



Council on Sex Offender Treatment INSTRUCTIONS FOR COMPLETING RENEWAL FORM

Please return items listed below along with your license renewal forms as applicable to your licensing status

Biennial Renewals

- Texas Department of State Health Services Renewal coupon (bottom portion.)
- Council on Sex Offender Treatment renewal form Part II signed.
- If your license renewal coupon highlighted with **Selected for Audit**
The council employed an audit system for continuing education reporting. The licensee shall be responsible for maintaining a record of his or her continuing education experiences. The certificates or other documentation verifying earning of continuing education hours are not to be forwarded to the council at the time of renewal unless the licensee has been selected for audit. All licensees selected for audit will furnish documentation of certificates, an affidavit identifying the continuing education experiences satisfactory to the council, or any other documentation requested by the council to verify having earned the continuing education hours listed on the continuing education report. Failure to timely furnish this information or knowingly providing false information during the audit process or the renewal process are grounds for disciplinary action against the licensee.
- CSOT Additional Fees Sheet with Budget/Fund number information.

Please submit check for additional fees (If applicable)

Budget ZZ118 Fund 087

- Supervision received/given form. Originals must be attached to the ASOTP(s) renewal
- \$40.00 for each specialty fee biennium (juvenile, female, deregistration evaluation specialist, and/or developmentally delayed).
- \$40.00 approved Supervisor biennium.
- \$10.00 for additional certificates.