

# Instructor Application

## Texas Workforce Commission

### Career Schools and Colleges

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

<p><b>1. Check One:</b></p> <p><input type="checkbox"/> Original Application*</p> <p><input type="checkbox"/> Additional Subjects*</p> <p><input type="checkbox"/> Resubmission in response to the Notice of Review</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Affirmative Professional Conduct answer</p> <p>*Enclose \$20 processing fee and Fee Sheet (CSC-186)</p>
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Authority for Data Collection: *Texas Education Code Section 132.052*  
Planned Use of Data: Determination of Instructor Qualifications

*Please type or print legibly.*

Today's Date (MM/DD/YYYY): \_\_\_\_\_

**2. CAREER SCHOOLS AND COLLEGES INFORMATION**

School #: \_\_\_\_\_ School Name: \_\_\_\_\_

School Location (Physical Address) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_ Toll-free #: \_\_\_\_\_

**3. APPLICANT INFORMATION (ALL FIELDS ARE REQUIRED)**

Legal Name (First Middle Last – Maiden-if applicable): \_\_\_\_\_

Home Address (Street, City, State, Zip): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth (MM/DD/YY): \_\_\_\_\_ Date of employment as instructor (MM/DD/YY): \_\_\_\_\_

**4. APPLICANT'S EDUCATIONAL HISTORY**

	School Name City/State	Date Begun (mm/yy)	Date Ended (mm/yy)	Major/Minor	Diploma/ Degree Awarded? (Yes or No)
Secondary Education					
900+ Clock Hour Post-secondary Program					
Associate Degree					
Bachelor Degree					
Postgraduate Degree					

**5. CURRENT CERTIFICATES OR OCCUPATIONAL LICENSES RELATED TO PROPOSED SUBJECTS**

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ #: \_\_\_\_\_

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**6. SUBJECT APPROVAL** (Copy this page as often as needed)

Subject(s) To Be Taught By NAME, not subject #	Qualifier Letter (List your selection from page 8 or 9)	List <b>ONLY</b> college course(s) successfully completed as part of an <b>AWARDED</b> degree and related to the subject(s) to be taught (Attach copy of transcript to support claim)	Number of College Credits Earned
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Applicant Name: \_\_\_\_\_

**7. APPLICANT'S WORK EXPERIENCE** (Copy page as often as needed)

Job Title: \_\_\_\_\_

Dates of Employment: from(mm/yy): \_\_\_\_\_ thru:(mm/yy): \_\_\_\_\_ TOTAL:(Yrs/Mo): \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Description related to subject(s) to be taught: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: from(mm/yy): \_\_\_\_\_ thru:(mm/yy): \_\_\_\_\_ TOTAL:(Yrs/Mo): \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Description related to subject(s) to be taught: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: from(mm/yy): \_\_\_\_\_ thru:(mm/yy): \_\_\_\_\_ TOTAL:(Yrs/Mo): \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Description related to subject(s) to be taught: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: from(mm/yy): \_\_\_\_\_ thru:(mm/yy): \_\_\_\_\_ TOTAL:(Yrs/Mo): \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Description related to subject(s) to be taught: \_\_\_\_\_

**8. PROFESSIONAL CONDUCT:**

- 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” to a charge of immoral conduct?  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

**Attach a separate typewritten explanation to fully explain any circumstances resulting in a “YES” answer to Questions A-D above.**

- E. Have you ever been convicted of a felony or of a misdemeanor other than minor traffic offenses?  Yes  No

**If you answer “YES” to Question E above, please refer to the next page of this application (page 5) for further instructions.**

I agree, consent, and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such 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 do hereby 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 therefrom. 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*

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

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Applicant’s Signature	Date (MM/DD/YYYY)	Typed or printed name of Applicant

- 10. AUTHORIZATION:** As an authorized school official, I have carefully reviewed and verified the qualifications of the proposed employee and his/her statements contained in this application. To the best of my knowledge and belief, he/she is qualified for the position as required by *Texas Administrative Code, Section 807.81*.

