



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

Professional Licensing & Certification Unit, MC 2003

PO Box 149347

Austin, TX 78714-9347

(800) 832-9623 x2900

www.dshs.state.tx.us/offendered

June 21, 2013

TO: Texas Alcohol Education Program for Minors Administrators

FROM: Offender Education

SUBJECT: Alcohol Education Program for Minors Renewal - **Due: August 31, 2013**

The program certification period for all Alcohol Education Programs for Minors, as outlined in Rule §453.107 of Texas Administrative Code Chapter 453, will expire on August 31, 2013.

Enclosed is a form for renewal of program certification as a Texas Alcohol Education Program for Minors covering the period September 1, 2013 through August 31, 2015. Please complete the renewal form and submit it, along with the \$225 renewal fee plus \$5 for each branch site renewal, to DSHS by August 31, 2013. Renewal forms received after the expiration date of August 31, 2013 will not be processed, and a new application including the \$300 program fee must be submitted in order to continue offering Alcohol Education Program for Minors courses. All fees must be submitted in the form of cashier's check, money order, or agency voucher.

It is our goal to process all renewals in a timely manner. You can assist us in meeting this goal by ensuring that ALL sections on the renewal form have been completed. Incomplete forms will not be processed or renewed. The renewal form may also be downloaded at <http://www.dshs.state.tx.us/offendered>, in the "Applications/Forms" section.

Please note that as of September 1, 2009, DSHS Offender Education is operating under a new set of program rules. These rules, which may be viewed or downloaded at http://www.dshs.state.tx.us/offendered/oe_rules.shtm, do affect all programs and instructors. We encourage you to review them carefully.

Please contact us at (800) 832-9623, x2900 if you have any questions about the program certification renewal process.



Texas Alcohol Education Program for Minors Renewal Form

Pursuant to the Offender Education Program Rules, all programs seeking renewal MUST complete this renewal form in its entirety. Please return by August 31, 2013 to the Texas Department of State Health Services, Professional Licensing & Certification Unit/Offender Education—MC 2003, PO Box 149347, Austin, Texas 78714-9347. Fees of \$225, plus \$5 for each branch site, must be included with the renewal form.

Program Renewal Fee -- \$225, plus \$5 for each branch site (Non-Refundable & Non-Transferable)

Payment must be in the form of cashiers check, money order, or agency voucher.

NOTE: Renewal forms without the fee or incomplete forms will not be processed. (please type or print legibly)

Program Name: _____ Program Certification #: _____

Headquarters Address (must be a physical location, NOT a PO Box or mail store): _____

County: _____

Headquarters Phone: (____) _____ Headquarters Fax: (____) _____

Email Address: _____ Program Administrator Name: _____

Are courses conducted at this headquarters address? Yes No

Course Fee: _____ Do you offer Spanish courses? Yes No

BRANCH SITE RENEWAL INFORMATION (attach additional pages if necessary)

List all currently approved physical branch sites where courses are conducted and that you wish to renew. Indicate any new sites you wish to establish. Branch sites must be located in the same, or adjacent, county as the program headquarters. Each branch site must have a local address and telephone number (local or toll-free) for participants to register and obtain information.

Table with 7 columns: Street Address (Not a PO Box), City, ZIP, County, Area Code, Phone Number, New? (checkbox). Contains 5 empty rows for data entry.

INSTRUCTOR INFORMATION
 (attach additional pages if necessary)

Include information for each instructor who is teaching Alcohol Education Program for Minors for your program as of September 1, 2013.

NAME	HOME ADDRESS	CITY	ZIP	HOME PHONE	WORK PHONE

FEE CALCULATION

Program Renewal
 Number of Branch Sites: _____ X \$5/site + \$225
 \$_____ Total fee submitted

I certify that the information provided herein is correct, and that my Alcohol Education Program for Minors has taught the minimum number of required courses in order to be eligible for program renewal.

 Program Administrator Printed Name

 AEPM Instructor Certification #

 Program Administrator Signature

 Date

By August 31, 2013 return to:

 Texas Department of State Health Services
 Professional Licensing & Certification Unit, MC 2003
 Offender Education
 PO Box 149347
 Austin, Texas 78714-9347