

**TEXAS WORKFORCE COMMISSION  
Career Schools and Colleges**

Application for Certificate of Approval  
Texas Education Code, Career Schools and Colleges

(Residence Schools)

**TWC USE ONLY**

Receipt # \_\_\_\_\_

Fee Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Initialed by \_\_\_\_\_

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

**Planned Use of the Data:** To provide information necessary to determine if the school meets the criteria for a Certificate of Approval under the Career Schools and Colleges Act.

**Instructions:** This must include all required exhibits to be complete. If additional clarification is required, contact Career Schools and Colleges at 512-936-3100. Career Schools and Colleges will not act upon any application until all the required catalogs, exhibits, fees, and other materials have been received. A copy of this application will be sent to the school at the time the license is issued.

School approval is requested based on program measurement in (check one box only):

Contact Hrs.:  Quarter Credit Hrs.:  Semester Credit Hrs.:

Original Application Date (mm/dd/yy): \_\_\_\_\_ Revision Date (mm/dd/yy): \_\_\_\_\_ School Number: \_\_\_\_\_

**I. INFORMATION**

1. Legal Name of School: \_\_\_\_\_

2. Address of School: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Telephone Number of the School: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
800 Number: \_\_\_\_\_

5. E-Mail Address, if applicable: \_\_\_\_\_  
School Website, if applicable: \_\_\_\_\_

6. Type of Ownership:  Corporation  Partnership  Individual  
 Limited Liability Company (LLC)  
 Other: \_\_\_\_\_

7. Name of Corporation, Partnership, or Individual that owns the school mentioned in Item 1:  
\_\_\_\_\_ Telephone No. \_\_\_\_\_

a. Address of Owner: \_\_\_\_\_

b. List all partners or, if a corporation, all officers, directors, and/or trustees. In addition, list each shareholder owning stock aggregating at least 10% of the total issued and outstanding shares. SUBSIDIARY CORPORATIONS should list the parent corporation as stockholder. (Use an additional sheet, if necessary, and identify as Attachment A.)

Name	Title	Address	% Owned

8. What will be the total student capacity including morning, afternoon, and evening schedule?

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9. Are representatives employed to recruit students: Yes  No

10. Do the number of individuals employed by the owner (shown in #6) in all businesses exceed 99?  
Include employees in schools and all other business entities. Yes  No

## **II. REQUIRED CATALOGS AND DOCUMENTS**

A. One copy of the catalog, supplements or addenda to the catalog, if appropriate, and student handbooks which the school plans to use. All data items listed in the attached catalog guide, PS-001X, must be included in either the catalog, supplements, or addenda to the catalog.

### **Note:**

A draft of proposed catalog, supplements, and addenda should be submitted with a new school application. Updated copies should be submitted when revisions are approved. Complete the PS-001Y, Index to Catalog, Supplements and Handbooks and submit with this application.

B. The following documents must be submitted with this application for licensure:

1. Personal Data Form (PS-002) and appropriate fee for each of the instructional staff (PS-002B) and appropriate fee for the Director (Forms are provided for your use as necessary).
2. Copies of all enrollment agreement forms. The proper refund policy must be included as part of the enrollment agreement. If applicable, complete the Affidavit of On-Campus Enrollment form PS-001V. Complete and return PS-190.
3. Financial statements.
4. Director's Statement, PS-001Z.
5. Owner's Affidavit, PS-001W.
6. Catalog Check List, PS-001Y.
7. For each new program or major modification of a program, a list of textbooks including the title, author, and copyright date.
8. All attached pages of this application.

C. The following documents (1 through 13) must be maintained at the school in current status and must be available at this location for review during the initial visit at a new school and during each compliance visit:

1. A Certificate of Occupancy and current fire inspection certificate, if applicable. The fire inspection must be renewed annually.
2. A rental or lease agreement for the school facilities. If the facilities are owned by the school owner, submit a statement to that effect. Name, address, and phone number of lessor/owner must be available.
3. A rental or lease agreement for any equipment used for instruction not owned by the school, or if all equipment used for instruction is owned, a statement to that effect.

