

Information for Continuing Professional Education (CPE) Providers

What are considered Pre-approved CPE Providers?

- A Texas public school district. CPE number is county/district number. School district in-service or staff development activities must be developed, approved, and conducted in accordance with the Texas Education Code 21.451 and meet the following conditions: (1) conducted in accordance with standards developed by the district; (2) designed to improve education in the district. Entities do not have to register with TEA.
- A private school whose educational program has been evaluated by a regional accrediting agency and whose program has met and is maintaining certain educational standards. Entities do not have to register with TEA.
- An accredited institution of higher education that at the time is accredited or approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Entities do not have to register with TEA.

Which entities must register as CPE providers?

- A nonprofit organization that has offered professional development in Texas for at least five-years and has a tax-exempt status under 26 United States Code, §501(c)(3) -(6). Organizations need to submit Part A&B of the CPE application with proof of non-profit status such as tax-exempt letter from the Internal Revenue Service.
- A professional membership association that has offered professional development in Texas for at least five-years and has a tax-exempt status under 26 United States Code, §501(c)(3) -(6), or a state association affiliated with a national association with tax-exempt status. Organizations need to submit Part A&B of the CPE application.
- A provider of concussion training as required by the University Interscholastic League and Senate Bill 82, submits Part A&B of the CPE application to register as CPE provider.
- A private company, private entities, and individuals who wish to provide continuing professional education for Texas educators and administrators must submit the entire CPE application for review. Include brief resumes of presenters and a blank evaluation form that is used with participants. Must submit the entire application.

Where do I find the application to become an approved CPE provider?

[http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Continuing_Professional_Education_\(CPE\)/Continuing_Professional_Education_Information/](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Continuing_Professional_Education_(CPE)/Continuing_Professional_Education_Information/)

What are the requirements for approved CPE providers?

- Organizations are responsible for updating their contact information and notify the Texas Education Agency (TEA) of any changes on their registration form by submitting a CPE Provider Update form.
- Per Texas Administrative Code (TAC) Rule §232.872, all providers are required to maintain a list of CPE activities provided, that includes a list of attendees, the date and content of the activity, and the number of clock hours that count toward satisfying CPE requirements. Records must be maintained for seven (7) years.
- This rule also requires that after each activity, the CPE provider must give to each educator a written document that lists, at a minimum, the provider's name and CPE ID number, the educator's name, the date and content of the activity, and the number of clock hours that count toward satisfying CPE requirements.
- On an on-going basis, TEA reviews the documentation required for provider registration. Audits of private companies, private entities, and individuals that have been approved are conducted to ensure that requirements are being met.
- Approved organizations must notify TEA if they are no longer a CPE provider.
- TEA also follows up with any complaints regarding approved providers.