TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Director or Director of Education Application

TWC USE ONLY
Receipt # _____
Fee Paid _____
Date Paid _____
Initialed by _____

1. Check One:

☐ Original Submission for Director with $20 processing fee, Fee Sheet (PS-186) and signed Director Statement (PS-001Z)

☐ Original Submission for Director of Education with page 4 Supplemental, $20 processing fee, and Fee Sheet (PS-186)

☐ Resubmission:
(date of review on deficiency letter and processing fee if past 15-day resubmission date)

Today's Date (mm/dd/yy) _____

Authority for Data Collection: *Texas Education Code Section 132.052*

Planned Use of the Data: Determination of Director Qualifications

INSTRUCTIONS FOR COMPLETION AND SUBMISSION: Complete this application by providing all information requested. Include fees and Fee Sheet (PS-186), educational validation documents such as diplomas, certificates, and transcripts; "Professional Conduct" section documentation, if applicable; and for School Directors only, signed Director's Statement (PS-001Z).

Send the original of this completed application to TWC, keeping one copy for the school's file and one for the applicant's records. Original application submissions must be received in a timely manner which allows for up to ninety (90) days with an acting director. Resubmissions to correct deficiencies must be received within 15 days of notification of said deficiencies in order to avoid payment of an additional $20.00 fee.

Make checks payable to TWC Career Schools and Colleges and mail completed applications, documentation, fee and Fee Sheet to the Texas Workforce Commission, Career Schools and Colleges - Controller (if money is enclosed) or Texas Workforce Commission, Career Schools and Colleges, Room 226T (if no money is being sent) - 101 East 15th Street - Austin, Texas 78778-0001.

(Please type or print legibly)

2. School #S_____ School Name _____

School Location (physical address) _____

School Mailing Address _____

School e-mail _____

Phone _____ School FAX _____ Toll-free # _____

School Director _____

3. Applicant's Legal Name _____ SSN _____
First Middle Last

Applicant's Date of Birth (mm/dd/yyyy) _____ Date of Employment at this School (mm/dd/yyyy) _____

Applicant's Home Address _____ Phone _____

4. Teaching Credentials (Type) _____ (State) _____ (No.) _____

5. Current Certificates or Occupational Licenses (other than teaching credentials):

Type _____ Issued by _____ No.. _____

USE OF PREVIOUS EDITIONS IS NOT AUTHORIZED

6. **Applicant's Educational History:** Please list schools in order of attendance and give complete addresses and dates. Education used to qualify as a director must be validated by the submission of appropriate documents such as diplomas, certificates, and/or transcripts with this completed application.

	School Name City/State	Date Begun (mm/yy)	Date Ended (mm/yy)	Major/Minor	Diploma/ Degree Awarded? (Yes or No)
High School					
College					
College					
Graduate School					
Other					

7. **Employment/Work Experience:** Please include all the information requested regarding your work and/or teaching experience that indicates your experience in administrative or management capacities. *Title 40, Texas Administrative Code, Section 807.62(b)* requires that the school director shall be a graduate of an accredited institution of higher learning (college or university) with one year of experience in administration or management, or a total of 5 years of administrative/management experience and/or higher education. Directors of Education see Supplemental Page for *additional* qualifications.

A. Job Title _____ From _____ thru _____ TOTAL _____
(mm/yy) (mm/yy) (years/months)

Employer _____ Address _____

Phone # _____ Supervisor _____

Describe the work you performed _____

_____

B. Job Title _____ Dates of Employment: From _____ thru _____ TOTAL _____
(mm/yy) (mm/yy) (years/months)

Employer _____ Address _____

Phone # _____ Supervisor _____

Describe the work you performed _____

_____

_____

8. **Professional Conduct**: (***Attach a separate typewritten page, signed by the applicant and school official certifying the truth and accuracy of all statements, to fully explain any circumstance resulting in a "YES" answer to the questions below:

A. Have you ever had a diploma, credential, license, or certificate denied, revoked or suspended? ***Yes ☐ No ☐

B. Have you ever been found guilty of, pleaded guilty to, or entered a plea of "nolo contendere" ***Yes ☐ No ☐

C. Have you ever been dismissed or asked to resign from any position for immoral or Unprofessional conduct? ***Yes ☐ No ☐

