

**TEXAS BOARD OF PROFESSIONAL LAND SURVEYING**  
**Building A, Suite 156 MC-230**  
**12100 Park 35 Circle Austin, TX 78753**  
**(512) 239 5253**

**APPLICATION FOR COURSE APPROVAL**

Sponsor must submit \$50.00 for each course to be reviewed by the Board. **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.state.tx.us](http://www.txls.state.tx.us). Print or type information.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_/\_\_\_\_\_

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

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 8 hours of continuing education per calendar year. **Courses must be offered in increments of 4 hours each (i.e., 4, 8, 12, etc.). Courses submitted which are not in increments of 4 hours will result in the Application being returned to you without board consideration.**

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 their qualifications licenses, certifications and academic background. Resumes may be attached.

The Board requires a summary of all evaluation forms. Retain the original forms for sponsor file. Credit for teaching approved courses will be awarded upon receipt of the summary and a letter stating date, location and Board assigned number of course. Please refer to the Instructions to Sponsors for specific information.

A signed Roster is to be signed by both the attendee and the instructor, and returned to the Board office. Signature of the instructor represents verification of attendance. Deviation from this responsibility could result in the cancellation of any approved 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.

### 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