

**Your official provider name is: Texas Educational Diagnosticians Association
(TEDA)**

Your CPE Provider Number is: 500-354

Thank you for providing your update.

Please note: TEA will no longer require an annual update to be submitted.

TEA will be conducting random audits on an on-going basis to ensure that the following requirements are being met:

1. Comply with all applicable statutes and rules including the Texas Educators' Code of Ethics;
2. Provide CPE activities to all Texas certified educators without discrimination;
3. Ensure that each CPE training:
 - a. Complies with all applicable TAC rules;
 - b. Contributes to the advancement of professional knowledge and skills as identified by the State Board of Educator Certification (SBEC) for each certification area or class;
 - c. Is developed and presented by personnel with appropriate knowledge and skills;
4. On an on-going basis, conduct a comprehensive, in-depth self-study to assess the quality of the CPE activities by using an evaluation at the end of the training provided.
5. Maintain documentation of attendance in the form of sign in/out records that includes the name of the sponsoring agency, name of workshop/session, brief description of workshop/session, participant's name, date, number of creditable clock hours (1 hour = 1 hour), and the CPE number for TEA audit and reporting purposes. Records must be retained for a period of 7 years.
6. Provide documentation of completion to the participant which includes the name of the sponsoring agency, name of workshop/session, brief description of workshop/session, participant's name, date, number of creditable clock hours, and the CPE#.

CPE providers are expected to notify TEA at any time of any updates on their provider information. Complete and submit the attached information update for any provider updates.

Please remember, if you provide CPE through a conference or as a consultant for a school district or service center, then your certificates may reflect either your CPE number or the host CPE number as appropriate.

Please include your CPE provider name and CPE# in all future communications with TEA.