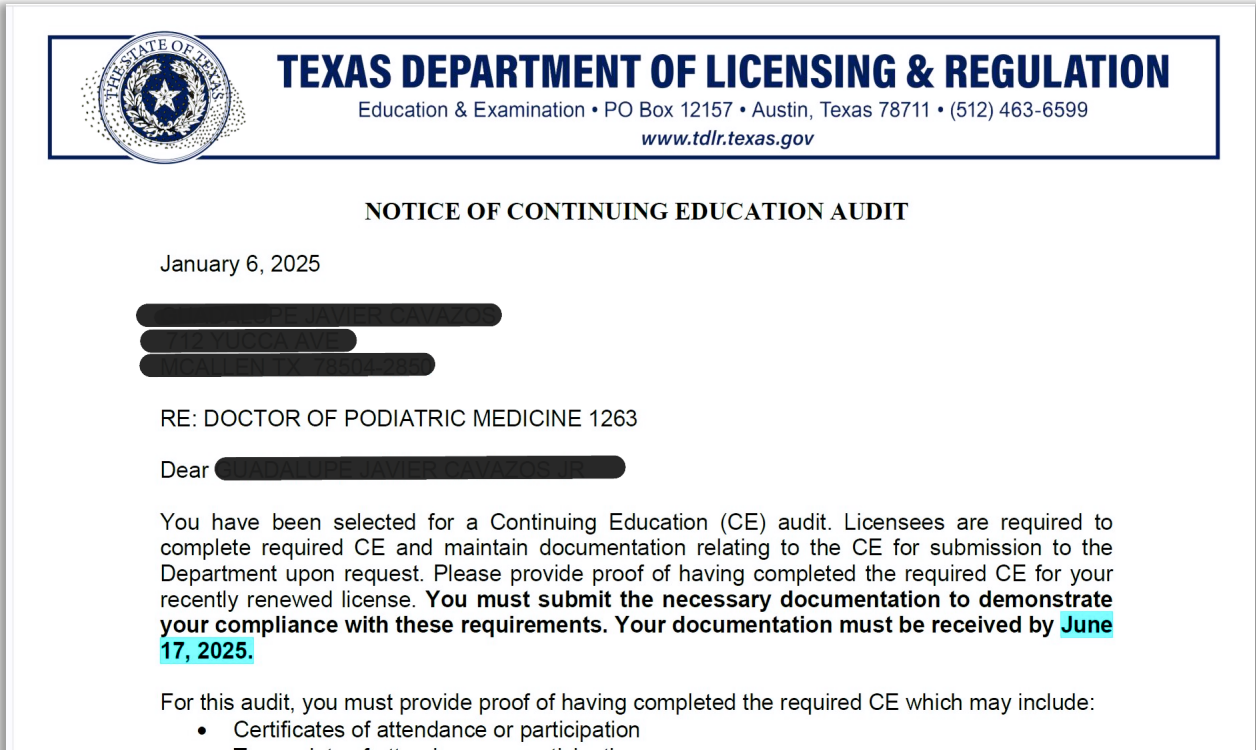


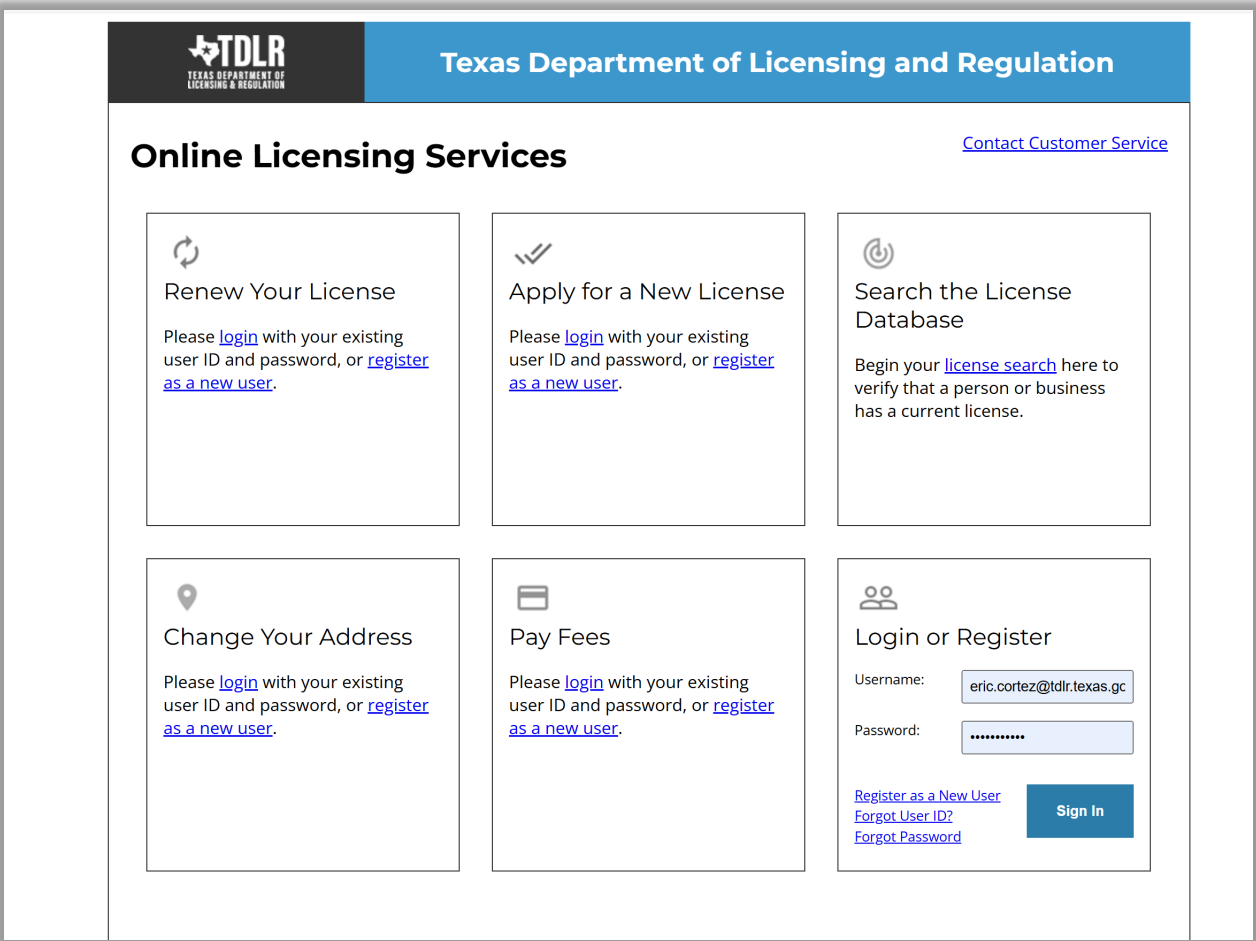
Education and Examination Division

The purpose of this document is to guide you on submitting your continuing education documents if you have been randomly selected for an audit.


Here is a sample of the Notice of Audit:



1- Once selected for an audit, gather all the required documents for submission and proceed to the link below. Log in to the portal using your credentials.
[Online Licensing Services - TDLR](#)



- 2- After logging with your credentials, navigate to “Manage your license information,” select CE Audit Submission option, and click “Select”



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Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

■ Manage your License Information

Mold Assessment Technician [REDACTED]

CE Audit Submission ▼ [Select](#)

<Choose Application>
 Address Change
CE Audit Submission
 Request Duplicate Certificate

■ Apply for a New License

What are you applying for?

<Choose Program> ▼

 <Choose Application> ▼

[Select](#)

■ View Application Status

Mold Program - CE Audit Submission

Status: Open

[Details](#)

■ Additional Activities

Add Licenses To Registration


[Select](#)

License Information
[Show Details](#)

Name: [REDACTED]
 License Number: [REDACTED]
 License Type: **Mold Assessment Technician**

[Department of Licensing and Regulation](#)
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- ### 3- Click Next



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Mold Assessment Technician MAT13

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CE Audit Submission - Introduction

PLEASE NOTE: To avoid delays in processing your application, you must submit **all** required documents while you are logged in during this session.

Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Next

Cancel

PRIVACY NOTIFICATION With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdlr.texas.gov> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003 and 559.004)

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4- Confirm your contact information, then click next.

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CE Audit Submission - Contact Information

Press "Previous" to return to previous page.
Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available, press "Return to Summary" to return to the summary.
If Delete Button is available, press "Delete" to delete the address.
If Copy Button is available, press "Copy" to copy a previously entered address.
Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.

Street Number:

*

Street Name:

Address (cont'd):

Address (cont'd):

*

Zip Code:

*

City:

*

State:

Texas

*

Country:

United States

Phone Number:

999-999-9999

Extension:

*

E-mail:

Individual

☒ Organization

☐

Title:

*

First Name:

Second Name:

*

Last Name:

Previous

Next

Cancel

5- To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

