

Survey Visit Checklist & List of Required Exhibits and Records

Texas Workforce Commission – Career Schools and Colleges

School#: _____ Name of School: _____

Physical Address: _____

E-mail: _____ Certificate Expiration Date (mm/dd/yyyy): _____

Phone #: _____ FAX: _____ Toll Free #: _____

Survey Date (mm/dd/yyyy): _____ Type of Visit: _____

TWC Surveyor: _____

School Contact: _____ Title: _____

This survey visit will consist of several parts: (1) an examination of the exhibits listed on the attachment; (2) a tour of the school facilities; (3) a review of requested documents; (only items 1-12 on the CSC-100E are Required Exhibits for ORIGINAL or MODIFICATION surveys); and (4) an inspection of other applicable items. Please refer to Page 3 for an explanation of abbreviations.

STUDENT FILE REVIEW: (not required for Original or Modification Visits)

1. Master Student Registration List dating from last survey conducted on: _____
The surveyor will randomly mark the Master Student Registration List identifying student files to be examined. The list of required records for a complete student file is located on the attachment.

TOUR OF SCHOOL:

2. Class schedules for the current grading period, indicating instructors, room numbers, subjects taught in each room and number of students in each subject, were available. Classes were or were not being held according to the published class schedule. The pupil/teacher ratios were or were not satisfactory. Classes were or were not observed.

3. TAC 807.301 required notification is posted, visible and readable by students, in the following areas:
 central location near/at main entrance student common area(s)
 student solicitation area(s) student financial aide areas student enrollment areas
 if applicable, other areas needed for corrective action: _____

Alternate Requirements for Itinerant Schools:

- provided to students at registration posted in the venue/room where training takes place
4. Notice conveys each of the following messages (not necessarily the specific language)
 (1) The school has a Certificate of Approval from the Texas Workforce Commission (TWC); the TWC-assigned school number is provided.
 (2) The school's programs are approved by TWC. (*and, if applicable, the name(s) of other Texas state agencies and name(s) of any relevant accrediting bodies.*)
 (3) Students must address their concerns about the school or any of its educational programs by following the grievance process outlined in the school's catalog.
 (4) Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a complaint with TWC, and other relevant agencies or accreditors.
 (5) Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.
5. Facility is maintained and utilities are operating properly:
 air conditioning/heating lighting rest rooms other: _____
6. Instructional equipment is sufficient for class sizes and operational or is removed from classroom or clearly marked as out of service.

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STUDENT FILES/RECORDS:

7. Check for completeness and correctness:
- Enrollment Agreement (*not for Seminars of 3 or less consecutive calendar days*)
 - CSC-005, Receipt of Enrollment Policies (*not for seminars, single subjects, or SSw/<40*)
 - CSC-010, Record of Previous Education & Training (*not for seminars, single subjects, or SSw/<40*)
 - Proof Student Has Toured the Facilities & Equipment (*not Seminar-Only or DE schools*)
 - HS/GED/ATB/Home School/College Credits (*Sem. & SSw/<40 may have other TWC approved*)
 - Documents of Re-enrollment or Program Changes (*not Seminars of 3 or less consecutive calendar days or SSw/<40*)
 - Attendance Records (Including LOA and Make-up Requests)
 - Progress Records/Transcripts (*not for Seminar Only schools*)
 - Record of Charges (w/reason)/Payments (w/payor & type of funding) to student account with receipts
 - **Plus for All Drops, Cancellations and Terminations:**
 - Refund Calculation Worksheet or other evidence of calculations using the statutory formula
 - Check #s & Dates for refund paid within 60 days of termination, not cleared at day of survey
 - Evidence of completed refunds within 120 days of the effective date of termination

INSTRUCTOR/DIRECTOR/REPRESENTATIVE APPROVALS AND RECORDS:

8. All representatives are registered.
9. Director is approved or has been submitted.
10. Designee has not changed.
11. Designee understands and is able to perform duties.
12. All instructors have been approved or submitted to TWC for approval, or if school is accredited and has been licensed for at least one year, applications are complete and on file with supporting documents.
13. Annual evaluation of instructors by school official and by students.
14. Documentation of licensed and certified instructors' active participation in course development and revisions, such as staff meeting agenda indicating instructor input.
15. Written plan for staff development and documentation of implementation, including: continuing education classes, staff meetings designed for development and training, attendance at trade and professional meetings, conferences and shows, use of professional's journals and audio/visual training and development materials, and observation of, or participation in, on-the-job activities.
16. Record of annual continuing education for: the school director, each full-time instructor and director of admissions (if school has this position).
17. Outline & schedule of in-service training (competency-based training, instructional methods, adult learning styles, student learning & skills assessment) provided for instructors without prior teaching experience.
18. Documentation of in-service training providing updates on skills, knowledge, and technology for instructors who have taught for two years but have not gained relevant work experience during the two-year period.