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Signature of Authorized School Official	Title of Authorized School Official

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Typed or printed name of Authorized School Official	Date (MM/DD/YYYY)

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*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.*

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## **AFFIRMATIVE ANSWER TO QUESTION #8E OF THE INSTRUCTOR APPLICATION**

If the applicant answers in the affirmative (yes) to Question E under Professional Conduct on page 4, the following documentation must be provided in a written letter signed by both the applicant **AND THE SCHOOL DIRECTOR**:

### **DETAIL:**

- (1) date of incident, type of offence (felony or misdemeanor), nature and seriousness of the offense, and explanation of the incident;
- (2) amount of time served and/or amount of fines paid;
- (3) age at the time of the commission of the offense;
- (4) listing of the dates and types of all past criminal activity;
- (5) names, addresses and telephone numbers of employers just prior to and following the criminal activity;
- (6) evidence of rehabilitation or rehabilitative efforts while incarcerated or following release;
- (7) copy of probation or parole order/release (indicating completion date of probation/parole); **if still on probation/parole, please provide future date of release.**
- (8) other evidence of present fitness including letters of recommendation from prosecution, law enforcement, and correctional officers who prosecuted, arrested, or had custodial responsibility; the sheriff and/or chief of police in community; and other persons in contact with applicant;
- (9) work history from the date of discharge to the present – (Applicant may reference Item 7 of the application.);
- (10) evidence that applicant has maintained a record of good conduct and paid all costs as may have been ordered in the case(s).

**Please remember both the applicant and the SCHOOL DIRECTOR MUST sign this letter.**

**TEXAS WORKFORCE COMMISSION**  
**Career Schools and Colleges**  
**INSTRUCTIONS**

**Instructor Application**

*Please type or print legibly.*

*Failure to follow instructions will delay the approval process. **An instructor application (pages 1 - 4 only) must be postmarked within 5 days of the applicant's employment as an instructor.** Instructors teaching any subjects in a diploma or certificate program approved by the Texas Workforce Commission must submit an instructor application, Title 40, Texas Administrative Code 807.81(b). Instructors teaching solely in degree programs authorized by the Texas Higher Education Coordinating Board are not required to submit an instructor application. **Please do not submit the Instruction pages (pages 5-9) with the Application.***

**PAGE 1**

**Section 1: TYPE OF APPLICATION**

Check the applicable category.

**Section 2: CAREER SCHOOLS AND COLLEGES INFORMATION**

TWC assigns a number to each career school and college. If you do not know your school#, leave blank. Please provide complete school name, address and applicable telephone numbers.

**Section 3: APPLICANT INFORMATION**

Blanks may delay the approval process.

**Section 4: APPLICANT'S EDUCATIONAL HISTORY**

- a. List educational institution names, complete addresses, dates and type of diplomas or awarded degrees.
- b. Submit only documents that validate the educational history claimed, including clear copies of transcripts and diplomas from conferred degrees or Certificates of Completion from recognized postsecondary institutions. **Do not send continuing education certificates and seminar/workshop completion certificates.**
- c. Failure to include educational documentation will delay the review process.

**Section 5: CURRENT CERTIFICATES, OCCUPATIONAL LICENSES OR APPROVALS RELATED TO PROPOSED SUBJECTS**

- a. List applicant's current certificates, occupational licenses or approvals relevant to the subjects to be taught. (Examples: RN, LVN, JD, etc.) Nurse Aide and Medication Aide program directors and instructors must submit a copy of their Texas Department of Aging and Disability Services (DADS) approval.

**PAGE 2**

**Section 6: SUBJECT APPROVAL**

- a. *Subjects To Be Taught.* List the subjects to be taught by the applicant by name (not number) as they appear in your school catalog. **Attach** a copy of the catalog pages that describe the subjects to be taught. **Failure to include relevant catalog pages with subject descriptions may delay the application process.**
- b. *Qualifier Letter.* See page 8 of the instructor application. **Determine and select** an appropriate instructor qualifier. Submit **only** clear copies of the documents validating the educational qualifier claimed. Do **not** submit continuing education certificates, seminar/workshop completion certificates. **Failure to include appropriate educational documentation will delay the review approval.**
- c. *College courses successfully completed as part of a conferred degree and related to the subjects to be taught.* List courses successfully completed by the applicant as part of an **awarded** degree (associate, bachelor, and/or graduate levels) which may be applied as part of a qualifier listed on page 8. A degree transcript including a degree-conferred date must be provided to substantiate certain qualifiers. **Failure to include educational documentation will delay the review process.**
- d. *Number of College Credits Earned.* Only semester and/or quarter credit hours from an awarded degree are eligible for use as part of a qualifier. Credit hours must be validated by inclusion of a **transcript**. **Failure to include a transcript will delay the review process.**

**PAGE 3**

**Section 7: APPLICANT'S WORK EXPERIENCE**

- a. Please provide complete employer name, address, telephone numbers and dates and length of employment. The job description must relate to the subjects to be taught and demonstrate that the applicant has the necessary work experience to validate the qualifier chosen from page 8.
- b. Provide only work experience from within the last ten years.