4. A description and floor plan of the school facilities, including room numbers, dimensions of rooms, pupil capacities, and uses of the rooms.
5. An inventory of furniture, equipment, and instructional aids used in the classroom and/or other areas where instruction is provided.
6. A list of current textbooks including title, author, and copyright date.
7. One sample of each kind of certificate/diploma to be awarded upon satisfactory completion of training.
8. A description of the school's system of maintaining a positive record of attendance. As a minimum, explain
  - a. the symbols used to indicate presences, absences, and tardies;
  - b. when attendance is recorded;
  - c. the use made of class roll books and/or other attendance forms; and
  - d. the maintenance of permanent attendance records
9. The actual forms to be used by the school to record attendance and progress, including the master student registration list and transcripts.
10. A statement outlining the following:  
 The school's method of payment that is available to enrolling students. If student financing is available through any form of arrangement or agreement between the school and a lending institution, the complete terms of the arrangement or agreement must be disclosed including the lender's name and address. In addition, if any form of financing is available at the school, all charges and the true annual percentage rate and the name(s) and address(es) of the lending institution(s) must be disclosed. (This includes, but is not limited to, all GSL and SLS lenders.)

**FOR EACH STUDENT**

11. A written record of the previous education and training (PS-010) of each student which clearly indicates that appropriate credit has been given by the school for previous education and training, with the new training period shortened where warranted through the use of tests and the program cost reduced accordingly. Official transcripts of all previous postsecondary institutions attended provided by the student must be placed in the student file with a written evaluation initialed by the school director or the director's designee.
12. The school must maintain a record of the receipt of enrollment policies (PS-005 - form enclosed) or its equivalent acceptable to Career Schools and Colleges.
13. An academic transcript which reflects permanent academic records must be maintained.

**AFTER INITIAL VISIT**

14. Each school shall maintain a legible Master Student Registration List kept in chronological order and consisting of at least the following information for any person who signs an enrollment agreement and/or makes a down payment to attend the school:
 

1. Date	5. Social Security Number
2. Name of Student	6. Date of Birth
3. Address of Student	7. Name of Program
4. Telephone Number	

If the student does not sign an enrollment agreement or make a down payment prior to the first day of attendance, the student's name will be added to the master student registration list on the first day of attendance; and

15. The school will maintain, on a current basis, a list of all representatives employed to recruit students. Representatives will not be permitted to solicit students prior to receipt of approval from Career Schools and Colleges.

### **III. STATEMENTS OF ASSURANCE**

- A. The programs, curriculum, and instruction are of such quality, content, and length as may reasonably and adequately achieve the stated objective for which the programs, curriculum, or instruction are offered.
- B. There is in the school adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.
- C. Education and experience qualifications of directors, administrators, and instructors meet the minimum requirements.
- D. The school will furnish to each student, prior to enrollment, a copy of the school bulletin, supplements, addenda, and student handbook (if a handbook is published).
- E. The school complies with all local, city, county, municipal, state and federal regulations, such as fire, building, and sanitation codes.
- F. The school is financially sound and capable of fulfilling its commitments for training.
- G. The school's administrators, directors, and instructors are of good reputation and character.
- H. A Master Student Registration List will be maintained.
- I. Adequate records as prescribed by the administrator will be kept to show attendance and progress or grades, and satisfactory standards relating to attendance, progress, and conduct are enforced.
- J. On completion of training, and when the financial obligation has been fulfilled, the student is given a certificate by the school indicating the program and training was completed satisfactorily.
- K. The school will maintain student academic transcripts which record academic records permanently and will retain all other student records for at least five (5) years from the last date attended for all students who graduated, dropped out, or transferred. Financial records will be retained as required by federal retention requirements.
- L. Transcripts will be available to prospective employers and to students upon request and without charge for the first copy. (This statement should be included in the school bulletin.) The transcript should show the name of the program and the length of time it was pursued and should include a copy of the program curriculum with a clear explanation thereof as to the extent to which each subject was completed. The transcript should also include grades, information as to conduct, and records of any education and training of the student prior to enrollment for which credit has been granted.
- M. A current list of all representatives employed to recruit students will be maintained. Representatives will not be allowed to solicit without prior approval from Career Schools and Colleges.