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COURSES OF INSTRUCTION RECORDS REVIEW:

- 19. The titles, hours and tuition in the catalog or seminar school brochure provided to students match the current information in PECOS and/or on the Directory of Licensed Career Schools and Colleges.
- 20. Total current enrollment in all approved courses: _____
- 21. List of Advisory Committee members for each type of program in excess of 200 clock hours.
(Not required for seminar schools)
- 22. Annual Advisory Committee evaluations of curricula, instructional materials and media, equipment, and facilities for each type of program in excess of 200 clock hours. Date of last meeting: _____
(Not required for seminar schools)
- 23. Back up documents for current Completer/Placement/Employment (Completer Follow-up Survey Form, CSC-072A) reported to TWC. *(Not required for seminar schools)*
- 24. Course outlines for each approved program subject (performance objectives, references and resources, content outline) given to students. *(Not required for seminar schools.)*
- 25. Lesson plans for each approved program subject. *(Not required for seminar schools.)*

MISCELLANEOUS:

- 26. Check that catalog with addenda, or seminar school brochure is what is in CSC school file.
- 27. Check that enrollment agreement is what is in CSC school file *(Not required for seminars of 3 or less consecutive calendar days).*
- 28. Certificate of Occupancy for current address or letter of release from municipality *(required for Original or Modification visits, but once issued, will not change).*
- 29. Current fire inspection by municipal authority, or letter of release and approval of private contractor from municipal authority (last inspection date) (mm/dd/yyyy): _____
- 30. If school facilities are rented or leased:
Owner's/Leaseholder's Name: _____
Property Management Name: (if different from above): _____
Address: _____
Contact Person: _____ Phone: _____
- 31. Required exhibits are complete and current.

EXPLANATION OF ABBREVIATIONS:

DE	Distance Education
LOA	Leave of Absence
SSw/<40	Small school with programs with course time of 40 hours or less.
SEM.	Seminar

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 or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Lists of Required Exhibits and Records

Required Exhibits:

- 1. Certificate of Occupancy for current address or letter of release from municipality
- 2. Current fire inspection by municipal authority, or letter of release and approval of private contractor from municipal authority (last inspection date) (mm/dd/yyyy): _____
- 3. Rental or lease agreement for school facilities, or statement of ownership for current address
- 4. Rental or lease agreement for instructional equipment and instructional aids or statement of ownership.
- 5. Floor plan and school facilities are adequate for student capacity, and include:
 - room numbers pupil capacities break room utilities
 - uses of rooms room dimensions restrooms record storage
- 6. Inventory of equipment & instructional aids adequate for student capacity and course objective
- 7. Current list of textbooks, software, and reference library, including:
 - title(s) author/publisher copyright dates(s)
- 8. Sample of each certificate and/or diploma awarded to students
- 9. Narrative description of the school's way of taking and maintaining a positive record of attendance, including when taken, symbols, methodology, and provisions for permanent maintenance; or evidence of TWC approval of alternative method of accurately determining a student's last date of attendance for refund purposes and accurate monitoring of absences.
- 10. Sample of forms used to record attendance; and progress, grades and transcript forms (*progress, grades and transcript forms not required for seminar schools*)
- 11. Statement outlining the methods of payment available to students including, if applicable, terms of agreements with lending institution(s), charges and true annual percentage rate(s), and the institution name(s) and address(es)
- 12. Examples of all advertising (yellow page, newspaper ad, brochures, audio/video scripts, etc.)

Required Records for Student Files:

- Enrollment Agreement (*not for Seminars of 3 or less consecutive calendar days*)
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- Check #s & Dates for refund paid within 60 days of termination, not cleared at day of survey
- Evidence of completed refunds within 120 days of the effective date of termination

Other Documents:

- 13. Annual evaluations of instructors by school official and by students.
- 14. Annual evaluations of instructors by students.
- 15. Documentation of licensed and certified instructors' active participation in course development and revisions, such as staff meeting agenda indicating instructor input.

