



## **TRAINING AND EDUCATIONAL INSTITUTION RENEWAL CHECK LIST**

- \_\_\_\_\_ 1. TEI Renewal Application
- \_\_\_\_\_ 2. \$500.00 Renewal Fee
- \_\_\_\_\_ 3. TEI Agreement
- \_\_\_\_\_ 4. Affidavit of Educational Institution Representative/Medical Director Form
- \_\_\_\_\_ 5. Admissions Policies and Procedures
- \_\_\_\_\_ 6. Course Syllabi, excluding continuing education courses

All returned checks shall be subject to a processing charge in the amount Twenty Five Dollars (\$25.00). In addition, any applicant or licensee issuing a check which is returned shall be deemed to have violated KRS 311A.050(2)(a). That person shall be sanctioned which may result in a fine, suspension, or license revocation.

(KBEMS 07/2009)