

P.O. Box 13498, Austin, TX 78711 | Phone: (800) 213-9425 or (512) 463-1736 | Fax: (512) 463-1882 | Email: prb@prb.texas.gov

Sponsor Accreditation Application

The Pension Review Board (the Board) has adopted rules outlining the Minimum Educational Training (MET) Program for trustees and administrators of public retirement systems in Texas (40 Texas Administrative Code, Chapter 607). Under the rules all Minimum Educational Training must be provided either by sponsors that have been accredited by the Board, or through individual courses approved by the Board.

Organizations who only wish to apply for the approval of individual course(s) should use the Individual Course Approval Application Form: please [click here](#).

All sponsors applying for accreditation should first read the MET Program Rules and the Curriculum Guide for Minimum Educational Training. These documents can be found on the Board's website at <http://www.prb.state.tx.us>.

All MET offered by accredited sponsors must meet Board standards in Chapter 607 of Title 40 of the *Texas Administrative Code*. The sponsor is responsible for ensuring the program materials present the necessary learning objectives and for maintaining the documentation required.

A sponsor may apply to offer activities for Core and Continuing Education or solely Continuing Education credit hours.

Please note: in February 2016, the MET [Curriculum Guide](#) was amended to require **Core training activities to cover all of the sub-topics and learning objectives listed in the Curriculum Guide**. Continuing Education training activities are not subject to this requirement.

After an initial two-year period of accreditation, and again after each subsequent four-year period of accreditation, accredited sponsors must apply for renewal of accredited sponsor status. The Board may review a sponsor's accreditation status at any time it deems necessary. Accreditation in any given year shall not bind the Board to accept a sponsor in any future year.

To avoid delay in processing your application, please fill out all requested information. Board staff will review each application and notify the sponsor of its acceptance or rejection.

This form must be accompanied by a sample agenda or outline describing the content of each course to be offered. The Board may request additional supporting materials on a case-by-case basis.

Please submit by e-mailing the form to: prb@prb.texas.gov. Completed forms may also be faxed to: (512) 463-1882, or mailed to: Pension Review Board, P.O. Box 13498, Austin, TX 78711.

Sponsor Accreditation Application

Sponsor Information

Organization Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

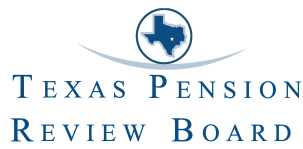
Position _____ Email _____

Type of Organization

- Retirement System
- Professional or Trade Organization (Non-profit)
- For-profit Organization
- University or College
- Other, please specify: _____

The following information may be attached separately.

Organization History (please include how long courses have been offered and in what locations)



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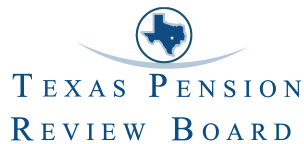
Organization Purpose (i.e. for-profit/not-for-profit, services offered, and description of clients served)

Course Information
(may be attached separately)

Course Title	Cost of Training	Core or CE	Topics Covered	Delivery Method	Credit Hours	Location (City/State)	Date	Instructor/Title

Instructions

- Course Title** Please provide the name of the course to be offered (abbreviate as necessary).
- Cost of Training** Please provide the price charged for each participant to complete the course.
- Core or CE** Please provide whether the application is seeking Core or Continuing Education (CE) credit hours.
- Topics Covered** Enter the letter(s) that correspond(s) with subject areas covered by the course.
CORE: (F) Fiduciary Matters (G) Governance (E) Ethics (I) Investments (A) Actuarial Matters (B) Benefits Administration (R) Risk Management **Continuing Education (CE):** (CM) Compliance (CI) Custodial Issues (L) Legal & Regulatory (AC) Pension Accounting (PA) Plan Administration (O) Open Meetings (PI) Public Information Act
- Delivery Method** Enter the number that corresponds with the method of delivery.
(1) Distance learning (video/audio/online instruction) (2) Classroom Instruction
- Credit Hours** MET credit hours should be measured in terms of 60-minute contact hours. Video instruction should be measured by the running time of the video. All fractions of a credit hour should be indicated with a decimal. Breaks and other non-educational activities, such as promotional information must be excluded.
- Location** Enter city and state where the course will be offered. May enter "online" and include website.
- Date** Enter month and year the course will be offered. May indicate "on demand" if offered online.
- Instructor** Please provide the course instructor's first initial and last name, in addition to professional title for all instructors of the course.



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- Requesting Core and Continuing Education (CE) Sponsor Status
- Requesting Continuing Education (CE) Sponsor Status

Submitter Information

Submitter's Name: _____

Organization: _____ Title: _____

E-mail: _____ Phone: _____

(Note: For e-mail submissions, by typing your name on the "Signature" line below you are signing the document.)

_____	_____
Signature	Date

Submission of this form does not guarantee acceptance of the course by the Board.