

## How do I register for Basic County Corrections?

To access the course, download and complete the [Declaration of Licensing Course Enrollment Eligibility \(DOLCEE\) Form](#), [Agency Audit Checklist](#), and the [TEEX Registration Form](#).

- 1) Provide the DOLCEE form to the Chief Administrator or designee of your agency for signature.
  - 2) Submit the DOLCEE, Audit Checklist, and the TEEX Registration Form along with a method of payment to TEEX by fax (979) 862-2788 or email a scanned PDF to [ilepse@teex.tamu.edu](mailto:ilepse@teex.tamu.edu)
  - 3) Allowable methods of payment:
    - Credit Card/Debit Card
    - Personal Check
    - Agency Check
    - Valid Purchase Order by Approved Agency
  - 4) Once TEEX receives the DOLCEE, Audit Checklist, and the TEEX Registration Form along with a method of payment, an access code will be provided to each student that will allow entry into the Basic County Corrections online course.
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## How do I register for Basic County Corrections Physical Skills?

- 1) Once the participant successfully completes the online portion of the BCC course, instructions will be emailed on how to register for the 24-hour face-to-face Physical Skills course.

**If you have additional questions please contact us at (979) 845-6677 or [ilepse@teex.tamu.edu](mailto:ilepse@teex.tamu.edu)**