

Texas Workforce Commission—Career Schools and Colleges

Instructor Application Guide

Use this guide to complete the Instructor Application (CSC-002I). Failure to follow instructions will delay the approval process.

Who must apply—Instructors who teach courses and/or subjects that are part of a diploma or certificate program that is approved by the Texas Workforce Commission (TWC) must submit an instructor application, as required by Texas Administrative Code, Title 40, §807.81(b). **Exception**—Instructors who teach degree programs authorized by the Texas Higher Education Coordinating Board are not required to submit an instructor application. **Submission Deadline**—Applications must be postmarked **no later than five days** after your employment as an instructor. **Do not** submit pages 5–6 (code descriptions) with the application.

Page 1

Type of Application

Check the applicable category.

School's Information

- TWC assigns a number to each career school and college. If you do not know your school's number, leave the field blank.
- Provide your school's complete name and address.

Applicant's Information

Provide your complete name, Social Security number, date of birth, previous names used, personal phone number, and date of employment as an instructor.

Educational History

- List your educational institutions (complete names, addresses, dates, and types of diplomas or awarded degrees).
- Submit only documents that validate the educational history claimed, including clear copies of your transcripts and diplomas from conferred degrees or certificates of completion from recognized postsecondary institutions. **Do not send** certificates of completion for continuing education or seminars and workshops.
- Failure to include educational documentation will delay the review process.

Page 2

Work Experience

- Provide your job title and your employer's complete name, address, and telephone numbers, and the dates and length of your employment. The job description must relate to the courses and/or subjects to be taught and demonstrate that you have the necessary work experience to validate the qualifier chosen from pages 5–6.
- Provide only work experience from within the last 10 years, when completing page 2.

Page 3

Courses and/or Subjects to Be Taught

- Enter the letter (A–S) that represents the appropriate qualifier code. See pages 5–6 of the instructor application. **Determine and select** an appropriate code.
- List courses and/or subjects that you will teach by name (not number) as they appear in your school catalog. **Attach** a copy of the catalog pages that describe the courses and/or subjects to be taught. **Failure to include relevant catalog pages** with course and/or subject descriptions may delay the

application process.

- Submit **only** documents that validate the educational qualifier code claimed, including clear copies of your transcripts and diplomas from conferred degrees or certificates of completion from recognized postsecondary institutions. **Do not submit** certificates of completion for continuing education or seminars and workshops. Failure to include appropriate educational documentation will delay the review approval.

Page 4

Professional Conduct

- Answer all questions in the Professional Conduct section. Failure to do so will delay the review process. If you answered Yes to any of the questions (A–D), you must complete CSC-014B Professional Conduct, sign it, and obtain the signature of a school official certifying the truth and accuracy of all statements made to explain the circumstances. Attach CSC-014B to the Instructor Application and other required documents, and submit it with your Instructor Application, CSC-002I.
- Only your **original signature** is acceptable. Copies are **not** accepted.

Certification

- Certify that all the information that you have provided on your application is true and correct.
- Only your **original signature** is acceptable. Copies are **not** accepted.

School-Authorized Certification

- The authorized school official accepts responsibility for the careful review and verification of your qualifications and the statements you make on your application.
- Only an **original signature** from the authorized school official is acceptable. Copies are **not** accepted.

Pages 5 and 6

Instructor Qualifier Codes and Variance

Do not submit pages 5 and 6 (descriptions of qualified codes) with application.