

Texas Workforce Commission—Career Schools and Colleges Checklist to Apply for a Certificate of Approval

Instructions

- Use this checklist to ensure that you submit all forms required to apply for a Certificate of Approval (license). The forms are published on the [Career Schools and Colleges website](#).
- TWC provides the samples and guides listed below to help you apply using the format accepted by TWC. **Do not submit the samples or guides.**
- Complete page 1 of this form, print it, and **submit only page 1** with your application.
- Complete the application in full. Incomplete applications are returned **without** review.
- Please note that the application process, including the required site visit, must be completed within **90 calendar days** of submission. After 90 days, your application will be withdrawn and your file closed.
- To reapply after an application is withdrawn, you must submit a new application and applicable fees.

School Information

School Name:

Questions or concerns, contact Career Schools & Colleges at (512) 936-3100 or career.schools@twc.state.tx.us.

Forms, Samples, and Guides

Fees

- Fee Sheet (CSC-186)

Ownership

- Application for a Certificate of Approval (License) (CSC-001)
- Officer/Principle Owner/Board Member Affidavit (CSC-001W)
- On-Campus Enrollment Affidavit (CSC-001V)

Financial Evidence

- Evidence Necessary to Establish Financial Stability for a New School (CSC-016)

Staff

- Director Application (CSC-002D)
- Instructor Application (CSC-002I)
- Representative Registration Application (CSC-014)
- Professional Conduct (CSC-014B), if applicable

Course of Instruction(s)

- New Course of Instruction—Application (CSC-302COI)

School Catalog

- Index to Catalog and Supplements (CSC-001Y)
- Catalog Outline—Template (CSC-001XOUT)

School Enrollment Agreement

- Enrollment Agreement—Checklist (CSC-190)
- Student Enrollment Agreement Sample—Editable Template (CSC-190SAM)

Specific Program (Truck Driving)

- Motor Vehicle Fleet Information (CSC-322), if applicable

Guides

- Instructor Application Guide (CSC-002g)
- New Course of Instruction—Guide to Completing an Application (CSC-302COIg)
- Guide to Catalog and Supplements (CSC-001X)

Original Visit Inspection

- Facility and Equipment Inspection Request (CSC-004)

What to Know Before Applying

- ❖ All applicants—Apply as a residence school or a seminar school.
 - A **residence school** offers at least one course of instruction. A course is a sequence of approved subjects that provide the skills and fundamental knowledge required to find employment in an entry-level occupation. Residence schools may be referred to as vocational schools and may offer programs or seminars. A program is organized postsecondary instruction in approved subjects that may lead to an academic, professional, or vocational certificate.
 - A **seminar school** offers only seminars. A seminar is a course of instruction that enhances a student's career.

- ❖ All applicants—Prepare a required financial statement.
 - Contact a certified public accountant or public accountant who is registered with the Texas State Board of Public Accountancy.
 - Read the general information sheet, Evidence Necessary to Establish Financial Stability for a New School (CSC-016).
 - Give CSC-016 to your accountant.
 - Ask your accountant to contact Career Schools and Colleges at (512) 936-3100 or career.schools@twc.state.tx.us, if there are questions.

- ❖ Corporations
 - Submit copies of issued **stock certificates**, printed 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 Career Schools and Colleges at (512) 936-3100 or career.schools@twc.state.tx.us for further instructions.
 - Be in compliance with the reporting requirements for the **Texas Franchise Tax**. If the school operates under a **different** name from that of the corporation, the corporation must submit evidence that the assumed name is registered with the **secretary of state** and the **county clerk** in each county where instruction will take place and must submit a copy of the **certificate of incorporation** issued by the secretary of state.

- ❖ Limited liability corporations (LLCs) or limited companies (LCs)

LLCs and LCs must be in compliance with the reporting requirements for the **Texas Franchise Tax**. If the school operates under a **different** name from that of the LLC or LC, the LLC or LC must submit evidence that the **assumed name** is registered with the **secretary of state** and the **county clerk** in each county where instruction will take place and must submit a copy of the **certificate of formation** issued by the secretary of state.

