



THE TAX ASSESSOR-COLLECTORS ASSOCIATION OF TEXAS

An Association to secure the benefits of organized ideas and discussion of mutual problems
that will advance and maintain proper efficiency and dignity of the County Tax Office.

www.tacaofexas.org

CONTINUING EDUCATION APPROVAL REQUEST

Steps to getting CE's approved for your meeting or in-house training:

1. Complete this document and provide a copy of the event agenda.
 - o *Consideration will not be given for incomplete information.*
2. Submit this completed document and agenda to the Education Director at least **21 days prior** to your event.
3. Education Director will request education sponsorship from the V.G. Young Institute of County Government and/or the TACA Curriculum Approval Committee. Once approved, a roster will be provided for the event. When the event is over, scan and email the roster to the Education Director. Keep the original roster for your records.
 - o *Only signed roster attendees will earn CE credit for the event.*
4. Roster confirmation will be provided, and the CE hours will be reported directly to TAC for recording.

Education Coordinator: Y.G. Young Institute of County Government
education@tacaofexas.org

MEETING/TRAINING HOST:

Name: _____ County: _____

Phone: _____ Fax: _____ Email: _____

CE HOURS REQUESTED: **SB 546** (TACs only) **Deputy Certification CEs**

TYPE OF PROGRAM: **In-House Training** **Regional Meeting**

Other: _____

DATE(s) OF EVENT: _____

LOCATION OF PROGRAM:

Institution: _____

Street Address: _____

City: _____, Texas Zip: _____

ESTIMATED EVENT ATTENDANCE: _____ **# OF CEs REQUESTED:** _____

PROGRAM SESSIONS:

Please provide the following information for each session in your meeting/training.

Session Title: _____

Speaker Name: _____

Speaker Title: _____

Session Length: _____

Session Description:

Session Title: _____

Speaker Name: _____

Speaker Title: _____

Session Length: _____

Session Description:

Session Title: _____

Speaker Name: _____

Speaker Title: _____

Session Length: _____

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