**PAGE 4**

**Section 8: PROFESSIONAL CONDUCT**

- a. Failure to answer all Professional Conduct questions will delay the review process. If an affirmative answer (yes) is recorded for Questions A-D, submit supporting documentation -- a typewritten explanation on a separate page signed and dated by the applicant and the school director. If Question 'E' is answered in the affirmative, you will need to comply with the instructions on page 5 of this application.
- b. Signature and date: **Only an applicant's original signature is acceptable. No copies accepted.**

**Section 9: APPLICANT CERTIFICATION**

- a. The applicant certifies that all the information provided on the application and in the foregoing statements is true and correct.
- b. Signature and date: **Only an applicant's original signature is acceptable. No copies accepted.**

**Section 10: AUTHORIZATION**

- a. The authorized School Official accepts responsibility for the careful review and verification of the qualifications of the proposed employee and his/her statements on the application.
- b. Signature and date: **Only an original signature from the authorized School Official is acceptable. No copies accepted.**

**PAGE 5, 6, & 7 (Do not submit these pages with application.)**

INSTRUCTIONS

**PAGE 8 & 9 (Do not submit pages 8 or 9; however, do submit educational documentation with the application.)**

INSTRUCTOR EDUCATIONAL/EXPERIENCE QUALIFICATIONS.

You will use this page to complete page 2.

*Title 40, Texas Administrative Code 807.81.*

**PAGE 9 (Do not submit with application.)**

VARIANCE INFORMATION

*The approval process for the instructor application is contingent on the submission of all requested information, including a completed Instructor Application with original signatures, educational documents, and supporting documents for affirmative answers in the Professional Conduct Box, when applicable. Original application submissions, accompanied by the processing fee, must be postmarked within five calendar days of the applicant being employed as an instructor at the school.*

**Mailing Address for applications with Money:**

Texas Workforce Commission  
Career Schools and Colleges – Controller  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001

**Mailing Address for applications without Money:**

Texas Workforce Commission  
Career Schools and Colleges – Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001

(Make checks payable to TWC - Career Schools and Colleges and mail with Fee Sheet CSC-186.)

**When submitting the application, please send the following:**

- Pages 1-4 of the instructor application
- Original signatures for both the applicant and a school official
- Transcript or diploma for educational qualifier
- Nurse Aide and Medication Aide program directors and instructors must submit a copy of their DADS approval
- \$20 instructor application fee
- Fee sheet, CSC-186

## INSTRUCTOR EDUCATIONAL/EXPERIENCE QUALIFICATIONS

**Determine and select** the minimum Educational/Experience Qualifier under which instructor applicant is submitted to teach subject(s) listed on the application as required by *Title 40, Texas Administrative Code, Section 807.81(b)*. **Please place this selection on page 2 of the Instructor application.**

### **The instructor has a master's degree or higher that:**

- A. includes satisfactory completion of six semester credit hours or eight quarter credit hours in the subject to be taught;
- B. includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area and one year of related practical experience within the ten years immediately preceding employment by the school, if the subject to be taught is in a technical field.
- C. includes satisfactory completion of three semester credit hours, or four quarter credit hours in the subject area to be taught, if the subject to be taught is in a non-technical field; **OR**
- D. the instructor has a master's degree or higher and one year of related practical experience in the subject to be taught within the ten years immediately preceding employment by the school, if the subject to be taught is in a non-technical field.

### **The instructor has a bachelor's degree that:**

- E. includes nine semester credit hours or 12 quarter credit hours related to the subject area to be taught;
- F. includes satisfactory completion of six semester credit hours or eight quarter credit hours in the subject area to be taught and one year of related practical experience within the ten years immediately preceding employment by the school, if the subject to be taught is in a technical field;
- G. includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area and one year of related practical experience within the ten years immediately preceding employment by the school, if the subject to be taught is in a non-technical field; **OR**
- H. the instructor has a bachelor's degree and two years of related practical experience within the ten years immediately preceding employment by the school.

### **The instructor has an associate's degree that:**

- I. includes satisfactory completion of nine semester credit hours or 12 quarter credit hours in the subject area to be taught and two years of related practical experience within the ten years immediately preceding employment by the school; **OR**
- J. the instructor has an associate's degree and three years of related practical experience within the ten years immediately preceding employment by the school.

