

Property Tax Education Coalition, Inc.

P. O. Box 9822
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ptecadmin@gmail.com

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)**

If you include the exact date/time of your course offering, PTEC will add it to our on-line calendar.
Note: PTEC materials are copyrighted. Any unauthorized use of these materials is an infringement of that copyright.
Payment of \$15.00 per student licensing fee is due no later than 30 days after last day of class. Penalty may be assessed on
31st day.

OFFICE USE ONLY

Master Set of Materials

Date Received _____

Amt _____

Materials Sent _____

Inv. # _____

Roster

Date Received _____

Amt _____

Check# _____

Inv# _____