- N. The school will make available all of the records, documents, and necessary data required for approval under the Career Schools and Colleges Act and, if applicable, *Title 38, U.S.C.*, for inspection by authorized representatives of the Texas Workforce Commission.
- O. The school will submit to Career Schools and Colleges prior notice of any proposed changes in this application, bulletin, supplements, addenda, and exhibits. Approval must be obtained in advance of implementation.
- P. The school will not utilize erroneous or misleading advertising, either by actual statement, omission, or intimation.
- Q. The school will not use a name like or similar to an existing tax supported school in the same area.
- R. Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration). (This statement should be included in the school bulletin.)
- S. The school will not exceed the enrollment limitation and pupil-teacher ratios established by the Career Schools and Colleges Act and Texas Workforce Commission Rules.
- T. There is no action pending against the school or against any of the owners, officers, staff, faculty, or sales representatives of the school by any federal, state or local agency.
- U. The school will notify Career Schools and Colleges of any unplanned school closures as soon as possible and will ensure that the class time is made up so that the students receive the lecture and laboratory hours as listed for the approved course.
- V. A copy of the school's grievance procedures will be provided to all students and the procedures will be fully described in the school's published catalog. Student complaints will be responded to and resolved promptly by the school. A notice regarding the school's agency approvals, the school's grievance policy, and option to file a complaint with TWC will be posted in such a way as to be easily visible and readable by students, both on the school's website and on the school premises: (1) centrally located at or near the school's main entrance; (2) in at least one of the student common areas such as a breakroom; (3) in places where student solicitation, financial aid advising, and enrollment activities take place; and (4) any other areas as may be requested by Career Schools and Colleges. The notice must convey that:
1. The school has a certificate of approval from TWC to operate a career school or college in the state of Texas (and provide the TWC-assigned school number);
  2. The school's programs are approved by TWC, and other Texas state agencies and school accrediting bodies, which must be named, if applicable;
  3. Students must address their concerns about the school or an educational program by following the grievance process outlined in the school's catalog;
  4. Students dissatisfied with the school's response to their complaint can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable; and
  5. Information on filing a complaint with TWC can be found on its Career Schools and Colleges Website at <http://esc.twc.state.tx.us/>.

I, \_\_\_\_\_, do hereby expressly authorize Career Schools and Colleges, Texas Workforce Commission, to obtain all criminal history record information, and relating to myself, for the purposes set forth in *Texas Education Code, Section 132.055(b)(10)* and *Title 40, Texas Administrative Code, Section 807.2(16)*.

\_\_\_\_\_  
Applicant Signature

**AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_, WHERE WITNESSED.  
The individuals named below, being duly sworn, depose and say that the information in this application, accompanying catalogs, supplements, addenda, exhibits, and materials are true and correct to the best of their knowledge and belief. Further, the school will be operated in compliance with this application and all legal requirements. Any deficiencies will be immediately corrected and changes in the operation will not be made until written approval from the Texas Workforce Commission, for any revision to the application, is received. I understand that purposely submitting false or misleading information on this application may subject me to a fine, a prison sentence, or both.

\*SIGNATURE OF EACH OFFICER OR PRINCIPAL OWNER:

_____ (SIGNATURE)	_____ (TYPED NAME AND TITLE)
_____ (SIGNATURE)	_____ (TYPED NAME AND TITLE)
_____ (SIGNATURE)	_____ (TYPED NAME AND TITLE)

**Notary**

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.  
MY COMMISSION EXPIRES (mm/dd/yy) \_\_\_\_\_

**S E A L**

\_\_\_\_\_  
Signature of Notary

(\*See PS-001W or *Section 132.001(2), Texas Education Code*, for definition.)

**Return one (1) original with required fees to:**

TEXAS WORKFORCE COMMISSION  
CAREER SCHOOLS AND COLLEGES - CONTROLLER  
101 EAST 15TH STREET  
AUSTIN, TEXAS 78778-0001

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](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.