

New Program/Seminar Application

Texas Workforce Commission – Career Schools And Colleges

Definitions {Ref. Title 40, Texas Administrative Code, §807.2 and §807.121}

A **program** is a set of approved subjects for post secondary organized instruction that may lead to an academic, professional or vocational certificate. When taken as a whole, it prepares a student for entry-level employment in a specific occupation.

A **seminar** is a course of instruction that enhances a student's career, as opposed to a program that teaches skills required for entry-level employment. It generally has a prerequisite and may include a workshop, an introduction to an occupation or a short course that teaches part of the skills for a particular occupation.

A **new program** is a program that

- has not been offered previously or has been offered and then discontinued; OR
- is being revised to provide training for a different occupation (Examples: legal secretary to paralegal; dental technician to medical technician; computer operator to computer programmer) OR
- provides training for additional occupation (Example: secretarial program adding a medical secretary option); OR
- is being revised so that the program's length will change 25% or more within a 12-month period Examples: a 600-hour program increasing to 750 hours; a 600-hour program decreasing to 450 hours).

To apply for a new program that HAS NOT BEEN OFFERED PREVIOUSLY, has been discontinued, or that is being revised with a 25% or more change in a 12-month period to the total number of hours, content, or lessons submit:

- Cover Sheet for New Program Application (p. 4 of this form, CSC-302)
- Attachment 1: Proposed Catalog Pages (see p. 5) [Appendix 1]
- Attachment 2: Subject syllabi (see p. 6) [Appendix 2]
- Attachment 3: Externship information (see p. 6)
- Attachment 4: Letter from the certification or licensing agency indicating approval of program content (if Applicable) (see p. 7)
- Attachment 5: Copy of certificate or diploma awarded program graduates (see p. 7)
- Attachment 6: Occupational Expert Support for Program Content and Length (see p. 7) [Appendix 3]
- Attachment 7: Equipment (see p. 7)
- Notarized Form CSC-042, Summary of Changes [licensed schools only]
- Form CSC-186, Fee Sheet [licensed schools only]
- Application fee of \$225 [licensed schools only]

Note: All degree programs must be approved by the Texas Higher Education Coordinating Board.

Schools applying for Original Certificate of Approval do not submit a CSC-042, CSC-186, and Application Fee

Note: "Contact hour" or "Course time" means a course or class period as follows:

- (A) a 50-minute to 60-minute lecture, recitation, or class, including a laboratory class or shop training, in a 60-minute period;
- (B) a 50-minute to 60-minute internship/externship in a 60-minute period; or
- (C) 60 minutes of preparation in asynchronous distance education.

For more information on new or revised course applications, call (512) 936-3100

To apply for a NURSE AIDE training program that is 150 CONTACT HOURS OR LESS, submit:

- Cover Sheet for New Program Application (see p. 4)
- Attachment 1: Proposed Catalog Pages (see p. 5)
- Attachment 3: Externship information (see p. 6)
- Attachment 4: Letter from Texas Department of Aging & Disability Services indicating program approval(see p.7)
- Attachment 5: Copy of certificate or diploma awarded program graduates (see p. 7)
- Attachment 7: Equipment (see p. 7)
- Notarized Form CSC-042, Summary of Changes [licensed schools only]
- Form CSC-186, Fee Sheet [licensed schools only]
- Application fee of \$225 [licensed schools only]

To apply for a MEDICATION AIDE training program submit:

- Cover Sheet for New Program Application (see p. 4)
- Attachment 1: Proposed Catalog Pages (see p. 5)
- Attachment 3: Externship information (see p. 6)
- Attachment 4: Letter from Texas Department of Aging & Disability Services indicating conditional program approval (see p. 7)
- Attachment 5: Copy of certificate or diploma awarded program graduates (see p. 7)
- Attachment 7: Equipment (see p. 7)
- Notarized Form CSC-042, Summary of Changes [licensed schools only]
- Form CSC-186, Fee Sheet [licensed schools only]
- Application fee of \$225 [licensed schools only]

To apply for a VOCATIONAL NURSE training program submit:

- Cover Sheet for New Program Application (see p. 4)
- Attachment 1: Proposed Catalog Pages (see p. 5)
- Attachment 3: Clinical information (see p. 6)
- Attachment 4: Letter from Board of Nursing Examiners indicating conditional program approval (see p. 7)
- Attachment 5: Copy of certificate or diploma awarded program graduates (see p. 7)
- Attachment 7: Equipment (see p. 7)
- Notarized Form CSC-042, Summary of Changes [licensed schools only]
- Form CSC-186, Fee Sheet [licensed schools only]
- Application fee of \$225 [licensed schools only]

