



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

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REGISTERED ACCESSIBILITY SPECIALIST LICENSE APPLICATION INSTRUCTIONS

This application must be completed to become a Registered Accessibility Specialist to perform plan reviews and/or inspections pursuant to Government Code, Chapter 469, Subchapter E.

1. Provide your full name and any other names you may have used.
2. Date of Birth (MM/DD/YYYY).
3. Gender
4. Provide your social security number.
Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
5. Mailing Address - This is the address to which the Department will send all correspondence and may be a post office box.
6. Physical Address - This address must be the physical address of the location in which you work and may not be a post office box.
7. Business - If you work for a company in your capacity as a registered accessibility specialist list the company name and telephone number.
8. If you have ever been convicted of a misdemeanor or felony, answer this question YES and attach a completed Criminal History questionnaire. You may obtain this form on the TDLR website shown above. It is advisable to disclose all convictions other than minor traffic tickets (e.g. speeding, running a stop sign or driving without a current inspection).
9. If you have ever had an occupational license revoked, suspended, probated or denied in any state you answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain the form at the TDLR website shown above.
10. If you previously were assigned an Independent Contract Provider (ICP) number, answer this question YES and write the number in the space provided. If you were previously issued an ICP number you are not required to complete the rest of the application. Sign at the bottom of page two and return the form with the appropriate fees.
11. Endorsement
Put a check next to the type of endorsement for which you are applying, then chose an option that describes how you satisfy the requirements for either a SINGLE endorsement to perform reviews OR inspections or chose two options that describe how you satisfy the requirements to perform reviews AND inspections. Please describe your job duties in detail as it pertains to your education and experience.
12. If you are currently Certified as an accessibility specialist by a Model Building Code Organization, answer this question YES and attach a copy of the Certificate.
13. If you have successfully completed the Texas Accessibility academy, answer this question YES and attach a copy of the certificate. The Academy must be successfully completed prior to examination. For information on attending the Academy, go to www.license.state.tx.us/ab/taa.htm, email to ACADEMY@LICENSE.STATE.TX.US, or call (512)463-3211.
14. Attach a resume to demonstrate your experience and education. Please describe your job duties, experience and education in detail as it pertains to your building planning, accessibility design or review or equivalent experience and/or building inspections, accessibility inspections, building planning, accessibility design or review, or equivalent experience.
15. Sign and date the application.

Fees: \$200 for a Single Endorsement Application Fee; \$300 for a Dual Endorsement Application fee; \$100 for an Exam Fee; and \$25 for a Duplicate License Fee. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation. Mail fees and paperwork to: TDLR, PO Box 12157, Austin, Texas 78711.