

Exemption from Career Schools and Colleges Regulation Based on Type of School

[Texas Workforce Commission \(TWC\) – Career Schools & Colleges](#)

Applying for an Exemption

You must apply to TWC for an exemption from regulation of the school or a course. This involves submitting documentation to demonstrate the school or course meets the criteria for one of the regulation exemptions authorized by [Texas Education Code Chapter 132](#). TWC will review your documentation and respond with a letter to let you know whether or not the exemption is granted.

Send your exemption request to:

TWC Career Schools and Colleges
Attn: Exemptions
101 E 15th St, Rm 226T
Austin, Texas 78778-
0001

If you have questions concerning the exemption application process, contact TWC Career Schools and Colleges at 512-936-3100 or career.schools@twc.state.tx.us.

Exemption Based on Type of School

- College with Baccalaureate
- Approved by Other State Agency
- Approved by the Federal Aviation Administration (FAA)
- Private K - 12

A. College with Baccalaureate

Exemption Criterion:

A private college or university that awards a recognized baccalaureate, or higher degree, and that maintains and operates educational programs for which a majority of the credits given are transferable to a college, junior college, or university supported entirely or partly by taxation from either a local or state source.

Required Documentation:

To establish that your school is exempt under this section, send a cover letter requesting exemption based on College with Baccalaureate under **Sections 132.002(a)(6) and Texas Administrative Code 807.5** and submit all of the following:

1. Contact information: College or university name, address and telephone number (plus fax number, e-mail address and website address, if applicable).
2. Name, objective, length and cost of course(s) offered.
3. Evidence of all of the following:

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- a) The school or college has a certificate of authorization from the Texas Higher Education Coordinating Board (THECB) to grant baccalaureate or higher-level degrees or a letter from THECB indicating that THECB approval is not required;
- b) The school or college is accredited by a THECB–recognized accrediting body;
- c) The school or college is in good standing with the designated accrediting body and not subject to any of the following:
 - Probation;
 - a directive to show cause as to why accreditation should not be revoked;
 - any other action that, as defined by the accrediting agency, will prevent the school from seeking approval of its degree programs;
- d) At least a simple majority (51 percent) of credits earned in the educational programs of the school or college are transferable to educational programs that are:
 - At an equivalent or higher academic level (e.g., baccalaureate to baccalaureate or higher);
 - at a junior college, college or university supported entirely or partly by taxation from a local or state source; and
 - within the same local/regional service area as the offered program, as determined by TWC.

If the school is accredited by a regional accrediting body recognized by THECB, submit a copy of the accreditation letter from the accrediting body which provides the school's current accreditation status.

If the school is accredited by one of the national, professional or specialized accrediting bodies recognized by THECB, submit a letter or other document from at least one college, junior college, or university supported entirely or partly by taxation from either a local or state source, located within the same local/regional service area as the school, providing evidence that at least 51% of credits earned in the educational programs of the school are transferable to educational programs at an equivalent or higher academic level (e.g., baccalaureate to baccalaureate or higher) at that public institution of higher education.

B. Approved by Other State Agency

Exemption Criterion:

A school or course that is otherwise regulated and approved under and pursuant to any other law or rulemaking process of this state, or approved for continuing education credit by an organization that accredits courses for the maintenance of a license, except as provided by Section 132.002, Subsection (c) - Section 132.002(a)(7) of the Texas Education Code

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Required Documentation:

To establish that your school is exempt under this section, send a cover letter requesting exemption based on Approved by Other State Agency and submit all of the following:

1. School contact information: Name, address and telephone number (plus fax, email address and website address, if applicable).
2. Name, objective, length and cost of course(s) offered.
3. Evidence for one of the following:
 - a) Copy of certificate, license, letter or other document showing approval of your school/course under another law or rulemaking process of the State. Also submit the appropriate copy of the law or rule. Please know that we consider on-site inspections and the required maintenance of certain records to be an integral part of being regulated, or
 - b) Letter from an organization that accredits courses for the maintenance of a license stating that this course is approved and required for Continuing Education credit [but not as provided by Section 132.002(c)].
4. Name, address and phone number of the office enforcing the State law by which your school is regulated and approved.
5. Copies of advertisements used, including newspaper and yellow page ads, Web pages and marketing flyers or brochures. If you will not advertise, so state.

C. Approved by the Federal Aviation Administration

Exemption Criterion:

An aviation school or instructor approved by and under the supervision of the Federal Aviation Administration (FAA).

Required Documentation:

To establish that your school is exempt under this section, send a cover letter requesting exemption based on Approved by the Federal Aviation Administration under **Section**

132.002(a) (8) and submit all of the following:

1. School contact information: Name, address and telephone number (plus fax, email address and website address, if applicable).
2. Name, objective, length and cost of course(s) offered.
3. A copy of the FAA Certificate for the course(s).

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D. Private K-12

Exemption Criteria

A private school offering primary or secondary education, which may include a kindergarten or prekindergarten program, and that satisfies the compulsory attendance requirements of Section 25.085 pursuant to Section 25.086(a)(1) of the Texas Education Code.

Required Documentation:

To establish that your school is exempt under this section, send a cover letter requesting exemption based on Private K-12 under **Section 132.002(a) (10)** and submit all of the following:

1. School contact information: Name, address and telephone number (plus fax, email address and website address, if applicable).
2. A notarized affidavit stating that the school will offer only pre-k, kindergarten, elementary and secondary education, that satisfies compulsory attendance requirements of Section 25.085 of the Texas Education Code pursuant to Section 25.086 (a) (1) and will not offer a vocational training program or seminar.