- ❖ Partnerships

Partnerships must submit a copy of the **partnership agreement**. If the school operates under a **different** name from that of the partnership, the partnership must submit evidence that the **assumed name** is registered with the **county clerk** in each county where instruction will take place and must submit **proof of registration** with the **secretary of state**.

❖ Sole proprietor (individual)

Submit evidence that the **assumed name** for the school is registered with the **county clerk** in each county where instruction will take place.

Approval Required

Certain types of schools are prohibited from using the words “college,” “university,” “seminary,” “school of medicine,” “medical school,” “health science center,” “school of law,” “law school,” and law center” in the official school or corporate 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

Prohibited Words

Certain words are prohibited, such as “certification,” “certified,” “registered,” or “licensed,” because they might lead students to believe that they will be certified, licensed, and so on, upon completion of training.

❖ All applicants—Prepare a catalog.

Follow the Guide to Catalog and Supplements (CSC-001X) and the 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](#). CSC-001XOUT is a fillable catalog template with sample policies that can be copied for cancellations, refunds, satisfactory progress, academic probation, attendance, leave of absence, and make-up work.

❖ All applicants—Enrollment Agreement

The Enrollment Agreement Checklist (CSC-190) and the Student Enrollment Agreement Sample—Editable Template (CSC-190SAM) will guide you in the development of your enrollment agreement.

Agreement Exception: A school does **not** need an enrollment agreement for a seminar that will be completed within three consecutive calendar days.

Approval Required: Do **not** print multiple copies of your catalog and enrollment agreement until the draft has been approved by the TWC consultant.

❖ Representatives (excluding a sole proprietorship or a partnership)

- Submit a Representative Registration Application (CSC-014) for each representative. Any individual employed to recruit students must be registered as a representative.
- If the school is owned by a sole proprietor (individual) or a partnership, the individual or partners are **not** required to register as representatives.
- All representatives (those who recruit or admit students to a career school or college) are required to take an approved training. For information, visit the [Career Schools and Colleges website](#).

- ❖ Applicants using the New Course of Instruction—Application
 - Follow the directions in the New Course of Instruction—Application (CSC-302COI) for each program or seminar your school will offer. A sample new program application (CSC-001XSAM) is available.
 - If you plan to offer an associate degree program, you must obtain approval from the **Texas Higher Education Coordinating Board**. (See address and phone number above.)

- ❖ All applicants—Facility and Equipment Inspection Request (CSC-004)

Form CSC-004 tells TWC when your school will be ready for an on-site inspection of your facility and equipment. The inspection, known as a survey visit, must occur before your school can be approved. The equipment required for instruction is determined by the program objective.

- ❖ All applicants—Determine whether you will apply as a large school or a small school.
 - A large school receives payment from federal funds under Title IV of the Higher Education Act of 1965 **or** has an annual gross income from student tuition and fees (minus refunds) that is greater than \$100,000 for the programs offered that are regulated by TWC.
 - A small school does **not** receive federal funds under Title IV **and** has an annual gross income from student tuition and fees (minus refunds) that is less than or equal to \$100,000 for the programs offered that are regulated by TWC.

All applicants—**State law** requires that **all** fees be submitted before your application can be processed. Fees are **not** refunded, even if the application is **not** approved.

1. Complete the **Fee Sheet** (CSC-186).
2. Submit it with your payment of the following **applicable fees**:
 - Application for a Certificate of Approval—\$3,000 for large schools
 - Application for a Certificate of Approval—\$1,001 for small schools
 - Director Application—\$20 (every school must have a school director)
 - Instructor Application—\$20 for each instructor (every school must have at least one instructor for each subject taught)
 - Representative Registration Application (excluding sole proprietors and partnerships)—\$90 for each representative

Exception: For initial submission for a new course or courses of instruction, **fees are not required**.

3. Make your check or money order payable to TWC Career Schools and Colleges and mail it to:

Texas Workforce Commission
 Career Schools and Colleges—Controller
 101 East 15th Street
 Austin, Texas 78778-0001