

# Property Tax Education Coalition, Inc.

P. O. Box 9822  
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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)**

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  
31<sup>st</sup> day.

#### OFFICE USE ONLY

Master Set of Materials

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

Amt \_\_\_\_\_

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

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

Roster

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

Amt \_\_\_\_\_

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

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