



PO Box 149104 | Austin, TX 78714 | 1-800-578-4677 | tdi.texas.gov

APPLICATION FOR CE PROVIDER RENEWAL AND/OR CHANGE OF CONTACT INFORMATION

Use as renewal ONLY if you do not have the tear-off form that was mailed to you.

Use this document mainly for information changes.

PLEASE TYPE OR LEGIBLY PRINT IN INK

**DO NOT FAX THIS FORM
IF USED AS RENEWAL**

**Nonrefundable Renewal (re-registration) Fee: \$50
NO FEE IS CHARGED FOR DATA CHANGES ON PAGE 2**

This application may be used by individuals or organizations needing to renew (re-register) a **CURRENTLY** registered provider of continuing education or adjuster license training and/or to **request** an address, Approved Provider Representative, or other provider data change. If the provider registration has expired, the full registration application **MUST** be completed, with all attachments and no courses may be given until reissued. A course certification application must be filed for each course 20 days prior to presentation, and the provider’s registration must be current when any course is presented or completed by a student.

This form is for the use of education providers only.

Education Provider Identification- Complete for either **re-registration** as above, as an information change request, **OR** attach to the bottom section of the Texas Provider Renewal Notice, mailed to provider 80-90 days prior to expiration).

TDI Provider Number: _____

Provider Name: _____

Provider’s Trade Name or DBA: _____

If your address, phone numbers, email address, URL, or APR has changed, fill out the appropriate items in the change request, page 2 of this form

Screening Questions (Do NOT complete if making data change only):

Has the provider applicant had any certification or approval for a professional continuing education course of any kind or pre-licensing education course revoked, suspended, or placed on probation, whether by agreement or as ordered in an administrative or judicial proceeding, by a court, financial or insurance regulator, or other agency of this state, another state, or the United States? Yes No If **“Yes”**, give details on a separate page and include a copy of the agreement or order.

If provider is a corporation, LLC, PC, or banking corporation required to pay franchise tax, attach a current letter of good standing from the Texas Comptroller of Public Accounts. If not required to pay Texas franchise tax, attach an exemption letter from the Comptroller’s office. Use screen prints of account status from the Comptroller’s Franchise Tax web site.

Attestation (for either change or renewal):

The person filing this form certifies on behalf of the provider that the provider applicant and its authorized provider representative have read and will comply with all provider and course requirements set forth in 28 TAC §19.602 and §§19.1001-19.1023 and that the information provided on this form and on any attachments is true and correct. I authorize any changes requested on page 2.

NO SIGNATURE REQUIRED

CHANGES ONLY MAY BE FAXED TO 512-490-1054

**REQUEST CHANGES ONLY:
COMPLETE ONLY ITEMS THAT HAVE CHANGED**

(Feel free to use a separate sheet of paper, if there is not enough room on this form)

Firm Name
Or
 Alias _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

Web Site Address: HTTP:// _____

New Approved
Provider
Representative: _____

NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's General Counsel Division at (512) 676-6551 or visit the Corrections Procedure section of TDI's website at www.tdi.texas.gov.