To apply for a NEW SEMINAR submit:

- Cover sheet for New Seminar Application (p. 4)
- One copy of proposed catalog pages referencing the seminar, which must include: Seminar title, contact hour length seminar objective (what students will learn how to do), admissions requirements, textbook, and the price. If seminar is over 10 hours, the time spent on each main topic must also be stated.
- Notarized Form CSC-042, Summary of Changes [licensed schools only]
- Form CSC-186, Fee Sheet [licensed schools only]
- Application fee of \$35 [licensed schools only]

Outcome Requirements for Certificate-Level Vocational Programs

The Texas Workforce Commission (TWC) has two concerns regarding program outcomes for certificate-level vocational programs:

- All training programs should achieve a minimum rate of employment in a field related to the training to be classified as certificate-level vocational programs;
- A program's outcome should be competitive with statewide outcomes for the same type of program.

Minimum Employment Rates and Actions Required:

We have reviewed program outcome requirements for other training programs regulated by TWC in addition to regulations by accrediting bodies and career programs in other states. We also have received input from several career schools and colleges around the State. Accordingly, we have established the **minimum acceptable employment rate for certificate-level vocational training programs in careers schools. That rate is currently 60%.**

If the employment rate for one or more of your certificate-level vocational programs is below 60% for the reporting period, your institution will be required, for each program with a rate below 60%, to submit the following to TWC:

- a written analysis of why the reported employment rate for that certificate-level vocational program was below 60%; and,
- an action plan to include specific actions, with timelines, that the school will take to increase the program's employment rate to 60% or above.

Preferable Employment Rates and Actions Required

All career schools must continue to work hard to increase their employment rates. Although the minimum employment rate for a certificate-level vocational program is 60%, TWC strongly encourages all schools and colleges to strive to achieve program employment rates that are 70% or above.

Agency Actions Regarding Programs with Less Than 60% Employment Rates

We will monitor certificate-level vocational programs for improvement in the subsequent report year. If a program's employment rate remains below 60% for three consecutive years, TWC will initiate action to revoke the approval of the program.

New Program/Seminar Application

Texas Workforce Commission – Career Schools And Colleges

TWC USE ONLY

Receipt # _____

Fee Paid _____

Date Paid _____

Initialed by _____

For LICENSED SCHOOLS:

Send New Program Application with \$225 fee to:
Send New Seminar Application with \$35 fee to:
TWC/Career Schools and Colleges - Controller
101 East 15th Street
Austin, TX 78778-0001

For SCHOOLS APPLYING FOR LICENSURE:

Send New Course Application without fees to:
Texas Workforce Commission
Career Schools and Colleges – Room 226T
101 East 15th Street
Austin, TX 78778-0001

Check one box only: Program Seminar

School Name _____ School #S _____

School Mailing Address _____

School Phone _____ School FAX _____

Contact Person _____ Contact's E-mail Address _____

Overview of the Course of Instruction

Course Name: _____

Stated Occupation(s): _____

Classification of Instructional Programs (CIP) Code Number: _____

Course Length: _____
(Contact Hours) (Quarter Credit Hours, if applicable) (Semester Credit Hours, if applicable)

Number of Lessons (Online/Distance Ed Courses Only) _____ Total Course Price: _____

Projected completion rate for students who enroll in the **Program Only**: _____

Projected employment rate for students who graduate from the **Program Only**: _____

I certify that the information provided in this New Program/Seminar Application is true and correct to the best of my knowledge.

I understand that if the **program's** employment rate remains below 60% for three consecutive years, the program approval will be revoked.

Typed Name of School Director

Signature of School Director

Date (mm/dd/yyyy)

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.

ATTACHMENT 1: Proposed Catalog Pages

[Ref. Title 40, TAC, §807.175(a)(8), (10), (13), and (14)]

Submit one (draft) copy of the various proposed catalog pages that contain the following information:

A. Program title

B. Program description that includes: (*see Appendix 3*)

1. Occupation(s) for which training will be provided
2. Main job-skills students will learn, and
3. Different work settings in which program graduates may work

C. Admissions requirements

1. Admissions requirements for the proposed program. Include education, experience, and testing.
2. If a test is given, provide the name of the test and the minimum acceptable test score. If the test is not nationally recognized, submit a copy of the test.

