



Continuing Education Provider Registration Instructions

All persons or organizations seeking to provide Continuing Education (CEU) activities to Texas Association of School Business Officials (TASBO) certified personnel must register and be approved by TASBO.

The following entities are pre-approved as providers of continuing education and are required to fill out Sections A and B of the subsequent form.

- Agencies, commissions, and/or boards of the State of Texas (243)
- Agencies, commissions, and/or boards of the Federal government (284)
- Regional education service centers
- Accredited institutions of higher education
- TASBO regional affiliates
- State and national professional education associations that have offered professional development for at least ten years and have tax exempt status
- ASBO International (111)
- Texas Society of Certified Public Accountants (108)
- American Institute of Certified Public Accountants

All other entities and organizations are not pre-approved and are required to fill out Sections **A**, **B**, and **C** of the registration form.

The TASBO Professional Certification Standing Committee shall be the decision-making authority on all questions and issues related to CEU approved providers.

Please submit completed registration form to:

Texas Association of School Business Officials
Director of Certification
PO Box 91929
Austin TX 78709

Email: lisa@tasbo.org
Fax: 512.462.1782

All questions regarding the CEU provider registration process should be directed to the TASBO's Director of Certification at 512.628.1281.

Continuing Education Provider Registration Form

General instructions: All Pre-Approved providers of CEU activities must complete Sections A and B. All prospective providers must complete Sections A, B, and C.

SECTION A

Part 1 – Provider Information

Name of Provider (Individual or Organization)

Primary Contact Name

Mailing Address

City

State and Zip

Email

Phone

Fax

Website

Part 2 – Specialization Area

Check the area(s) covered in your training session(s).

	Accounting and Financial Management (includes auditing and reporting, budget and financial planning, and cash management)		Leadership and Management
	Facility and Construction Management		Purchasing and Materials Management
	Human Resources / Capital Management (includes payroll management)		Safety and Risk Management
	Information Technology Management (includes PEIMS, information technology, and records management)		Student Support Services (includes school nutrition, textbooks, transportation and printing)



SECTION B – Provider Assurances

All providers must meet the following requirements:

1. The provider must supply documentation of continuing education to the attendee. Such documentation must include the activity attended, instructor’s name, date of training, total CEU hours earned, provider’s name and provider’s TASBO identification number.
2. The provider’s goals for any training activity must be aligned with the TASBO Mission and Values Statement.
3. The provider must comply fully with the nondiscrimination provisions of all federal and state statutes, laws, and rules and prohibit unlawful discrimination in the provision of CEU activities.
4. Sessions offered by the provider must contribute to the advancement of professional knowledge and skills in school business and operations.
5. The provider must make Texas Association of School Business Officials contact information available to all attendees to facilitate requests for additional information or complaint procedures.
6. Providers who contract with other individuals or entities for the delivery of CEU activities must monitor the quality of those activities.

TASBO reserves the right to revoke approved provider status.

On behalf of the provider designated on this form, I understand and agree to the above requirements and verify that the information provided on this form is true, correct, and complete.

Printed Name of Individual Provider or Authorized Representative

Title of Individual Provider or Authorized Representative

Signature of Applicant or Authorized Representative

Date



Section C

General Instructions: Please provide short responses to the following items in the space provided. Applicants may be asked to submit additional information upon request.

1. Provide a brief description of your own or your organization's qualification to provide professional development activities to TASBO-certified personnel.
2. Briefly summarize the types of continuing professional development activities/training you or your organization would provide to TASBO-certified personnel.
3. Explain how your professional development experiences are aligned to the proficiencies outlined in the TASBO Components and Competencies listed on the TASBO website at <http://www.tasbo.org/get-certified/certification-manual>.
4. Describe the process used for qualifying your instructors.