

ENFORCEMENT BULLETIN

Number 2017-006

Related Persons

What is a related person? A related person is a person who directly participates in management or policy decisions for a licensed entity and satisfies the education requirements on behalf of the entity, if the entity is licensed or seeking licensure. A related person may satisfy the education requirements on behalf of a licensee.

Initial Education Requirements

For Manufacturers - All related persons added to a manufacturer's license are required to take the initial eight (8) hour course of instruction prior to being added to the manufacturer's license.

For Brokers - All related persons added to a broker's license are required to take the initial eight (8) hour course of instruction prior to being added to the broker's license.

For Retailers - All related persons added to a retailer's license are required to take the initial eight (8) hour course of instruction and the four (4) hour retailer education course prior to being added to the retailer's license.

For Installers - All related persons added to an installer's license are required to take the initial eight (8) hour course of instruction and the four (4) hour installer education course prior to being added to the installer's license.

For Retailer/Installers or Retailer/Broker/Installers - All related persons added to a Retailer/Installer License or Retailer/Installer/Broker License are required to take the initial eight (8) hour course of instruction, four (4) hour retailer education course, and the four (4) hour installer education course prior to being added to the license.

Continuing Education Requirements

All related persons listed on a license are required to complete the 8 hours of continuing education prior to the license being renewed.

Agency Contact Information

Licensing Questions

- Email: licensing@tdhca.state.tx.us
- Toll Free Number: 877-313-3023
- Fax Number: 512-475-3506