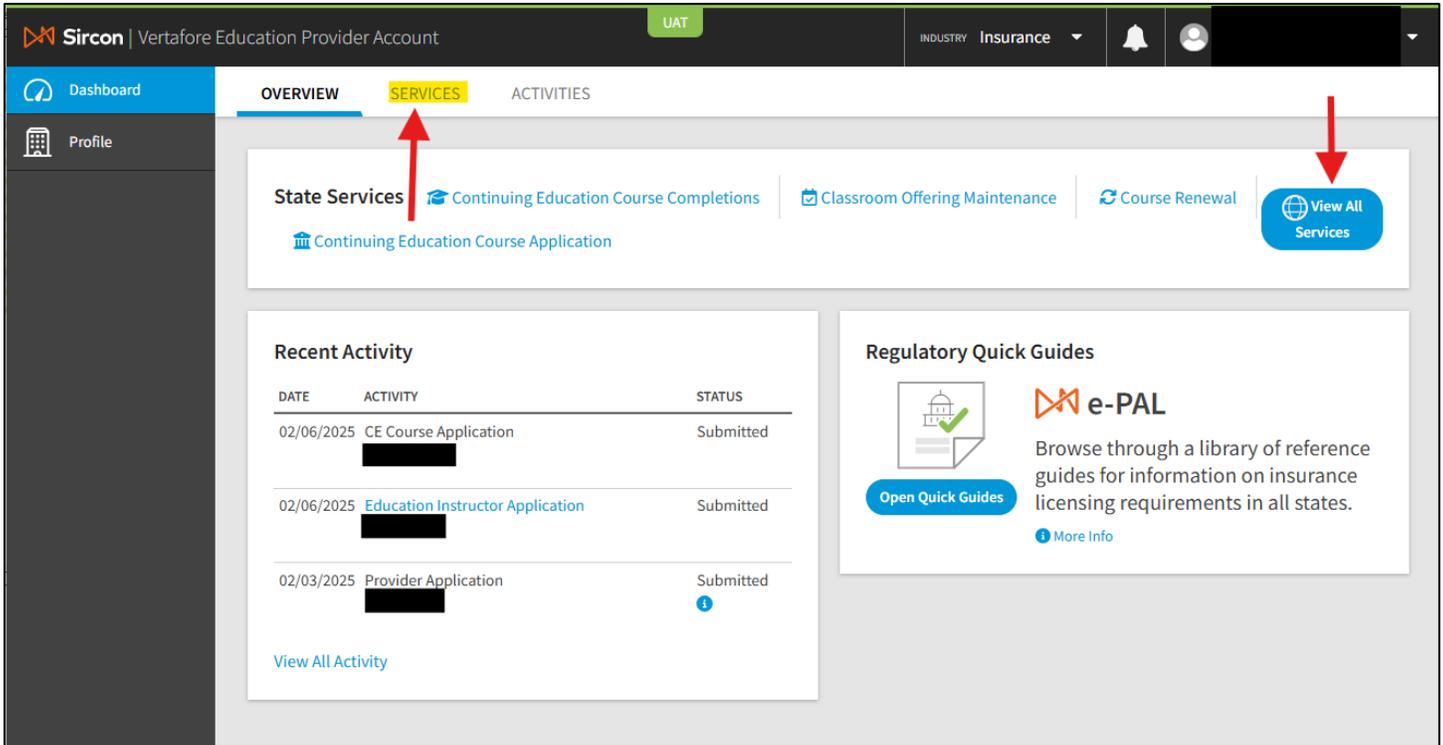
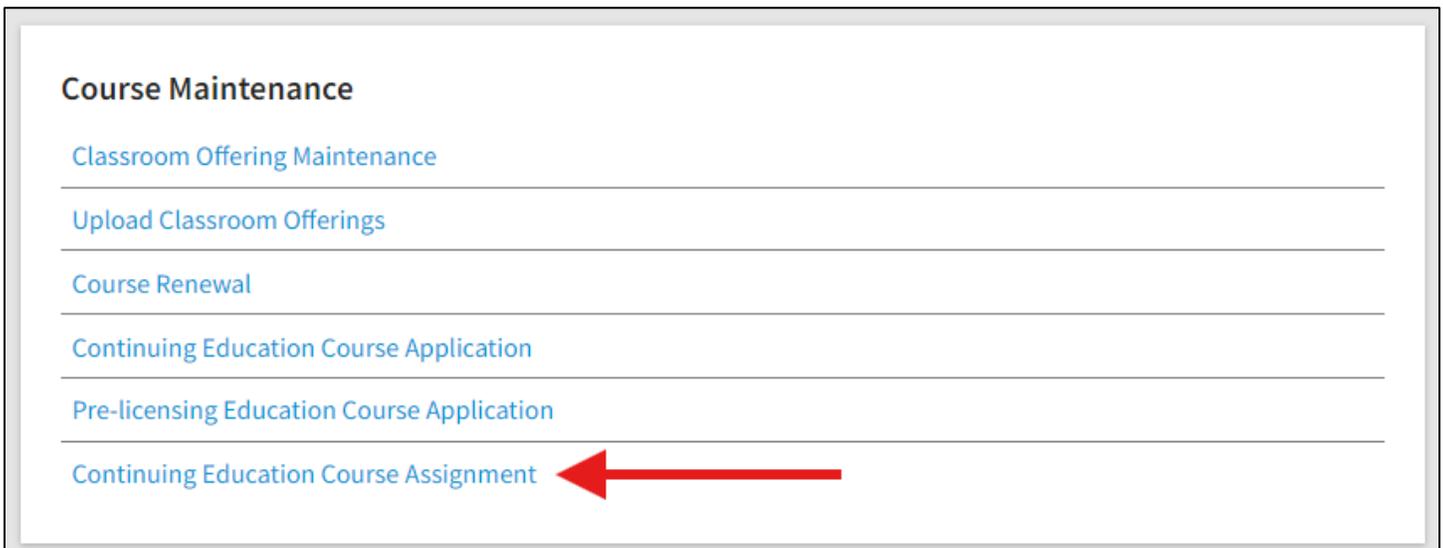


