Directions for Changing the Address of a Career School or College
Texas Workforce Commission – Career Schools and Colleges

A. Submit an original of the following:
   1. CSC-001(R/S), Application for Certificate of Approval, using the new address of the school.
   2. CSC-001W, Owner’s Affidavit, for each owner listed on the application, using the new address of the school.
   3. CSC-001V, Affidavit of On-Campus Enrollment, using the new address of the school. (Not required for schools with a Detachable Notice of Cancellation, distance education schools, or seminars of 3 or less consecutive calendar days).
   4. CSC-004, Facilities & Equipment Inspection Request.
   5. School Catalog or Seminar School Brochure - see form CSC-001X, Catalog Guide or form CSC-001XS, Brochure Guide, using the new address of the school where applicable. (Addendum and paste-over may be used until next printing). All Catalog/Brochure changes shall be accompanied by the form CSC-042R/S, Summary of Changes.
   6. Enrollment Agreement, see Enrollment Agreement Checklist (CSC-190), using the new address of the school, with the Summary of Changes CSC-042R/S
   7. All other documents (and advertisements) where the address of the school appears, using the new address of the school.

B. Submit the fee of $270 for the school with CSC-186 fee sheet and $15 for each representative with CSC-014A.

C. Please note that in most cases an on-site survey will be required. Please complete and submit form CSC-004, Facilities & Equipment Inspection Request. The effective date of the Certificate of Approval will be the date of the survey or the date the last document is received, whichever is later.

Forms are available on our website: www.texasworkforce.org/careerschoolforms

PLEASE NOTE: An on-site survey will be conducted after the date you indicate you are ready on form CSC-004, Facilities & Equipment Inspection Request. You will be contacted in advance. Refer to form CSC-100, Survey Checklist, to learn what will be examined during this survey visit.