Drafted: 02/28/20

How to Apply for CE Approval Online

Licensees Seeking CE Approval:

1. Login to your online profile
2. Click the **CE Approval Request** button on the **What Do You Want to Do** menu. After that, you will be taken the application and you follow the instructions (starting around step #5) from there.

   Note: the documentation requirements are the same for all CE approval requests, whether submitted by licensees or CE providers.

CE Course Providers:

If it is your first time applying for CE approval, you must start with steps #1 & #2.
If you have applied in our online system before, you would simply start the application process by logging into your profile, and clicking the **CE Approval Request** button on the **What Do You Want to Do** menu. After that, you will be taken the application and you follow the instructions (starting around step #5) from there.

1. Click on the tab for your program on the screen below

2. In the **"Continuing Education Court Provider"** section, click on Click Here
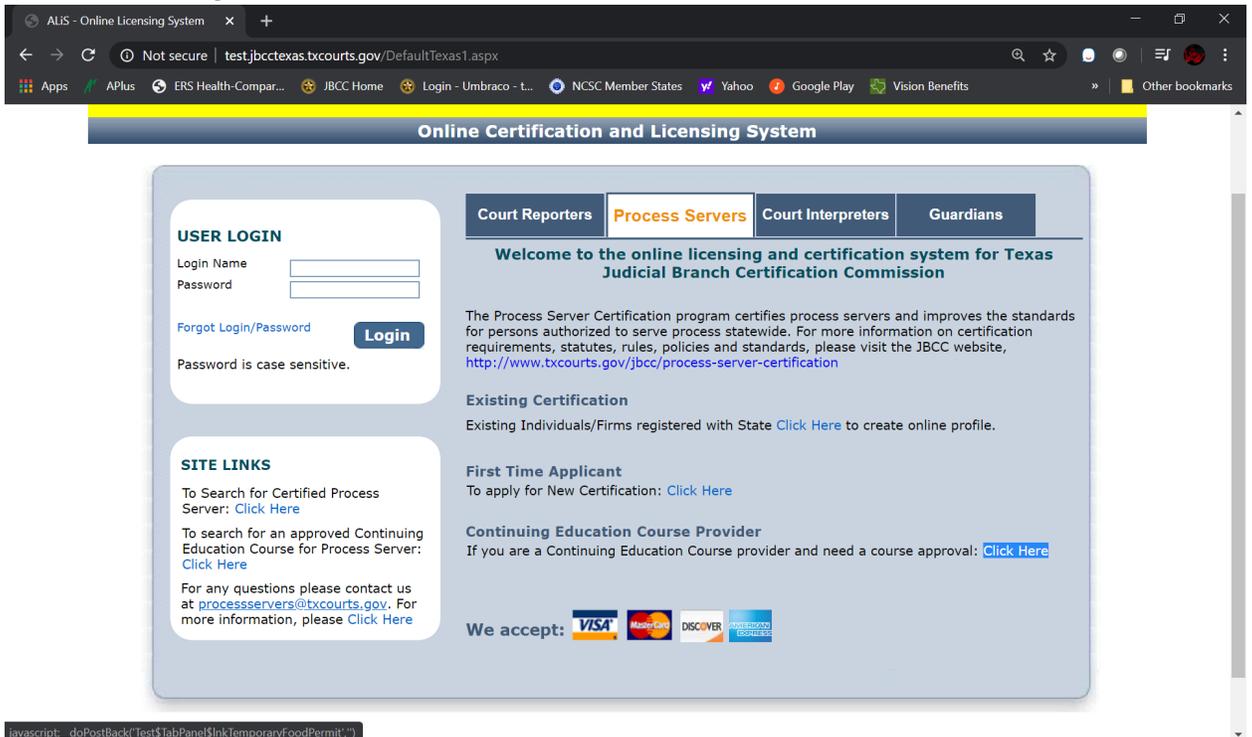
3. On the **Continuing Education Course Provider Registration** page, complete all fields with an asterisk (*). In the **Online Account Information** section, enter the Login Name and Password you want to create for your profile.
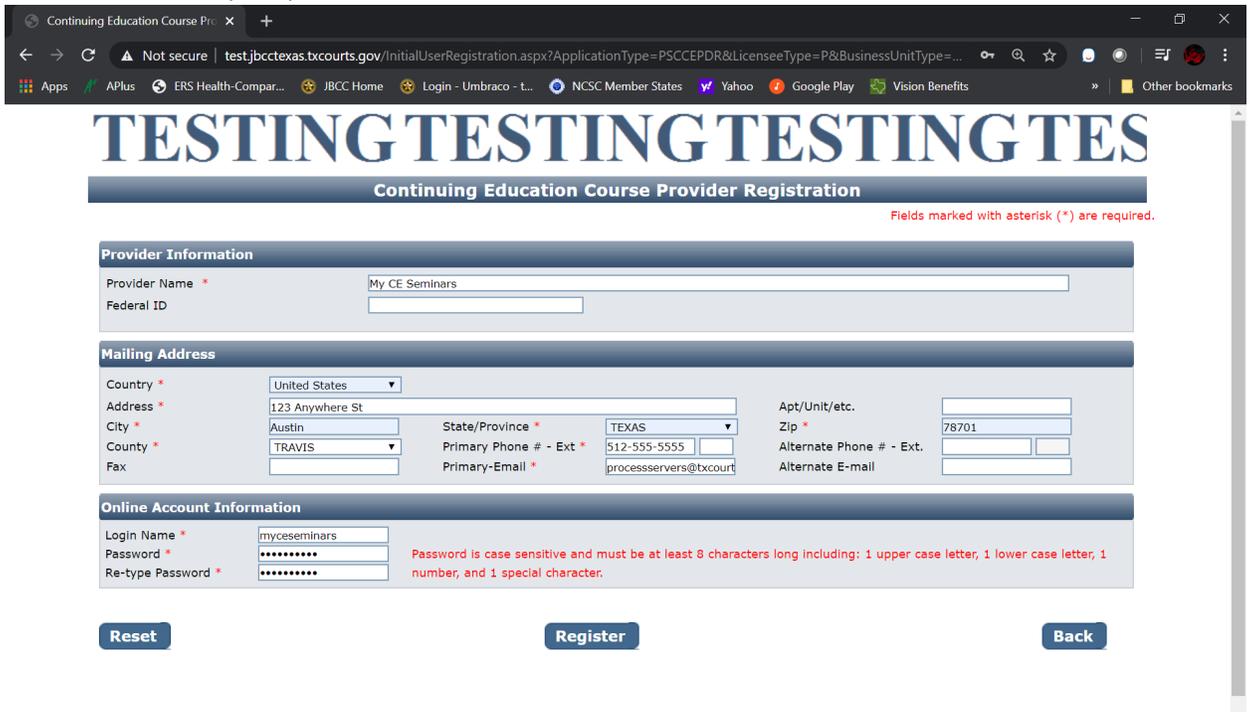
4. Once All fields are completed, click **Register** to move on to the **Continuing Education Course Approval Request by a Provider Preliminary** page.