Step 1. When logged into a Sircon for Providers account, click the Services tab or the “View All Services” blue button.



Step 2. Under the “Course Maintenance” header, select “Continuing Education Course Assignment”



Step 3. Select the Provider, and if known, add the Course ID for the course you want to assign (course ID is optional, if not entered, a list of available courses will be shown). Click “Continue”.

Course Assignment: Select State and Assignor Provider

Please select the state and the provider assigning the course (the assignor). You may also enter the Course ID of the course to be assigned.

State *

Assignor Provider Name *

Course ID

* = required field

[Continue >>](#)

Step 4. If applicable, select the course from the list. Click “Continue”.

Course Assignment: Select Course

Please select the course you would like to assign to another provider:

██████████

Course Name	Categories	Hours
<input type="radio"/> Commercial Surety (██████████)	General	4.0
<input type="radio"/> Nuts and Bolts of the Auto Body Repair Process (██████████)	General	24.0

<< Previous [Continue >>](#)

Step 5. Enter the Provider ID of the Provider you want to assign this course to and click “Continue”.

Course Assignment: Select Assignee Provider

Course Assignment Information

Course Name: Commercial Surety Assignor Provider: ██████████
Course ID: ██████████

Assignee Provider

Please enter the Provider ID of the provider who will be assigned this course (the assignee):

Assignee Provider ID *

* = required field

<< Previous [Continue >>](#)

Step 6. Answer the questions as applicable. All questions must be answered. Click “Continue”.

Course Assignment: Questions

Course Assignment Information

Course Name: Commercial Surety Assignor Provider: [REDACTED]
Course ID: [REDACTED] Assignee Provider: [REDACTED]

Questions

The following questions must be answered: [See detailed instructions](#)

1) Will assignee change more than 25% of the certified course content? Yes No

2) Will assignee change the number of certified course credit hours? Yes No

3) Will assignee change the type of certified course credit hours? Yes No

4) Will assignee write and use examinations different from those developed by assignor? Yes No

5) Will course be open to the public? Yes No

Calendar date that the assignment will be effective (today) / /
Month Day Year

What is the calendar date that the assignment will be terminated? / / *
Month Day Year

* = required field

<< Previous Continue >>

Step 7. Read the attestation. Click the “I Agree” check box and then click “Continue”. You cannot continue unless you agree to the attestation.

Course Assignment: Attestation

Course Assignment Information

Course Name: Commercial Surety Assignor Provider: [REDACTED]
Course ID: [REDACTED] Assignee Provider: [REDACTED]
Effective Date: Feb 7, 2025 Open to the Public? Yes
Termination Date: Feb 28, 2025

Attestation

Please check the agreement box after reading the following:

We attest that we will conform to the provisions of 28 TAC §§19.1008(f) and 19.1012(b) (3).

I Agree *

* = required field

<< Previous Continue >>

Step 8. Review the transaction fee and then click “Process”.

Course Assignment: Summary

Course Assignment Information

Course Name: Commercial Surety	Assignor Provider: [REDACTED]
Course ID: [REDACTED]	Assignee Provider: [REDACTED]
Effective Date: Feb 7, 2025	Open to the Public? Yes
Termination Date: Feb 28, 2025	

Course Assignment Fee Summary

Total State Fee:	\$50.00
Total Sircon Fee:	\$0.00

Total Fee:	\$50.00

<< Previous Process



Step 9. A confirmation page will display with the information submitted and the amount paid. You can choose to print this page for your records.

Course Assignment: Confirmation Feb 7, 2025 2:56 PM CST [Print](#)

✔ Your Course Assignment was approved by the state.

Confirmation ID: 47588293

Newly Assigned Course ID: [REDACTED]

Course Assignment Information

Course Name: Commercial Surety	Assignor Provider: [REDACTED]
Course ID: [REDACTED]	Assignee Provider: [REDACTED]
Effective Date: Feb 7, 2025	Open to the Public? Yes
Termination Date: Feb 28, 2025	

Course Assignment Fee Summary

Total State Fee:	\$50.00
Total Sircon Fee:	\$0.00

Total Fee:	\$50.00

Course Assignment Questions

