Texas Trainer Registry Application Timeline

Application Screening:
1-2 business days

Your application is received

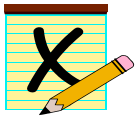
An email is sent out informing you that the application has been received

Your application is screened for completeness *

Another email is sent if information is missing

Review & Approval Process:
1-3 business days

Your application is reviewed



Application is deferred

Deferral letter is mailed to you

You send us additional information/ documentation

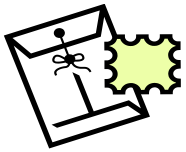
Registry Support

Application is approved

Approval postcard is mailed

Data Processing:
2-5 days

Trainer & course information are entered in the database



Trainer Welcome Packet is sent to you

*Incomplete or deferred applications will change the amount of time it takes to process applications