



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

Professional Licensing & Certification Unit

Offender Education

P.O. Box 149347, MC 1982

Austin, TX 78714-9347

(800) 832-9623 x2900

[www.dshs.state.tx.us/offendered](http://www.dshs.state.tx.us/offendered)

### MEMO

**TO:** Alcohol Education Program for Minors Instructors

**FROM:** Offender Education Program

**SUBJECT:** Recertification Form for Alcohol Education Program for Minors Instructors  
**Due: Prior to your expiration date**

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Your current Alcohol Education Program for Minors instructor's certification will expire soon. To renew your certification, you must have conducted a minimum of four (4) complete courses and completed a DSHS-sponsored Offender Education inservice *during* your instructor certification period. Pursuant to the new rules adopted September 1, 2009, *only* instructors who are licensed chemical dependency counselors, licensed professional counselors, licensed psychologists, licensed psychiatrists, or licensed social workers may submit 20 hours of continuing education that are *directly alcohol-related* and approved by Offender Education, in lieu of attending the in-service. If you are qualified to submit these CE hours, copies of the certificates with your name and the DSHS-approved CE hours listed on them must be received in the Offender Education department *at least 30 days prior* to your instructor certification expiration date, and they may not be CE hours earned through the Offender Education department. In addition, you must complete the enclosed instructor recertification form. **You must send in the instructor recertification form, completed in its entirety, to be recertified.** The instructor recertification form *must* be submitted to the Department **no later than your expiration date**. There is no fee. If the completed recertification form is not received in the Offender Education office **prior to your expiration date**, your Alcohol Education Program for Minors instructor certification will be immediately expired and you will no longer be able to offer any Alcohol Education Program for Minors courses.

If you conducted courses after September 1, 2013 *and you need those courses to meet the teaching requirement*, include the supporting documentation for those Alcohol Education Program for Minors courses with the instructor recertification form. The documentation must consist of the copies of the class roster(s) which includes the instructor's name and the dates of course(s).

If you have any questions, please contact us at (800) 832-9623 x2900 or via email at [offendered@dshs.state.tx.us](mailto:offendered@dshs.state.tx.us).

Enclosure



# INSTRUCTOR RECERTIFICATION FORM

## Alcohol Education Program for Minors Instructors

Return this form **prior to your expiration date** to receive a renewal instructor certificate.

**ALL BLANKS MUST BE COMPLETED**

Full Name: \_\_\_\_\_

AEPM Instructor Certification Number: \_\_\_\_\_

Date of Birth (**REQUIRED**): \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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

**I instructed for the following AEPM Program(s) during the two year certification period prior to my expiration date:**

Program Name	Program #	Headquarters Address	City	# of courses taught

Total number of courses taught during your certification period? \_\_\_\_\_

**\*Include roster of the courses conducted from September 1, 2013 to present if you need those classes to meet minimum teaching requirements.**

Date of DSHS In-Service: \_\_\_\_\_

**Or** (if qualified) Total Number of Directly Alcohol-Related CE Hours Submitted (must be attached): \_\_\_\_\_

<p><b>Prior to your expiration date, return to:</b>  Texas Department of State Health Services  Professional Licensing &amp; Certification Unit/Offender Education  PO Box 149347, MC 1982  Austin, TX 78714-9347  Email: <a href="mailto:offendered@dshs.state.tx.us">offendered@dshs.state.tx.us</a> Or FAX to 512-834-6677</p>
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