

INSTRUCTIONS
APPLICATION FOR CERTIFIED AND INSURED PRESCRIBED BURN
MANAGER
FORM NO. PBB-601

All sections on the application must be completed, unless otherwise noted on the application and these instructions. Return the application to TDA.

For assistance completing the application, call 1-800-TELL-TDA (835-5832) or locally in Austin (512) 936-4176. For the hearing impaired, call Relay Texas 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

SECTION A

1. TDA LICENSES

Indicate if you are seeking a commercial, private, not-for-profit or governmental certified and insured burn manager license. A commercial certified and insured burn manager license allows the individual to conduct prescribed burning activities on another's land. A private certified and insured burn manager license allows the individual to only conduct prescribed burning activities on his or her land, or the land of his or her employer as specified in the employer's insurance policy. A not-for-profit certified and insured prescribed burn manager conducts prescribed burns on property owned or leased by a not-for-profit Prescribed Burning Organization or on property owned or leased by a person who is a member of a Prescribed Burning Organization. A governmental certified and insured prescribed burn manager is limited to conducting prescribed burns on property owned, leased, or controlled by the governmental unit while acting in the course and scope of his or her duties as an employee of the governmental unit.

SECTION B

1. APPLICANT INFORMATION

Information entered into this form will be used to generate your license. Enter all applicable information, including Social security numbers. Social security numbers are required for the purposes of enforcing federal and state child support laws and default of guaranteed student loans. Failure to include the social security number will result in the denial of your application. Your social security number is not subject to release under the Texas Public Information Act.

List the mailing address at which the applicant receives general correspondence. If applying for a not-for-profit burn manager, be sure to include the Name of the Prescribed Burn Organization.

Please provide phone numbers. An e-mail address is optional but is encouraged to allow TDA to contact you with important program updates and information.

SECTION C

1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS

Enter the name of a designated person, along with that person's contact information, who can discuss and answer questions about license-related issues.

2. MAILING ADDRESS

Enter the address at which the Person to Contact receives general correspondence, where applicable.

SECTION D

1. FACILITY (LOCATION OF LAND)

An individual seeking a commercial, private, not-for-profit or governmental certified and insured burn manager license must indicate the person or business name.

2. PHYSICAL ADDRESS OF LAND

Enter the physical street address of the private or not-for-profit licensee where the prescribed burning activities occur or physical address of the business office for the commercial or governmental licensee, including directions to this location if the address is difficult to locate.

Please do not enter a P.O. Box. This information will assist TDA inspectors in locating your business.

SECTION E

1. PBB TRAINING REGION OF CERTIFICATION REQUESTED

Check the box for each Prescribed Burning Board Training Ecoregion in which you are seeking certification. Please refer to the Training Ecoregion Map on TDA's website for identifying applicable region(s).

SECTION F

1. TRAINING COMPLETED

Provide information requested for courses you have taken.

SECTION G

1. ADDITIONAL EXPERIENCE

Provide requested information and documentation to verify experience. Complete items 1-5 by checking the appropriate box and writing in the number of years or days of experience, as appropriate. Provide supporting documentation to verify experience (such documentation may include, but is not limited to, burn plans, letters of endorsement from clients, records of burns conducted or participated in, chronologic history of burn experience, etc.).

SECTION H

1. INSURANCE INFORMATION

A Prescribed Burning Board Certified and Insured Burn Manager conducting a prescribed burn shall carry or be covered by at least \$1 million of liability insurance coverage for each single occurrence of bodily injury to or destruction of property, with a policy period minimum aggregate limit of at least \$2 million. Please provide the name of your insurance company, the insurance policy number, the policy limit, the policy effective and expiration date. Also provide the Agent's name, phone number, address and city,

state and zip. Attach a copy of the certificate of insurance and related insurance policy, including any endorsements or exclusions relating to fires, burning or controlled/prescribed burning.

SECTION I

NOTE: Texas Department of Agriculture only accepts checks, cashier's checks, or money orders.

1. PAYMENT

You must remit the \$500.00 application fee with your application. Check method of payment. Enter check number, cashier's check number or money order number. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, TX. 78711-2076.

SECTION J

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.