

**Directions for Changing the Name of a Career School or College Owner**  
**Texas Workforce Commission – Career Schools and Colleges**

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- A. Submit an original of the following:
1. CSC-001(R/S) Application for Certificate of Approval using the new name of the owner of the school.
  2. CSC-001W Owner’s Affidavit for each owner listed on the application, using the new name of the owner of the school.
  3. CSC-001V Affidavit of On-Campus Enrollment using the new name of the owner of the school, if applicable. (Not required for schools with a Detachable Notice of Cancellation on enrollment agreement).
  4. School Catalog - see Catalog Guide CSC-001X/XS\*\*\*, using the new name of the owner of the school where applicable. (Addendum and paste-over may be used until next printing). All Catalog changes for schools shall be accompanied by the form CSC-042R/S Summary of Changes.
  5. Enrollment Agreement, see Enrollment Agreement Checklist (CSC-190) enclosed, using the new name of the owner of the school if applicable, with the Summary of Changes CSC-042R/S.
  6. All other documents (and advertisements) where the name of the owner of the school appears, using the new name of the owner of the school, if applicable.
- B. Submit the fee of \$150 for the school with CSC-186 fee sheet.
- C. If the owner is a corporation, submit a copy of the amended certificate of incorporation issued by the Secretary of State.
- D. If the owner is operating under an assumed name, county assumed name registration is required. Submit evidence of registration of the new name with the county clerk. Evidence of assumed name registration with the Secretary of State is also required if the owner is a corporation operating under an assumed name.

Forms are available on our website: [www.texasworkforce.org/careerschoolforms](http://www.texasworkforce.org/careerschoolforms)

**NOTE:** *Certain types of schools are prohibited from using the words “college” or “university.” Should you wish to use either of these words in the school or corporate name, you must first obtain approval from the Texas Higher Education Coordinating Board, located at 1200 East Anderson Lane, Austin, Texas, 78752 (mailing address: P. O. Box 12788, Austin, TX 78711-2788), and provide a copy of that approval with your new application.*