

# Property Tax Education Coalition, Inc.

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## Notification of Course or Workshop Offering and Request for Materials

### CONTACT INFORMATION

Name of Approved Provider \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

### COURSE INFORMATION

Course Name/# \_\_\_\_\_ Course Date \_\_\_\_\_

Course Location \_\_\_\_\_

Approved Instructor \_\_\_\_\_

### COURSE/WORKSHOP MATERIALS

Please enclose payment for course materials. Check should be made payable to PTEC, Inc. Provider is responsible for providing student with materials needed.

- PLEASE SEND MASTER SET OF MATERIALS FOR ABOVE COURSE OR WORKSHOP.**  
**Payment is enclosed. Course materials - Master Set.....\$50.00**
- DO NOT SEND MASTER SET OF MATERIALS FOR ABOVE COURSE. WE HAVE CURRENT MATERIAL.** (Please refer to PTEC website or Comptroller website for course revision dates. It is your responsibility to make sure you have most current material)

**Note: PTEC materials are copyrighted. Any unauthorized use of these materials is an infringement of that copyright. Payment of \$30.00 per student licensing fee is due no later than 30 days after last day of class. Penalty will be assessed on 31<sup>st</sup> day. If you include the exact date/time of your course offering, PTEC will add it to our on-line calendar. Licensing fee for USPAP Workshop is \$15 pp.**

#### OFFICE USE ONLY

Master Set of Materials

Roster

Date Received \_\_\_\_\_

Date Received \_\_\_\_\_

Amt \_\_\_\_\_

Amt \_\_\_\_\_

Materials Sent \_\_\_\_\_

Check# \_\_\_\_\_

Inv. # \_\_\_\_\_

Inv# \_\_\_\_\_