### **The instructor has completed a 900+ clock-hour program**

- K. the instructor has a secondary education if it includes a certificate of completion from a recognized postsecondary school for at least a 900 clock-hour program in a relevant subject area and four years of related practical experience within the ten years immediately preceding employment by the school.

### **The instructor has a secondary education:**

- L. the instructor has a secondary education and five years of related practical experience within the ten years immediately preceding employment by the school.

### **Court Reporting Instructors**

- M. *Machine Shorthand, Theory and Speedbuilding only* – an associate's degree or higher and certificate of completion of machine shorthand theory requirements in an accredited court reporting program; an associate's degree in court reporting from any state-recognized school; a Registered Professional Reporter (RPR) or Certified Shorthand Reporter (CSR) certification from any state; **OR** a certificate of completion of a court reporting program from a state-certified school.
- N. *Court Procedures and Technology* – a Registered Professional Reporter or Certified Shorthand Reporter certification and one year of court reporting experience.

### **Modeling Instructors**

- O. a secondary education and certificate of completion from a modeling program of at least 45 clock hours from a state recognized school and at least five verifiable paid modeling jobs completed within the past five years; **OR** a secondary education and at least ten verifiable paid modeling jobs completed within the past five years.

### **Truck Driving Instructors**

- P. a secondary education, certified proof of successful completion of 40 clock hours in safety education and driver training, and three years of full-time tractor trailer driving experience within the ten years immediately preceding employment by the school.

### **Bartending Instructors**

- Q. one of the above-mentioned qualifications (A – L) and certified by the Texas Alcoholic Beverage Commission as having completed the required alcohol awareness course.

### **Nurse Aide Instructors**

- R. the program instructor must be a licensed nurse in the state of Texas, have a minimum of one year of nursing experience in a facility, and have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

**Medication Aide Instructors**

S. the program instructor must be a registered nurse and have a minimum of two years of experience in caring for individuals in a long-term care setting or be an instructor in a school of nursing, and have a minimum of one year of experience. The school must also have a pharmacist who is currently employed as a consultant pharmacist in a facility.

**VARIANCE INFORMATION**

Texas Administrative Code, Section 807.83(d) allows the Commission the authority to grant a variance from current rules for instructor approval. To submit an instructor variance request for evaluation, please follow the steps below.

**Write** a letter addressed to Career Schools and Colleges, requesting a variance from current rules which includes:

1. Subject(s) for which the variance is being requested as listed in the school catalog.
2. Current rule requirements in comparison to the applicant’s qualifications. See formatted example below.
3. Statement ensuring that the program quality will not be diminished using the applicant as an instructor and why.
4. Statement by the school director that this instructor applicant has demonstrated sufficient knowledge and skill to teach the subject.
  - A. If the instructor applicant HAS taught the subject(s) for which the variance is being requested, include the following:
    - (1) Student evaluations of the instructor for each subject taught.
    - (2) The school director’s evaluation of applicant’s ability to communicate knowledge of the subject(s), instructional methods used, preparedness for the class, interpersonal skills with the students, and ability to satisfactorily answer the students’ questions.
  - B. If the instructor applicant HAS NOT taught the subject(s) for which a variance is being requested, include the following:
    - (1) A commitment by the school director to submit student evaluations of the instructor for each subject taught within three months of the approval by variance.
    - (2) A commitment by the school director to evaluate the applicant and assess the applicant’s ability to communicate knowledge of the subject(s), the instructional methods used, preparedness for the class, interpersonal skills with the students, and ability to satisfactorily answer the students’ questions, and to submit that assessment within three months of approval by variance.

**Enclose** the following documents to accompany your letter:

1. Copy of the school’s final exam(s) taken by the applicant for the subject(s) on which the variance is being requested. The minimum acceptable score is 90%.
2. Completed Instructor Application for the applicant. The applicant must complete and submit all the pages of this application and provide validating documents for any educational qualifier.
3. \$20 processing fee & CSC-186 (fee sheet)

Variance Format Example (for Legal Terminology)

Rule Requirements	Instructor Variance Qualifications
Bachelor’s degree and nine semester credit hours related to the subject to be taught (Qualifier E) or Bachelor’s degree and two years experience related to the subject to be taught (Qualifier H)	Bachelor’s degree in Home Economics One year of experience working in a lawyer’s office Completed workshop on teaching techniques Studied the school’s course materials for “Legal Terminology” and scored a 95 on the final exam

**Address** your letter and mail with all required documents to:

Texas Workforce Commission  
 Career Schools and Colleges - Controller  
 101 East 15th Street  
 Austin, Texas 78778-0001