

## So you want to host a PTEC course sponsored by TACA? Here's how to get started.

1. Contact TACA ([education@tacaoftexas.org](mailto:education@tacaoftexas.org)) and let us know:
  - a. Which course do you want to host: PTEC 101, 102, 7, 8, 9, or 28?
  - b. Do you have dates selected?
  - c. Do you have an instructor lined up or do you need assistance booking one?
  - d. Will this course be open to everyone or just those in your county?
    - i. TACA member registration is \$130 per person
    - ii. Non-TACA member registration is \$170 per person
    - iii. If open to everyone, is there a capacity limit?
  - e. You'll need to secure a meeting room large enough for attendees and a speaker.
    - i. A projector or screen will be needed to show the PowerPoint presentation.
2. TAC will print and mail all print materials to the host 1 week prior to the start date.
  - a. Print materials include student books, worksheets, exams, instructor evaluations, sign in sheet, printed copies of the PowerPoint and instructor manual. 2 extra copies of materials will be sent in the event on a late or onsite registration.
  - b. A copy of the PowerPoint can be emailed upon request.
3. Following the course, email the completed sign in sheet and instructor evaluations to [education@tacaoftexas.org](mailto:education@tacaoftexas.org).
  - a. TACA will produce and send out certificates of completion.
  - b. TACA will submit education hours for TACA and TDLR education.

Got more questions? Email [education@tacaoftexas.org](mailto:education@tacaoftexas.org).