

Texas Workforce Commission—Career Schools and Colleges

Instructions: Mail completed form to Texas Workforce Commission—Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001.

School Information

School Number:	School's Name:		
School's Physical Address:	City:	State:	ZIP Code:

Director's Certification

“As director, I certify that I am responsible for the courses of instruction, organization of classes, designation of a liaison for compliance visits made by the Texas Workforce Commission (Commission), maintenance of the school's facilities and proper administrative records, and all other matters related to the administration of the school, as determined by the Commission. The person named below has been made known to my staff as the designated liaison who will assist with compliance visits in my absence.” *Texas Administrative Code, Title 40, §807.62(d)*

Typed or Printed Name of Owner, Director, or Owner Designee:	
Signature of Owner, Director, or Owner Designee:	Date:
Title:	

Appointed Designated Liaison

“As designated liaison, I certify I have been trained in survey procedures and will assist with compliance visits when the director is absent.” *Texas Administrative Code, 40 Title, §807.62(d)*

Typed or Printed Name of Designated Liaison:	
Signature of Designated Liaison:	Date:
Social Security Number:	

Notary

State of	County of _____, where witnessed.
Subscribed and sworn to me this (mm/dd/yyyy)	
My commission expires: (mm/dd/yyyy)	Signature of Notary:
STAMP/SEAL	