



# TEXAS BOARD OF PROFESSIONAL LAND SURVEYING

12100 Park 35 Circle, Building A, Suite 156 MC-230, Austin TX 78753

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

Phone: (512) 239-5263 Fax: (512) 239-5253

Office Use Only
Entity #
Receipt #

## APPLICATION FOR COURSE APPROVAL

Sponsors must submit **this completed form, accompanied by a check or money order in the amount of \$50.00**, for each course to be reviewed by the Board for approval. Please do not make modifications to this form or attempt to submit any other form to apply for course approval.

An attachment of the announcement brochure and/or course outline is required to be submitted in conjunction with the application. This attachment will be the **only attachment reviewed by the Board**. Please do not include any other attachment.

**Applications MUST be received no later than ten (10) working days prior to the Board meeting at which they will be reviewed.** Board meeting dates can be found on our website at: [www.txls.texas.gov](http://www.txls.texas.gov).

Sponsor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Course Name: \_\_\_\_\_

Answer the following questions concerning the course you desire the board to review. Summarize here and attach a copy of the announcement brochure and/or course outline.

1. Subject matter to be covered (DO NOT STATE "SEE ATTACHED" UNLESS THE ATTACHMENT SPECIFICALLY STATES THE SUBJECT MATTER TO BE COVERED): \_\_\_\_\_

\_\_\_\_\_

2. Objectives to be taught (DO NOT STATE "SEE ATTACHED" UNLESS THE ATTACHMENT SPECIFICALLY STATES THE OBJECTIVES TO BE TAUGHT): \_\_\_\_\_

\_\_\_\_\_

3. Method of teaching to be used: \_\_\_\_\_

\_\_\_\_\_

4. Duration, frequency and location of course: \_\_\_\_\_

\_\_\_\_\_

5. Number of contact hours of instruction: \_\_\_\_\_. Please note: Texas requires licensees to have at least 12 hours of continuing education per calendar year. A minimum of 3 of the 12 hours must be on the Act, Rules, and/or Ethics.

6. How will you determine adequacy to implement learner objectives? Please note: If an exam is to be used, there must be a minimum of 50 questions for an 8 hour course. \_\_\_\_\_

\_\_\_\_\_

7. Is this course approved in other jurisdictions or by any other licensing entity? \_\_\_\_\_. If so, list the jurisdiction(s), name(s) of licensing entity and credit hours assigned. \_\_\_\_\_

\_\_\_\_\_

8. List instructors involved in the presentation of this course. List instructor's qualifications, licenses, certifications, and academic background. Resumes may be attached.

\_\_\_\_\_

\_\_\_\_\_

A roster is to be signed by both the attendee and the instructor, and retained by the sponsor. Signature of the instructor represents verification of attendance. A certificate of completion should be given to each attendee. Registrants will need this certificate if selected for CE audit since the board no longer posts CE hours for registrants. Sponsors should provide instructors with verification of course date, location, Board assigned number of course, and the number of hours spent instructing the course.

One copy of the evaluation form will be provided for reproduction. Sponsors should encourage attendees to complete the evaluation. Sponsors are requested to keep evaluation forms for three (3) years and to make them available for a Board audit if questions or complaints are received. The Board requires a summary of all evaluation forms to be retained by the sponsor.

Deviation from the above responsibilities could result in the cancellation of any approved course. Please refer to the Instructions to Sponsors for specific information.

### **CERTIFICATION**

I hereby certify under penalty of perjury that information contained herein is true and correct to the best of my knowledge, information and belief.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**