

## Summary of Changes

### Texas Workforce Commission – Career Schools and Colleges

1. To submit New or Revised Course Application, refer to the instructions on CSC-302, New Course Application or CSC-303, Revised Course Application. New Course Applications require that you submit one copy of the catalog pages. Revised Course Applications must include one copy of the current catalog pages and one copy of the revised catalog pages. Both applications require that you include **a notarized original** of the cover sheet (page 2) of CSC-042 with your application.
2. For all other catalog submissions, submit **a notarized original** of the CSC-042, with all changes/revisions annotated. Attach explanations detailing proposed changes/revisions. **Changed/revised documents submitted without a cover sheet will be returned unprocessed.**
3. All changes/revisions must be listed and explained. Be as specific as possible, both in listing the change/revision, and in the explanation. For example, if the faculty has changed, list the names of the people no longer employed and list the new employees.
4. When listing changes/revisions, use the following categories:

REVISED:	(Changes/revisions to existing information)
NEW:	(Information not previously provided)
DELETED:	(Information being removed)
5. **If you are changing/revising your catalog, send a complete catalog, not just revised pages.** We need to have on file the catalog you are giving to your students.

#### **TWC must be notified of all changes/revisions**

#### **Each changed/revised area must be listed and explained**

**You are responsible for ensuring that the attached document contains all information required by the TWC and that all statements and policies made in the attached document are true, correct, and in compliance with the Texas Education Code and the Texas Administrative Code.**

**Failure to notify TWC or failure to ensure compliance of changes/revisions may result in any of the following:**

**Revocation of the Certificate of Approval  
Denial of the Certificate of Approval  
Civil Penalty  
Refund Audit  
Full Refund of Tuition  
Interest Penalties**

*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.*

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Summary of Changes
(Cover Sheet)

SCHOOL # SCHOOL NAME:

RETURN TO: (Name, Title of School Official)

(Address)

(E-Mail Address) (Phone) (Toll-free number, if applicable)

Table with 3 columns: Item Number, Description, Page Number, and Check if Revised. Items include Table of Contents, School Address, Identifying Data, History, Facilities, Staff, Fees, Calendar, Hours, Policies, etc.

I certify that the attached document contains all information required by the Texas Workforce Commission and that all statements and policies made in the attached document are true, correct, and in compliance with the Texas Education Code and the Title 40, Texas Administrative Code.

Signature of Owner or Director Date

Typed or Printed Name and Title

Notary section containing: Notary, Subscribed and Sworn to Before Me This Day of, 20, MY COMMISSION EXPIRES (mm/dd/yy):, SEAL, and Signature of Notary Public.