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PLEASE NOTE: to avoid delays in processing your application, you must submit **all** required documents while you are logged in during this session.
Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.
Press "Next" when there are no more files to attach.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

File Name:

Choose File

MY CE.gif

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use cs.transcript@tdlr.texas.gov when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

Attach

Previous

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Cancel

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6- Make sure the file has been uploaded successfully, then click next.

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PLEASE NOTE: to avoid delays in processing your application, you must submit **all** required documents while you are logged in during this session.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.
Press "Next" when there are no more files to attach.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Files Uploaded

MY CE.gif

Total Size of Attached Files: 2982211

You can view the file you uploaded from here [View](#) [Remove](#)

File Name:

Choose File

No file chosen

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use cs.transcript@tdlr.texas.gov when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

Attach

Previous

Next

Cancel

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7- Validate your information one more time, then ensure the file is attached before clicking "Submit."

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CE Audit Submission - Application Summary

Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application

License Type: Mold Assessment Technician
Application Date: 02/24/2025

General Addresses

Mailing Address
US
Phone Number:
E-mail:
Name:

Edit

Attachments

File Name: MY CE.gif
Notes:

Edit

Ensure the file you attached appears here before clicking "Submit"

Previous

Submit

Cancel

8- Complete the attestation, then click “Submit.”

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Mold Assessment Technician ██████████

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CE Audit Submission - Attestation

Press "Previous" to return to the previous section.

Press "Submit" to continue.

Press "Cancel" to cancel this application and return to the main menu.

If your application requires document attachments, please attach the necessary documents during this session to avoid delays. Press **"Previous"** to add documents.

I swear or affirm that all mailing address and Continuing Education information provided on this application is true and correct. I further certify by submission of this application, that I am authorized to submit this document.

☐ Yes

☐ No

Previous

Submit

Cancel

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