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| Texas Workforce Commission logo | **Texas Workforce Commission**  **Career Schools and Colleges**  **Completer, Placement, and Employment Guide** |
| **For technical issues and questions, email Career Schools and Colleges Helpdesk at** [**career.schools@twc.texas.gov**](mailto:career.schools@twc.texas.gov) **or Telephone Number (512)936-3100.** | |
| **Instructions** | |
| 1. Register on the portal for the annual reporting system at https://apps.twc.state.tx.us/CSC/security/logon.do.  (Registering is the responsibility of the school director.)  2. Use this guide to compile data for more than one completer:  • Number the columns 1–17. (See the Legend for corresponding titles. Do not include the Legend or these instructions when uploading to the portal.)  • Fill in each field as completely as possible.  • Do not use acronyms. Spell out all information.  3.Create and upload the excel spreadsheet to the reporting portal. | |
| **Legend Information** | |
| Column 1: Student First Name  Column 2: Student Last Name  Column 3: Student SSN or Alien Registration Number  Column 4: Program Start Date  Column 5: Program Graduation Date  Column 6: Completer Outcome  Column 7: Student Phone Number  Column 8: Student Email Address  Column 9: Student Street Address  Column 10: Student City  Column 11: Student State  Column 12: Student ZIP Code or Postal Code  Column 13: Employer Name OR Postsecondary Education Institution OR Branch of Military Service  Column 14: Employer City OR Postsecondary Education Institution City OR Military Station City  Column 15: Employer Phone OR Military Station/Local Office Phone  Column 16: Job Title OR Academic Program/Major  Column 17: Starting Wage per Hour | |