D. Have you ever been sued successfully for fraud or deceptive trade practice? ***Yes ☐ No ☐

E. Have you ever been convicted of a felony or of a misdemeanor other than minor traffic offenses? If yes, verified explanation, certified copy of final judgment and copy of probation order/release required. ***Yes ☐ No ☐

I certify that the following statements are true and correct. I agree, consent, and direct that any person or entity maintaining information in any form relating to my criminal history shall release all information upon the request of the Texas Workforce Commission. I further agree and permit the Texas Workforce Commission to obtain from any person or entity information relating to my personal background, reputation, and character, and expressly direct that any such person or entity release such information upon the request of the Texas Workforce Commission. I release, discharge and exonerate the Texas Workforce Commission, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising. The foregoing consent and release is valid and binding while I am seeking or have received approval under the authority of *Chapter 132 of the Texas Education Code.*

_____ Date (mm/dd/yyyy) _____

Applicant's Signature Date

APPLICANT CERTIFICATION: I certify that all the information provided in this application and in the foregoing statements are true and correct.

_____ _____ _____

Typed or printed name of applicant Applicant's Signature Date (mm/dd/yyyy)

AUTHORIZATION: As an authorized school official, I have carefully reviewed and verified the qualifications of the proposed employee and his/her statements contained on this application. To the best of my knowledge and belief, he/she is qualified for the position as required by the rules for Texas Career Schools and Colleges*, Section 807.62(b).*

_____ _____

Typed or printed name of Authorized School Official Title of Authorized School Official

_____ _____

Signature of Authorized School Official Date (mm/dd/yyyy)

Once you complete this application and provide all the information requested, make copies for the school and applicant files; then make checks payable to TWC Schools and mail the original application, fees and fee sheet form PS-186, educational validation documents such as diplomas, certificates, and transcripts, Director's Statement form PS-001Z , and, if warranted, verified typewritten explanations and supporting documents for "Yes" answers in the "Professional Conduct" section to Texas Workforce Commission, Career Schools and Colleges - Controller (if money is enclosed) or Texas Workforce Commission, Career Schools and Colleges, Room 226T (if no money is being submitted) - 101 East 15th Street - Austin, Texas 78778-0001

Applicant's Name _____

School Name _____

Director of Education

Supplemental Page

The Director of Education must *qualify* to teach at least one subject offered by the school. Please consult page 7 of the current Instructor Application (PS-002) to identify the appropriate educational qualifier, and include below with accompanying supportive information requested. Directors and/or DOEs who will actually teach must submit Instructor Application, Form PS-002.

* Instructor Qualifier from page 7 of the current Instructor Application (PS-002): _____

9. SUBJECT APPROVAL (Please follow carefully the instructions for completing this section.)

In the blanks entitled "Subject(s) to be taught" **list the individual subject(s) exactly as they appear in the school catalog.**

In the "Applicant's Educational History" section, list the postsecondary courses successfully completed that relate to the "Subject(s) to be taught" you have listed, identifying the number of hours completed for each course.

In the "Applicant's Work Experience" section, include all the information requested regarding your work and/or teaching experience within the last ten years only and that is related to the "Subject(s) to be taught."

Subject(s) to be taught (as named in the school catalog):

_____

Applicant's Educational History (postsecondary courses successfully completed and related to the above subjects):

Course(s) Taken	No. of Hours	Clock Hrs.	Semester Hrs.	Quarter Hrs.
_____	_____	(____)	(____)	(____)
_____	_____	(____)	(____)	(____)
_____	_____	(____)	(____)	(____)

10. Applicant's Work Experience: Please include all the information requested regarding your work and/or teaching experience within the past ten years and related to the "Subject(s) to be taught" you have listed above.

Job Title _____ Dates of Employment: From _____ (mm/yy) Thru _____ (mm/yy) TOTAL _____ (years/months)

Name of Employer _____ Address _____

Name of Supervisor _____ Area Code & Phone _____

Describe the work you performed _____

_____

_____

(Copy this page if additional space is needed to include the information required by the Instructor Qualifier you listed above.)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.