D. Program outline to include: (*see Appendix 3*)

1. List of subjects/levels in the program in the order they will be offered
2. Contact hours of lecture, lab, and externship (and credit hours as applicable) for each subject in the program
3. Subtotal the individual contact hours for lecture, lab, and externship (and credit hours as applicable)
4. Total contact hours (and credit hours as applicable) for the program
5. Length of time (in weeks or months) to complete the program

E. Subject description/synopsis for each subject with prefixes and titles to include: (*See Appendix 3*)

1. Description of skills students will learn and how they will apply these skills - **not** what they will know, understand, or be familiar with.
2. Prerequisites for each subject
3. Number of contact hours of lecture, lab, and externship and credit hours (semester/quarter) if applicable

F. Fee breakdown and total amount students will be charged for the program

G. Class schedule showing hours per day, days per week, and class start dates (List all dates the school will be closed for holidays, teacher in-service days, etc.)

ATTACHMENT 2: Subject Syllabi (Not Included In Actual Catalog):

Provide a syllabus for each subject to include the following: (*See Appendix 2 for an example of a subject syllabus*)

- a. Subject description
- b. Subject length
- c. Performance objectives or competencies, e.g., what students will be able to do after completing the subject. They should support the job-specific skills.

Example: Medical Terminology

- 1) Spell and define common prefixes, suffixes, word roots, combining forms for each body system
- 2) Build medical words using prefixes, suffixes, and root words for each body system
- 3) Spell and define common medical terms for each body system
- 4) Pronounce common medical terms for each body system
- 5) Identify and translate common abbreviations and acronyms for each body system
- 6) List examples of words whose spelling varies in different forms
- 7) Describe the difference between brief forms and medical slang and give examples of each body system

- d. Prerequisites for subject
- e. Textbooks, software, and other instructional materials and media (include author's/producer's name, title, publisher, and copyright date/software version)
- f. Instructional methods used (such as lecture, demonstration, cooperative learning, simulated work site, self-paced learning, computer-based instruction, etc)
- g. Maximum student to instructor ratio (lecture and lab)
- h. Reference materials and media for the subject (author's/producer's name, title, publisher, and copyright date)
- i. Daily or weekly outline (list) of the main topics discussed
- j. Grades determination (percentage of the grade from tests, skill demonstrations, attendance, etc)

These syllabi must be distributed to students on the first day that the subject is taught and will be reviewed during your annual TWC visit.

ATTACHMENT 3: Externship (if applicable) Provide the following:

- a. Externship schedule -- hours per day, number of days per week, and number of weeks
- b. Maximum number of externs in the program at any one time
- c. Copies of letters from employers to verify that sufficient on-site clinical or externship arrangements have been made. (These letters must note how many externs may participate at a particular work site at any one time.)
[**Medication Aide Externship LTC Commitment Letters, which are submitted by the student at registration, are individually completed for each student and must indicate that the facility agrees to provide the required 10 hours of clinical training under the direct supervision of a licensed nurse.]
- d. Number of visits the school's externship coordinator will make to the work site to monitor an extern
- e. Number of telephone contacts the school's externship coordinator will make with the work site supervisor to monitor extern's progress
- f. Information on whether a weekly meeting will be held for externs to discuss their experiences and observations
- g. Whether externs will be required to keep a daily journal on their observations and experiences
- h. Whether externs will be required to write a final report on what they have learned from their externship
- i. Explain how externs will be evaluated. Submit a copy of the externship monitoring form. This form should list the knowledge, skills, and attitudes or qualities to be monitored and evaluated by the work site supervisor. It must also indicate how often externs will be evaluated by their work site supervisors.

ATTACHMENT 4: Attach a letter from the certification or licensing agency indicating approval of program content (if applicable).

ATTACHMENT 5: Attach a copy of the certificate or diploma that will be awarded to program graduates.

ATTACHMENT 6: Occupational Expert Support For Program Content and Length

[Ref. Title 40, Texas Administrative Code, §807.122(b) and §807.122(d)]

Provide five (5) Occupational Expert Support forms (see Appendix 1) from employer representatives who will certify that they:

- are familiar with the required job skills and responsibilities
- have reviewed and approved all items in Attachments 1 and 2

At least three of these experts must be either currently or previously employed in the stated occupation.

Occupational experts may be members of the school's program advisory committee. Employers, occupational experts, and advisory committee members shall have no financial or family ties with the school's owner or director. *No more than one individual may represent each employer.*

[Career Schools and Colleges staff may refer your program application to outside reviewers for their evaluative comments.]

