



**Texas Association for Pupil Transportation**

**Continuing Education Credit Hours**

**REQUIRED FOR MAINTAINING ACTIVE PROFESSIONAL CERTIFICATION STATUS**

To maintain professional certification status, Active or Associate Members must submit this form every three years from the **anniversary date** of receiving Professional Certification status and as stated in your Letter of Confirmation.

Email completed form to [Marisa@tapt.com](mailto:Marisa@tapt.com).

**PLEASE REVIEW MAINTENANCE REQUIREMENTS IN SECTION THREE BEFORE SUBMITTING THIS FORM.**

**Check the highest level of professional certification achieved:**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> TRAINER:                           | 6 Hours                               |
| <input type="checkbox"/> SPECIALIST:                        | 12 Hours                              |
| <input type="checkbox"/> SPECIAL TRANSPORTATION SPECIALIST: | 12 Hours                              |
| <input type="checkbox"/> SUPERVISOR:                        | 18 Hours                              |
| <input type="checkbox"/> SPECIAL TRANSPORTATION SUPERVISOR: | 18 Hours                              |
| <input type="checkbox"/> OFFICIAL:                          | 34 Hours (Includes 10 for Conference) |
| <input type="checkbox"/> ADMINISTRATOR:                     | 34 Hours (Includes 10 for Conference) |

Name (Print) \_\_\_\_\_ Certificate # \_\_\_\_\_

District: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you maintained membership for the last three years? ☐ Yes. (If not, you must catch up. Email [Marisa@tapt.com](mailto:Marisa@tapt.com) for more information.)

Date of Certification: \_\_\_\_\_ Anniversary Date: \_\_\_\_\_

Date CEUs Submitted: \_\_\_\_\_

**Please list all CEUs below:**

- List **ONLY** the activities (CEUs) you completed **WITHIN** the 3 years since achieving Professional Certification.
- Use the date of your latest receipt of a level of professional certification.
- Attach certificates for any course taken outside of TAPT.
- Attach a copy of badge for conferences or other documentation.
- **Not necessary to attach copies of completed TAPT PDC courses.**
- Refer to the Maintenance section for appropriate number of CEUs you may claim.

EVENT	PDC #	TITLE	DATE	CEU HOURS
PDC Course/s:	1. 2. 3. 4.			
Chapter Meeting Attendance:	Dates	Chapter Name:		<i>Up to 3 meetings</i>
TAPT Webinars:				
State or National Conference: (Submit copy of Badge):	Date & Location			
Other CEUs: Provide Certificate				

Email completed form with all required documentation to [Marisa@tapt.com](mailto:Marisa@tapt.com)

**Note: if membership has not been maintained for the last three years, please contact Marisa at 281-549-6573 for further information.**

*Revised 9-1-25*