

Texas Association of Counties

County Investment Academy

Criteria for Approval of Outside Programs

1. The program should be sponsored by an institution of higher education or an organization's formal continuing education program. If the program isn't sponsored by such an organization, the faculty of the program must possess education experience (i.e. a current or former college instructor, expert who makes a living primarily educating others).
2. The course content (or portion of the program under consideration) must deal with finance or investment.
3. Applicant must complete the application form and attach a copy of the program agenda with overviews/learning objectives/
4. A maximum of 5 continuing education hours outside of the TAC curriculum may be awarded annually.
5. All programs should be measured in terms of 50-minute contact hours. The shortest recognized program should consist of one hour (50 minutes). The purpose of this standard is to develop uniformity in the measurement of continuing education activity. Under this standard, a group program lasting 50 minutes would count for one contact hour, however one lasting less than 50 minutes would not count.

For continuous conferences, when individual segments are less than 50 minutes, the sum of the segments should be considered one total program. Hours reported should be rounded down to the nearest half hour.

6. Upon approval and completion of outside program, a copy of attendance record (certificate, receipt, etc.) is to be sent to TAC staff for outside hours to be recorded on transcript.

**Texas Association of Counties
County Investment Academy
Application for Approval of Program to Satisfy
Continuing Education Hours**

Name _____ County/Title _____
Address _____ City/Zip _____
Phone _____ Fax _____

1. Title of program you wish to have considered:

2. a. Date(s) of attendance _____ b. Number of contact hours dealing with
investments or finance.

3. Name of program sponsor _____

4. Subject matter of the program? _____

5. Attach a copy of the program agenda with overview/learning objectives and faculty listings.

I attest that the information I supplied above is accurate to the best of my knowledge and hereby request that the above-mentioned program be approved for outside continuing education hours.

Applicant's Signature Date of Request

Approved / Denied by County Investment Education Committee	Date _____
Authorizing Signature: _____	

Fax (512-477-1324) or email (deannaa@county.org) completed form and required information to
Deanna Auert