ATTACHMENT 7: Equipment, hardware, tools, instruments, & software [Ref. Title 40, Texas Administrative Code, §807.128]

A. Provide the following:

- List the equipment, hardware, tools, instruments, and software by name, description, quantity, and age (date manufactured).
DO NOT include equipment items used by school support/instructional/administrative staff on the list.
- Mark with an asterisk (*) those items that have not yet been acquired and state the expected date of acquisition.
- State the maximum ratio of students to each equipment item.

B. Applications for truck driving programs must include CSC-322, Motor Vehicle Fleet and copies of certificates of insurance for all vehicles listed. Certificates of insurance must include information regarding the minimum bodily injury and property liability amounts.

C. If a timely on-site visit to inspect new equipment cannot be arranged, new programs will receive conditional approval under the following conditions:

- All required equipment is available to complete the first term or grading period.
- For succeeding terms or grading periods, all required equipment must be available at the start of that term or grading period.
- *If sufficient equipment is not available for any term or grading period, a full (100%) refund will be due for each student enrolled in that particular program.*

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

APPENDIX 1: EXAMPLES of Required Catalog Information

#1 Program Description – Nurse Aide

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes.

#2 Program Outline:

NURSE AIDE PROGRAM

Subject Number	Subject Title	Contact Hours Lec/Lab/Ext/Total	[Quarter – if applicable] [Credit Hours]
NA-101	Introduction to Long Term Care	16 / 00 / 00 / 16	1.5
NA-102	Personal Care Skills	10 / 07 / 00 / 17	1.0
NA-103	Basic Nursing Skills	06 / 02 / 00 / 08	0.5
NA-104	Restorative Services	04 / 00 / 00 / 04	0.0
NA-105	Mental Health & Social Service Needs	06 / 00 / 00 / 06	0.5
NA-106	Clinical Practice	00 / 00 / 24 / 24	0.5
	Total Hours	42 / 09 / 24 / 75	4.0

The approximate time required to complete the Nurse Aide Program is four weeks for the day program and five weeks for the night program.

#3 Subject Description or Synopsis (Lecture/Lab/Total Semester/Quarter Credit Hours)

NA 101

Introduction to Long Term Care (LTC; 16 hours of lecture): Students will learn the role of nursing assistants in LTC facilities, safety measures, emergency measures, infection control, resident rights, communications, etc. (No Prerequisite)

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

APPENDIX 2: Syllabus EXAMPLE (PROGRAM ONLY)

HUMAN ANATOMY & PHYSIOLOGY I / AP 100 SYLLABUS

Subject Description:	Anatomy and Physiology combines lecture and audio-visual presentations to provide the beginning student with a base of knowledge of the human body systems.
Subject Hours:	48 contact hours (36 hours lecture, 12 hours lab)
Performance Objectives:	Identify and describe the structure and functions of the human body system. Name and locate all body systems. Describe common body cells and tissue. Identify common changes in the body systems throughout the life span. Identify common diseases and pathological conditions affecting the body systems throughout the life span.
Prerequisites:	None
Required Textbooks:	Scanlon: <u>Essentials of Anatomy & Physiology</u> , 3 rd ed., F. A. Davis, 2008
Instructional Methods:	1. Lecture 2. Overhead Transparencies 3. Anatomical Charts 4. Anatomical Models
Maximum Student: Instructor Ratio:	30:1
Materials and Media References:	Chabner: <u>The Language of Medicine</u> , 5 th ed., W. B. Saunders, 2008
Weekly (<i>can be daily</i>) Content Outline:	Week 1 Basic Chemistry and Cells Week 2 Tissues & Membranes Week 3 Skeletal & Muscular Week 4 Nervous System, Senses, Endocrine Week 5 Endocrine System Week 6 Heart and Blood
Basis of Grades:	Tests/Quizzes 25% Final Exam 25% Class/Homework assignments 25% Lab assignments 25%

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Career Schools and Colleges

APPENDIX 3: Occupational Expert Support (PROGRAM ONLY)

Name of Individual filling out form: _____
Current Occupation: _____ Telephone Number: _____
Name of Employer: _____
Relevant Education related to this program: _____
Years of Relevant Experience related to this program: _____

Name of School Submitting New Program Application: _____
Name of Proposed Program: _____

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	_____
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	_____
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.	_____	_____
	Initials	Date
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	_____
	Initials	Date
I reviewed the proposed hours of training and support the program length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	_____	_____
	Initials	Date

Typed or Printed Name

Title

Signature

Date (mm/dd/yyyy)