



# **TEXAS DEPARTMENT OF LICENSING AND REGULATION**

*Education and Examination Division*

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

CS (512) 463-6599 or (800) 803-9202 Fax: (512) 463-1512

Email: [OEP@tdlr.texas.gov](mailto:OEP@tdlr.texas.gov) Website: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## **Online Responsible Pet Owner Course Registration Application Instructions**

**AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL SECTIONS OF THE APPLICATION HAVE BEEN SUBMITTED.**

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. Please use a paperclip to fasten all pages together, with cashier's check, check, or money order on top. **Please do not use staples.**

1. **Course Name** - Enter the name of your online responsible pet owner (RPO) course.
2. **Course Website Address** - Enter the URL for your online RPO course.
3. **Course Length** - Enter the course length (in **whole** hours) based on the timed outline of the online RPO course. A minimum of two hours is required. The final number of course hours will be determined by the Department.

**Course Effective Date (optional)** - All course applications are processed on a first-come, first-served basis, and are generally effective on the date of approval. If you would like your course effective date to be sometime later, enter it in the space provided on the application. The course certificate will print with the effective date noted on the application. We encourage providers to use this option and submit courses which will be replacing expiring courses at least 60 days prior to expiration.

4. **Course Provider Name** - Enter the business name of the course provider. This is generally the Assumed Name or Doing Business As (DBA) as filed with the Texas Secretary of State and/or County Office.
5. **Course Provider Number** - Enter the course provider number assigned by TDLR from when the Online RPO Course Provider application was approved.
6. **Course Provider Contact Information** - Enter the contact person's name, telephone number, and email addresses. Contact Person's e-mail address and phone number is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
7. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by an owner, officer or other authorized representative. Be sure to print name and title, sign, and date the application.

PLEASE SEND YOUR APPLICATION, DOCUMENTATION AND ONE CHECK OR MONEY ORDER IN THE AMOUNT OF \$100, PAYABLE TO TDLR TO THE ADDRESS SHOWN ABOVE.  
THE APPLICATION FEE IS NON-REFUNDABLE.

## REQUIRED DOCUMENTATION FOR ONLINE RESPONSIBLE PET OWNER (RPO) COURSE APPLICATION

- Online Responsible Pet Owner Course Application**
- Timed Topic Outline** - An outline of the topics with the amount of time for each topic. **One hour of credit equals 50 minutes of instruction time.** The time topic outline below is an **example** only. There are many ways to create a timed outline substantially like the one below.

### Example of Timed Topic Outline:

#### Timed Topic Outline for <X-Hour> <your course name>

Topic: Federal and State Laws

- 1) Federal Laws 30 minutes Slides 2-10
  - a.) Cruelty defined
  - b.) Penalties
- 2) State Laws 30 minutes Slides 11-18
  - a.) Penal Codes
  - b.) Penalties

- Online Responsible Pet Owner Course –**
  - a. Each online RPO course application must include the log-in and password information (see the Certification Statement for RPO Course Provider Responsibilities). The log-in and password information must be accessible for the entire one year term of approval for the course.
  - b. Each online RPO course application must include the attendance verification questions used. Your course, must be timed so that the participant is active in the course for the full amount of TDLR-approved course time, may include attendance verification questions such as favorite actor, car or truck, etc. Review Texas Administrative Code Chapter 92.32 available at <https://www.tdlr.texas.gov/oep/petrules.htm>.
  - c. At the time of purchase, the online RPO course must include the date the online course will expire and inform the participant that the online course must be completed before the online course will expire.
- Certification Statement for RPO Course Provider Responsibilities** - Place a check mark  in each box. By signing the certification statement, you confirm that you will maintain and provide all required documentation to the department or a participant in accordance with Texas Occupation Code Chapter 51 and Texas Administrative Code Title 16, Chapter 92.
- Fee** - The application fee amount is \$100 and is **non-refundable**. The acceptable form of payment is a check or money order made payable to TDLR. If you are sending applications overnight, send it to the department's physical address (TDLR, 920 Colorado Street; Austin, TX 78701).
- Certificate of Completion** – Provide a sample of your certificate of completion which meets the requirements of Texas Administrative Code Chapter 92.51. The rules for the online responsible pet owner program can be found on TDLR's website at <https://www.tdlr.texas.gov/oep/petrules.htm>.



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## Online Responsible Pet Owner Course Registration

PURSUANT TO ARTICLE 42A.511, CODE OF CRIMINAL PROCEDURES

ONLINE COURSE #	RECEIPT NUMBER	EVENT CODE	FEE AMOUNT
			\$100

**DO NOT WRITE ABOVE THIS LINE**

**THIS FORM MUST BE TYPED OR PRINTED IN BLACK INK**

<b>1. Course Name:</b>	
<b>2. Course Website Address:</b>	
<b>3. Course Length</b> (minimum 2 hours):	<b>Effective Date</b> (optional):
<b>4. Course Provider Name:</b>	
<b>5. Course Provider Number:</b>	
<b>6. Course Provider's Contact Information:</b>	
_____	
Contact Person's Name	
_____	
Contact Person's Email	
_____	
Contact Person's Phone Number	
<b>7. I certify that I will comply with all applicable provisions of the rules of the Texas Department of Licensing &amp; Regulation (16 Texas Administrative Code, Chapter 92). 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.</b>	
_____	
<b>Applicant Signature</b>	<b>Date Signed</b>
_____	
<b>Printed Name</b>	<b>Title</b>



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## Certification Statement for RPO Course Provider Responsibilities

By checking the following boxes and by my signature, I certify that the required documentation will be maintained and made available to the Department upon request. I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapter 51 and Texas Administrative Code, Title 16, Chapter 92. I understand that providing false information on this application may result in revocation of my RPO Course Provider registration and the imposition of administrative penalties.

Place  in each box:

- Courses will not be offered until approved by the Department.
- If my course provider registration expires, I will cease from offering all online responsible pet owner courses.
- All course material will have appropriate grammar, spelling, punctuation, illustrations and graphics.
- Course advertisements for the online RPO course(s) must include the RPO Course Provider's number and the course number assigned by the Department.
- The certificate of completion must include the title of course, course number assigned by Department, unique participant registration number, course provider name, provider number and telephone number, case or cause number for the offense, offense type, court number and county of offense, date of offense, course completion date, number of instructional hours, name of the participant who completed the course, electronic signature of the provider authorized representative and the participant, and the following statement " Under penalty of law, I attest to the fact by name and signature on this document I have successfully completed the number of hours as required under Texas Administrative Code, Title 16, Chapter 92, and that any false information on this document will be used as evidence against me in a court of law and/or administrative proceeding."
- A monthly report of Course completions will be submitted to the Department containing total number of course completion certificates issued, name and county of residence of all participants, location of the court and county where the offense occurred and dates of course completion.
- Course completion records will be maintained for a period of two years after completion of a course.
- I understand that an audit may be conducted without prior notice to determine whether we are complying with the requirements of Chapter 92. No fee will be charged to any Department employees or representative and I will cooperate fully with the Department.
- I understand that the Department may not approve an online RPO course if we are past due or not current on the payment of any unpaid required fees, including record fees or administrative penalties.
- Upon notification by the Department that a provider is past due or not current on the payment of any unpaid required fees, including record fees or administrative penalties, a provider may not enroll a participant in a continuing education course without department approval.
- We will provide a login and password to the Department for the online RPO course which will have access available for one year.

LOGIN: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

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

\_\_\_\_\_  
Course Provider Number

\_\_\_\_\_  
Printed Name of person who signed

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

RPO Course App (Rev 06-2018)