

# General Information for Original Application for a Certificate of Approval

## Texas Workforce Commission – Career Schools and Colleges

- You must apply as a Residence School or a Seminar School. A Residence School offers at least one "program." A "program" is a sequence of approved subjects offered by a school that teaches skills and fundamental knowledge required for employment in a stated occupation. Residence schools are commonly referred to as vocational schools, and they may offer seminars as well as programs.  
  
A Seminar School offers only seminars. A seminar is a course of instruction that enhances a student's career, as opposed to a program that teaches skills and fundamental knowledge required for a stated occupation.
- Contact a Certified Public Accountant or Public Accountant who is registered with the appropriate State Board of Public Accountancy to begin the required financial statement. Refer to the General Information Sheet, Evidence Necessary to Establish Financial Stability for a New School (CSC-016). This information should be given to your accountant. If there are any questions, have your CPA contact Career Schools and Colleges (512.936.3100 or [career.schools@twc.state.tx.us](mailto:career.schools@twc.state.tx.us)) concerning requirements.
- Corporations must submit copies of issued stock certificates, **front and back**. If the certificates are not sequential, provide a statement regarding the status of missing certificates. If the corporation is publicly held and regulated by the Securities and Exchange Commission, contact our office for further instructions. The corporation must be in compliance with Texas Franchise Tax reporting requirements. If the school is not operated in the same name as the corporation, submit evidence of assumed name registration with the Secretary of State and the County Clerk in each county where instruction will be taking place. Submit a copy of the certificate of incorporation issued by the Secretary of State.
- Partnerships must submit a copy of the partnership agreement. If the school is not operated in the same name as the partnership, submit evidence of assumed name registration with the County Clerk in each county where instruction will be taking place. Submit proof of registration with the Secretary of State.
- Sole proprietors or individual owners must submit evidence of assumed name registration for their schools with the County Clerk in each county where instruction will be taking place.  
*NOTE: Certain types of schools are prohibited from using the word "college," "university," "seminary," "school of medicine," "medical school," "health science center," "school of law," "law school," or "law center" in the official school name. If you wish to use any of these words in the school or corporate name, you must first obtain approval from the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711 (512.427.6101). Also, certain words are prohibited such as "certification," "certified," "registered," or "licensed" as they might lead students to believe that they will be certified, licensed, etc., upon completion of training.*
- Follow the Guide to Catalog and Supplements (CSC-001X) and Index to Catalog and Supplements (CSC-001Y) to prepare the draft of your catalog. A Sample Catalog (CSC-001XSAM) is available on the Career Schools and Colleges website. The CSC-001XOUT is a fillable catalog outline with sample policies that can be copied for cancellation, refund, satisfactory progress, academic probation, attendance, leave of absence, and make-up work is available at [Career Schools and Colleges Forms](#).
- The Enrollment Agreement Checklist (CSC-190) will guide you in the development of your enrollment agreement. A Student Enrollment Agreement Sample (CSC-190SAM) is available on the Career Schools and Colleges website at [Career Schools and Colleges Forms](#). A school does not need an enrollment agreement for a seminar that will be completed within three consecutive calendar days.

**DO NOT print multiple copies of your catalog and enrollment agreement until the draft has been approved by the TWC consultant.**

NOTE: Every school must have a school director, but not necessarily a Director of Education.

NOTE: Every school must have at least one teacher for each subject that will be taught.

Submit a Representative Registration Application (CSC-014) for each representative. Any individual employed to recruit students must be registered as a representative. If a school is owned by a corporation, the corporation is the employer, and anyone soliciting for the school must be a representative. If the school is owned by an individual or a partnership, the individual or partners are not required to register as representatives. There is also a requirement that all representatives (those who recruit or admit students to a career school or college) take an approved training. Information can be located on the Career Schools and Colleges website at <http://www.twc.state.tx.us/svcs/propschools/representative-training-requirement.pdf>.

Follow the directions in the New Program Application (CSC-302) for each program or seminar your school will offer. A sample new program application, CSC-302SAM is available. If you plan to offer an Associate Degree level program, you must obtain approval from the Texas Higher Education Coordinating Board. NO program or seminar fee is required with your original application.

The Facility and Equipment Inspection Request, CSC-004 tells us when your school will be ready for an on-site inspection of your facility and equipment. The "survey visit" which must occur before the school can be approved. The equipment required for instruction is determined by the program objective.

Determine whether you will apply as a "Large School" or a "Small School." A "Large School" receives payment from federal funds under Title IV, **or** has an annual gross income from student tuition and fees, minus refunds, *greater than* \$100,000 for programs regulated by the Agency.

A "Small School" has an annual gross income from student tuition and fees, minus refunds, *less than or equal to* \$100,000 for programs regulated by the Agency, **and** does not receive any payment from federal funds under Title IV.

Complete the Career Schools and Colleges Fee Sheet (CSC-186). There are four separate fees:

1) Application for Certificate of Approval	<u>\$3,000 for large schools, \$1,001 for small schools</u>
2) Application for Director	<u>\$20.00</u>
3) Instructor Application(s)	<u>\$20.00 for each instructor</u>
4) Representative Registration Application(s)	<u>\$90.00 for each representative</u>

Make your check or money order payable to TWC – Career Schools and Colleges. **STATE LAW REQUIRES THAT ALL FEES BE SUBMITTED FOR YOUR APPLICATION TO BE PROCESSED.**

**Forward all required documents with fees to: Texas Workforce Commission**  
**Career Schools and Colleges - Controller**  
**101 East 15<sup>th</sup> Street**  
**Austin, Texas 78778-0001**

**FEES WILL NOT BE REFUNDED, even if the application is not approved.**

The application will be withdrawn and the file closed when the application remains incomplete six months after the date of submission. After the application is withdrawn, it will be necessary to reapply and submit applicable fees.