter the Program Certification Number
5. PROGRAM HEADQUARTERS MAILING ADDRESS AND CONTACT INFORMATION – Enter the mailing address, phone number, fax number, email address, and website address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
6. PROGRAM PHYSICAL ADDRESS – Enter the physical address. This address is the actual business location and where permanent records must be kept for auditing and inspection purposes. A post office box or residential address is not acceptable for the physical address.
7. OWNER CONTACT INFORMATION – Enter the contact information for the owner.
8. INSTRUCTOR INFORMATION – List all instructors associated to the program.
9. STATEMENT OF APPLICANT – Application must be signed by the owner, officer or other authorized representative.

### SEND YOUR COMPLETED APPLICATION AND FEE TO:

Texas Department of Licensing and Regulation  
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 [Texas Department of Licensing & Regulation website](http://www.tdlr.texas.gov) or reach the [Education and Examination division via webform](#) where you can submit your request for assistance and include attachments as needed.



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## OFFENDER EDUCATION PROGRAM RENEWAL APPLICATION

<b>1. Legal Name of Program:</b> _____		<b>2. Application Fee:</b> (Non-Refundable) <b>\$200.00</b>	
<b>3. Doing Business As (DBA) Name of Program:</b> (If different from Legal Name) _____		<b>4. Program Certification Number:</b> _____	
<b>5. Program Headquarters Mailing Address and Contact Information:</b>			
_____		_____	
<b>Number, Street Name, Suite Number/Building Number</b>		<b>City, State, Zip Code</b>	
_____	_____	_____	_____
<b>Email Address</b>	<b>Phone Number</b>	<b>Web Address</b>	
_____	_____	_____	
<b>Contact Person's Name</b>	<b>Phone Number</b>	<b>Email Address</b>	
_____	_____	_____	
<b>6. Program Physical Address:</b>			
_____		_____	
<b>Number, Street Name, Suite Number/Building Number</b>		<b>City, State, Zip Code</b>	
_____			
<b>County</b>			
_____			
<b>7. Owner Contact Information:</b>			
_____			
<b>Name</b>			
_____			
_____	_____	_____	
<b>Phone Number</b>	<b>Email Address</b>		
_____	_____	_____	
<b>Number, Street Name, Suite Number/Apartment Number</b>		<b>City, State, Zip Code</b>	
_____			
<b>8. Instructor Information:</b>			
_____		_____	_____
<b>Instructor Name</b>		<b>Instructor License Number</b>	<b>Expiration Date</b>
_____		_____	_____
<b>Instructor Name</b>		<b>Instructor License Number</b>	<b>Expiration Date</b>
_____		_____	_____
<b>Instructor Name</b>		<b>Instructor License Number</b>	<b>Expiration Date</b>
_____		_____	_____
<b>Instructor Name</b>		<b>Instructor License Number</b>	<b>Expiration Date</b>
_____		_____	_____

**8. Instructor Information: (continued)**

_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date
_____ Instructor Name	_____ Instructor License Number	_____ Expiration Date

**9. STATEMENT OF APPLICANT**

By signing this application I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 90). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

\_\_\_\_\_  
Signature of Owner, Officer, or Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Owner, Officer, or Authorized Representative

\_\_\_\_\_  
Title