

Continuing Professional Education (CPE) Provider Registration Form

SECTION A - Part 1: Provider Information

Name of Provider (Individual or Organization)			
Street Address or P.O. Box	City	State	Zip
(Area) Phone Number with extension, if appropriate			
Primary Contact Person	Contact Person Title		
E-mail Address	Website Address, link directly to the CPE page for information for educators – <u><i>A valid website is required.</i></u>		
Tax Exempt ID Number [if applicable under 26 USC §501(C)(3)-(C)(6)] : 501(c)(3) Information			

Only professional membership associations or non-profits that have offered professional development in Texas for at least five years and have 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 may be tax exempt for CPE provider purposes [19 TAC 232.17(a)(7)].

SECTION B – Assurances

I assure the Texas Education Agency (TEA) that this CPE provider applicant will adhere to the following requirements in Texas Administrative Code [§232.21](#)

1. Comply with applicable State Board for Educator Certification (SBEC) rules codified in Texas Administrative Code, [Title 19, Part 7](#).
2. Contribute to the advancement of professional knowledge and skills identified by the commissioner's rules for teacher and administrator standards in [Chapter 149](#) of this title (relating to Commissioner's Rules Concerning Educator Standards), the Texas Essential Knowledge and Skills adopted by the State Board of Education and Standards adopted by the SBEC for each certificate;
3. Ensure that all CPE offered:
 - a. is developed and presented by persons who are appropriately knowledgeable in the subject matter of the training being offered; and
 - b. specifies the content under [§232.11](#) of this title (relating to Number and Content of Required Continuing Professional Educator Hours) and number of creditable CPE clock-hours.
4. At the conclusion of each activity offered for CPE credit, the provider or sponsor must provide to each educator in attendance written documentation, listing at a minimum, the provider's name and provider number, the educator's name, the date and content of the activity, and the number of clock-hours that count toward satisfying CPE requirements.
5. All providers are required to maintain a record of CPE activities 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. Providers shall retain a record of CPE activity for a period of seven years after the activity is completed.

NOTE: *The individual signing below must have the authority to provide the assurances above on behalf of the provider. Entering your name below constitutes an electronic signature and indicates that the individual is representing that he or she has such authority. This individual may be, but is not required to be, the primary contact person listed in Section A, Part 1 above.*

On behalf of the applicant designated on this form, I assure TEA that the CPE provider applicant will adhere to the above requirements and verify that the information provided on this form is true, correct, and complete.

Name of Individual Provider or Authorized Representative and Title:
Signature of Applicant or Authorized Representative:
Date:

CPE providers are expected to notify TEA at any time of any updates on their provider information. Complete and submit the [CPE Provider Information Update](#) form for any logistical updates.

SECTION C – Complete Parts 1-4 for your training activity *(Please describe the activity in full and be prepared to supply additional information upon request)..*

Part 1 - Required Elements - Training/Workshop Activity Description

Title of Training or Workshop
Typical Length <i>(number of hours)</i>
Learning Objectives <i>(please list as many as necessary)</i>
Assessment How will determine that your participants have mastered the learning objectives?
Evaluation How will you evaluate the effectiveness of the professional development activity or workshop?

Part 2A – Complete Part 2A or 2B or Both, as applicable. Describe how your activity or workshop addresses the Commissioner’s Rules for **Teacher**. For more information and teacher standards definition, please see [§149.1001](#)

Teacher Standards:

Standard 1--Instructional Planning and Delivery
Standard 2--Knowledge of Students and Student Learning
Standard 3--Content Knowledge and Expertise
Standard 4--School Culture

Standard 5--Data-Driven Practice
Standard 6--Professional Practices and Responsibilities

Part 2B – Complete Part 2A or 2B or both, as applicable. Describe how your activity or workshop addresses the Commissioner’s Rules for **Principal Standards**. For more information and principal standards definition, please see [§149.2001](#)

Principal Standards:

Standard 1--Instructional Leadership.
Standard 2--Human Capital
Standard 3—Executive Leadership
Standard 4--School Culture
Standard 5--Strategic Operations

Part 3 - If the activity or workshop focuses on one or more content areas, list the relevant Texas Essential Knowledge and Skills ([TEKS](#)) by number for specific grade level, and explain how your activities contribute to enhanced educator understanding.

TEKS / Educator Standards

<p>Example: Math, Grade 4 (4.1) Number, operation, and quantitative reasoning. The student uses place value to represent whole numbers and decimals.</p> <p>Math Generalist EC-6 Standard 1.5(s). The teacher of students in Grades EC-6 is able to recognize, model, and describe different ways to interpret the four basic operations</p>	<p>Example: Math, Grade 4 (4.1) in this workshop the educator will learn and apply strategies for using concrete materials such as place value mats and units/rods/flats to teach students to represent whole numbers and decimals in concrete and abstract formats.</p>
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involving whole numbers, integers, and rational numbers.	

SECTION D

Part 1 - In the space below, identify additional training activities not described in Section C. Include ONLY the following information for each additional training activity:

- Title of Workshop
- Number of CPE Hours
- Overall Focus (list specific content area or targeted standard - teacher or principal standard)

Part 2 – Required Attachments

- Submit short vitas or résumés of your main program design team members, lecturers, or presenters.
- Submit a blank evaluation document as a sample.
- Submit a blank copy of the certificate that each educator will receive after each training.
- Attach curriculum outlines, workshop modules, access to online activities, or any other artifact that appropriately represents your CPE training / workshop
- Completed application and related documents must be submitted to the [HelpDesk link](#) for CPE providers located on the [TEA website \(www.tea.texas.gov\)](http://www.tea.texas.gov)