

# CPE Provider Registration Form for Superintendent Required Training

## Identifying and Reporting Potential Victims of Sexual Abuse, Human Trafficking, and Other Maltreatment of Children

**SECTION A - Provider Information**

Name of Provider (Individual or Organization)			
Street Address or P.O. Box	City	State	Zip
(Area) Phone Number with extension, if appropriate			
Primary Contact Person	Contact Person Title		
E-mail Address	Website Address, link directly to the CPE page for information for educators – <u><i>A valid website is required. TEA will not review an application without a website.</i></u>		
Tax Exempt ID Number [if applicable under 26 USC §501(C)(3)-(C)(6)] : <a href="#">501(c)(3) Information</a>			

*Only professional membership associations or non-profits that have offered professional development in Texas for at least five years and have tax-exempt status under 26 United States Code, §501(c)(3)-(6), or a state association affiliated with a national association with tax-exempt status may be tax exempt for CPE provider purposes [19 TAC 232.17(a)(7)].*

**SECTION B – Assurances**

**Part 1 – CPE Provider Requirements**

**I assure the Texas Education Agency (TEA) that this CPE provider applicant will adhere to the following requirements in Texas Administrative Code [§232.21](#)**

1. Comply with applicable State Board for Educator Certification (SBEC) rules codified in Texas Administrative Code, [Title 19, Part 7](#).
2. Contribute to the advancement of professional knowledge and skills identified by the commissioner’s rules for teacher and administrator standards in [Chapter 149](#) of this title (relating to Commissioner’s Rules Concerning Educator Standards), the Texas Essential Knowledge and Skills adopted by the State Board of Education and Standards adopted by the SBEC for each certificate;
3. Ensure that all CPE offered:
  - a. is developed and presented by persons who are appropriately knowledgeable in the subject matter of the training being offered; and
  - b. specifies the content under [§232.11](#) of this title (relating to Number and Content of Required Continuing Professional Educator Hours) and number of creditable CPE clock-hours.

4. At the conclusion of each activity offered for CPE credit, the provider or sponsor must provide to each educator in attendance written documentation, listing at a minimum, the provider's name and provider number, the educator's name, the date and content of the activity, and the number of clock-hours that count toward satisfying CPE requirements.
5. All providers are required to maintain a record of CPE activities that includes a list of attendees, the date and content of the activity and the number of clock-hours that count toward satisfying CPE requirements. Providers shall retain a record of CPE activity for a period of seven years after the activity is completed.

**Part 2 – Training Requirement**

**I assure the Texas Education Agency (TEA) that this CPE provider applicant will adhere to the following requirement in Texas Administrative Code [§232.11\(g\)\(2\)](#).**

Length of Training -- A minimum of 2.5 hours is required.

**Part 3 – Training Criteria**

**I assure the Texas Education Agency (TEA) that this CPE provider applicant will adhere to the following requirements in Texas Administrative Code [§61.105\(1\)](#)**

Required criteria for Superintendent training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children:

1. Factors indicating a child is at risk for sexual abuse, trafficking, or other maltreatment.
2. Warning signs indicating a child may be a victim of sexual abuse, trafficking, or other maltreatment.
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse, trafficking, or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional.
4. Techniques for reducing a child's risk for sexual abuse, trafficking, or other maltreatment.
5. Information on community organizations that have relevant research-based programs that are able to provide training or other education for school district or open-enrollment charter school staff, students and parents.

**NOTE:** *The individual signing below must have the authority to provide the assurances above on behalf of the provider. Entering your name below constitutes an electronic signature and indicates that the individual is representing that he or she has such authority. This individual may be, but is not required to be, the primary contact person listed in Section A, Part 1 above.*

**On behalf of the applicant designated on this form, I assure TEA that the CPE provider applicant will adhere to the above requirements and verify that the information provided on this form is true, correct, and complete.**

Printed ( <i>typed</i> ) Name of Individual Provider or Authorized Representative and Title
Signature of Applicant or Authorized Representative
Date:

CPE providers are expected to notify TEA at any time of any updates on their provider information. Complete and submit the [CPE Provider Information Update](#) form for any logistical updates.

## **SECTION C - Required Attachments**

- Submit short vitas or résumés of your main program design team members, lecturers, or presenter.
- Submit a blank evaluation document as a sample.
- Submit a blank copy of the certificate that each educator will receive after each training.
- Attach curriculum outlines, workshop modules, access to online activities, or any other artifact that appropriately represents your CPE training / workshop.
- Completed application and related documents must be submitted to the [HelpDesk link](#) for CPE providers located on the [TEA website \(www.tea.texas.gov\)](http://www.tea.texas.gov)