

## INSTRUCTOR RENEWAL 2015

The following information is being provided for those Instructors with a certificate that expires on December 31, 2015.

- Renewal applications may be submitted online at: <https://txapps.texas.gov/txapp/txdps/chl/>. Please select "returning user" and enter the requested information.
- After the application has been completed and the fee is paid, form CHL-90 must be submitted along with the required supporting documents. The form can be downloaded from our website at: <http://www.dps.texas.gov/InternetForms/Forms/CHL-90.pdf>
- You may submit the completed form and supporting documents by [Email](#) or fax to 512-424-7284 (Attn: Instructor)  
**Reminder:** Supporting documentation must include proof of a current valid firearms instructor certification.
- Once the completed application has been received and the background checks are completed, a new certificate will be mailed.

Instructors will not be required to attend retraining classes in person and no proficiency demonstration (shooting) will be required for this renewal period.

Updated training material including a revised course outline, student test and key, and a revised CHL-100 will be posted on our website prior to January 1, 2016. An email will be sent to Instructors advising when the revised materials are available on our website.

Legislative updates related to Handgun Licensing can be found on our website at: <https://www.txdps.state.tx.us/RSD/CHL/Legal/newlegislation.htm>

For additional questions, please contact RSD at: <http://www.dps.texas.gov/rsd/contact/default.aspx>