

TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157 www.tdlr.texas.gov

COURT ORDERED EDUCATION PROGRAM EDUCATION WORKGROUP APPLICATION INSTRUCTIONS

Each person looking to apply to be a Subject Matter Expert for the Examination Development Committee shall provide an application for approval that shall be in compliance with, Government Code Chapter 171 and all TDLR established guidelines and criteria.

- 1. Applicant Name Enter the full legal name of the applicant.
- 2. <u>Applicant Mailing Address and Contact Information</u> Enter Applicant's mailing address, phone number and email address. This address is where the Department will mail all correspondence and may be a post office box. 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.
- 3. Education List all colleges, universities and technical schools attended, certifications and relevant education.
- 4. Licenses/Certifications Enter information for all related licenses and certifications.
- 5. Employment History Enter relevant employment history with the most current first.
- 6. Professional Membership Enter information for all related professional memberships.
- 7. Additional Qualifications Enter any additional qualifications, skills or abilities not previously provided.
- 8. <u>Statement of Applicant</u> Application must be signed by the applicant.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS VIA EMAIL TO:

michael.strawn@tdlr.texas.gov

Documents submitted with your application will not be returned. Keep a copy of your completed application and all attachments.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at: https://www.tdlr.texas.gov.

Review Process

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to review an application. You will be notified in writing of the decision made in regard to your application.

REQUIRED QUALIFICATIONS

The following minimum qualifications are required:

- Currently licensed as Court Ordered Education Program Instructor; with a minimum of 3 years experience; or
- An owner/operator/administrator of a Court Ordered Education Program Provider; or
- A curriculum provider with experience writing, developing and/or maintaining educational materials regarding drugs, alcohol, substance abuse, or intervention.

Qualified applicants may not have any administrative penalties or actions within the preceding year. Qualified applicants may not have any pending or open investigations against them or their business.



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COURT ORDERED EDUCATION PROGRAM WORKGROUP APPLICATION										
1. Name of Applicant:										
2.	2. Applicant Mailing Address and Contact Information: (Used to receive mail from TDLR, P.O. BOX is allowed)									
	Number, Street Name, Suite Number/Apartment Number City, State, Zip Code									
	Email Address			Phone Number						
3.	3. Education:									
Type of School						Dates Attended		Date		
		Name and Location of School					From	То	Graduated	
Undergraduate College										
	or Universities									
Graduate School										
Technical or Vocational										
	Schools									
4.	4. License and Certification:									
License/Certification		ation					on of Issuing Authority License Numbe		e Number	
			issueu	Lxpiies	res (State or other authority) (City & State)					
5. Employment History:										
	Employer	School License		Date of Employment		Curriculum Topic Taught				
				From	То					
6. Professional Membership:										
Organization Name			Date	Date	Membership Number					
3			Issued	Expires	(F					
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7. Statement of Candidate Qualifications: (please explain what skills/	qualifications makes you the best candidate to serve on the Workgroup)						
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8. STATEMENT OF A	PPLICANT						
If selected for the Court Ordered Education Program Workgroup, I understand that considerable effort is required, and that appointment carries an obligation to regularly attend meetings, and actively participate in the development of the program. I agree to abide by the rules and policies of the Texas Department of Licensing and Regulation, and to notify the Department of any change in the information provided on this application, including change in employment.							
As a condition of service on this Workgroup I agree to maintain the security of all information and materials. I will not provide any content, information or materials to another person. I understand that this position is voluntary with no financial compensation and that my contribution to the development and enhancement of the program and is the sole property of the Texas Department of Licensing and Regulation.							
All the information provided in this application is true and accurate.							
Printed Name of Applicant	-						
Signature of Applicant	Date Signed						