



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

[www.tdlr.texas.gov](http://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. Applicant Mailing Address and Contact Information – 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. Statement of Applicant – Application must be signed by the applicant.

### **SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS VIA EMAIL TO:**

[michael.strawn@tdlr.texas.gov](mailto: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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education@tdlr.texas.gov • www.tdlr.texas.gov

## COURT ORDERED EDUCATION PROGRAM WORKGROUP APPLICATION

### 1. Name of Applicant:

### 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. Education:

Type of School	Name and Location of School	Dates Attended		Date Graduated
		From	To	
Undergraduate College or Universities				
Graduate School				
Technical or Vocational Schools				

### 4. License and Certification:

License/Certification	Date Issued	Date Expires	Issued by/location of Issuing Authority (State or other authority) (City & State)	License Number

### 5. Employment History:

Employer	School License	Date of Employment		Curriculum Topic Taught
		From	To	

### 6. Professional Membership:

Organization Name	Date Issued	Date Expires	Membership Number

