



Offender Education Group  
Professional Licensing and Certification Unit  
PO Box 149347, MC 1982  
Austin, TX 78714-9347  
(800) 832-9623 ▼ (512) 834- 4550 (fax)  
[www.dshs.state.tx.us/offendered](http://www.dshs.state.tx.us/offendered)

**MEMORANDUM**

**July 1, 2011**

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**To:** Alcohol Education Program for Minors Administrators  
**From:** Offender Education  
**Subject:** FY 2011 Annual Report

The Annual Report is due **September 15, 2011**, as cited in Rule 453.112 (c) of the Offender Education Program Rules. Failure to submit the required Annual Report by the due date will result in your program being made inactive.

The current annual reporting period began September 1, 2010 and ends August 31, 2011. If your program was approved after September 1, 2010, your reporting period will begin with the date approval was granted.

Attached is a copy of the annual reporting form. This form is also online at [www.dshs.state.tx.us/offendered](http://www.dshs.state.tx.us/offendered), under the "Applications/Forms" section. Information submitted on the Annual Report will be updated in our database and reflected on our web page, so accuracy is important for the continued success of your program. This Annual Report must be completed and returned to Offender Education at the address above, or returned via fax at 512-834-4550, no later than **September 15, 2011**.

If you have any questions, please do not hesitate to contact Offender Education at (800) 832-9623, x2910.

**Texas Alcohol Education Program for Minors**  
**FY 2011 Annual Report**  
**(Print or Type ♦ DO NOT leave information blank)**

Program Name (as on certificate): \_\_\_\_\_

Program Administrator Name: \_\_\_\_\_ Program Certification #: \_\_\_\_\_

Headquarters Address: \_\_\_\_\_

City: \_\_\_\_\_ State: TX Zip: \_\_\_\_\_ County: \_\_\_\_\_

Email Address: \_\_\_\_\_

Headquarters Phone Number: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Course Fee: \_\_\_\_\_ Reporting Period: 9-1-2010 to 8-31-2011

The following items shall be reported to DSHS, as required by the Offender Education Program Rules, §453.112 (c) Record Keeping and Reporting:

1. Driver's license numbers of all participants or in the absence of a driver's license, the Social Security number and date of birth of each participant completing the *Alcohol Education Program for Minors*. **PLEASE DO NOT SEND ROSTERS.** Please attach a list of driver's license numbers to this form.

2. Total number of participants entering course (Count each person only once): \_\_\_\_\_

3. Total number of participants successfully completing course: \_\_\_\_\_

4. Total number of courses conducted during the annual reporting period: \_\_\_\_\_

**NOTE: Do not count courses that will end after August 31, 2011. These are to be counted on the FY 2012 annual report.**

a) Number of English courses conducted: \_\_\_\_\_

b) Number of Spanish courses conducted: \_\_\_\_\_

c) Number of other courses conducted (please specify what language): \_\_\_\_\_

5. Average percentage increase of knowledge from pre-test to post-test for all courses conducted during the reporting period: \_\_\_\_\_

6. Please list names of all certified instructors utilized by the program from 9-1-10 to 8-31-11 and the number of courses each instructor conducted during this reporting period. **Provide instructor information even if the instructor is no longer utilized by the program.**

Instructor Name	# of Courses Conducted	Still teaching for Program? (Y/N)

**This Annual Report must be submitted by September 15, 2011**

**Return Annual Report to:**

Offender Education Group  
Professional Licensing and Certification Unit  
Texas Department of State Health Services  
PO Box 149347, MC 1982  
Austin, TX 78714-9347  
or  
FAX: 512-834-4550

**I certify that the information contained herein is true and correct.**

\_\_\_\_\_  
AEPM Program Administrator Signature

\_\_\_\_\_  
Date