

Pension Review Board

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

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.state.tx.us. Completed forms may also be faxed to: (512) 463-1882, or mailed to: Pension Review Board, P.O. Box 13498, Austin, TX 78711.

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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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- 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.