    a. Select the button next to the application for your program (i.e., court reporter, court interpreter, process server, or guardianship certification)

5. Click **Next** to go start the application. The first page is **Course Information**. On this page, you must do the following:

    a. Upload a copy of the course outline. Note: only upload **one** document. The outline should only be a few pages and should be in pdf or doc format. Please ensure the outline meets the requirements established in the instructions under Item #1 on the application. (i.e., includes the dates, locations, times, etc. of the course).

    b. Upload the speaker bios. Note: only upload **one** document. The document should be in pdf or doc format. If you have multiple bios, they must all be included in the one document. Do not upload multiple documents.

    c. Enter the **Course Detail Information**

        i. **Course Title.**

        ii. **Offered Date**. (Note: must enter the start and end date of the course.)

        iii. **Type**. (i.e., Online, Seminar, or Other)

        iv. **Comments**. (Note: this is *optional*. It would only be for information not already included on the course outline or elsewhere on the application.)

    d. Enter the **Course Contact Information**

        i. Contact Person.

        ii. Course Location. (Note: Enter the City for in-person courses, or the website for online courses)

        iii. City (skip this field)

        iv. Apt/Unit/etc. (skip this field)

v.   State (unless it is an out-of-state location, skip this field)

vi.   Zip (skip this field)

vii.   Primary Phone #-Ext

viii.   Alternate Phone # (this is optional)

ix.   Fax (this is optional)

x.   Primary Email

xi.   Alternate Email (this is optional)

xii.   Web Address (skip if not an online course)

e.   Enter the **Requested Credit Hours**. Enter in quarter hour increments (i.e., 2.0, 1.5, etc.)

6.   Click **Next**

7. Update the **Address Information** if it is not correct. If it is correct, click **Next**.

8. Answer the **Questions**.

9. Click **Next**
10. Check the designated boxes on the Attestation page. Enter your name in the **Name** field.

11. Tab over to the **Submit Application** button and click **Submit Application**.

12. You'll be taken to the **Continuing Education Course Approval Request by a Provider Submitted** page. At this point, you can Logout. The application is submitted.

Notes:

- You'll receive an automated email confirming submission of your application. The email will contain the transaction number for your application. Check your inbox (and spam folder) for this email.
- You must track your application status online. You do so by logging into your profile and going to the View pending applications page.
    - Received by State= application received.
    - Review by State= application pending review.
- Once the application is approved, you'll receive an automated email confirming approval and the approval information (i.e., program #, etc.) for the course. Check your inbox (and spam folder) for this email.
- Should you have any questions about your submission, you must submit to the email address for your program's department and the licensing specialist will assist you. We strive to return emails within 2 business days.

Department Emails:

- Court Reporters: courtreporting@txcourts.gov
- Court Interpreters: courtinterpreters@txcourts.gov
- Guardians: guardians@txcourts.gov
- Process Servers: processservers@txcourts.gov.