

Texas Workforce Commission—Career Schools and Colleges

New Course of Instruction—Guide to Completing an Application

Licensed schools: Follow these instructions to complete CSC-302COI New Course of Instruction Application.

New schools: If you represent a new school that is applying for an **Original Certificate of Approval**, do not include CSC-042, CSC-186, and the application fee with your application.

Course of Instruction—A Program or Seminar

A program offers organized postsecondary instruction in approved subjects that may lead to an academic, professional, or vocational certificate.

A new program:

- has never been offered; OR
- was offered but then discontinued; OR
- is being revised to provide training for a different occupation (for example, legal secretary to paralegal, dental technician to medical technician or computer operator to computer programmer); OR
- is being revised to provide training for additional occupations (for example, when a secretarial program adds a medical secretary option); OR
- is being offered with a change in hours of 25 percent or more within a 12-month period (for example, a 600-hour program increasing to 750 hours, or a 600-hour program decreasing to 450 hours).

Source: Title 40, Texas Administrative Code, §807.2 and §807.121

A seminar is a course that enhances a student's career (as opposed to a program, which prepares a student for work in a particular occupation).

A new seminar:

- has never been offered; OR
- was offered, but then discontinued; OR
- is being offered with a revised objective; OR
- is being offered with a change in hours of 25 percent or more within a 12-month period (for example, a 600-hour program increasing to 750 hours, or a 600-hour program decreasing to 450 hours).

Source: Title 40, Texas Administrative Code, §807.2 and §807.121

New Program

To apply to offer a new program, submit the following. (See the definition of a new program, above.) Required: All degree programs must be approved by the Texas Higher Education Coordinating Board.	
	CSC-302COI New Course of Instruction Application
	Attachment 1: Proposed Catalog Pages
	Attachment 2: Subject Syllabi
	Attachment 3: Externship
	Attachment 4: Letter from the certifying or licensing agency indicating approval of the program's content (if applicable)
	Attachment 5: Copy of the certificate or diploma that will be awarded to the program's graduates. The certificate must contain the name of the school, as shown on the school's Certificate of Approval.
	Attachment 6: Equipment
	CSC-302OE: Occupational Expert—Statement of Support
	CSC-042 Summary of Changes (notarized) [licensed schools only]
	CSC-186 Fee Sheet [licensed schools only]
	Application fee of \$225 [licensed schools only]

New Seminar

To apply to offer a new seminar, submit the following. (See the definition of a new seminar, above.)	
	CSC-302COI New Course of Instruction Application
	<p>One copy of the proposed catalog pages. Proposed pages must include:</p> <ul style="list-style-type: none"> • the seminar's title; • the number of contact hours; • the seminar's objective (what students will learn to do); • the admission requirements; • the textbook's title; and the price. <p>If the number of contact hours for the seminar is more than 10, include the time to be spent on each main topic.</p>
	CSC-042 Summary of Changes (notarized) [licensed schools only]
	CSC-186 Fee Sheet [licensed schools only]
	Application fee of \$35 [licensed schools only]

Checklists for Specific Course(s)

Nurse Aide

To apply for a nurse aide program that is 150 contact hours or fewer in length, submit:

- CSC-302COI New Course of Instruction Application
- Attachment 1: Proposed Catalog Pages (syllabus not required)
- Attachment 3: Externship
- Attachment 4:** Letter from the Texas Health and Human Services Commission (HHSC) indicating conditional approval of the program
- Attachment 5: Copy of the certificate or diploma awarded to program graduates
- Attachment 6: Equipment
- CSC-042 Summary of Changes (notarized) **[licensed schools only]**
- CSC-186 Fee Sheet **[licensed schools only]**
- Application fee of \$225 **[licensed schools only]**

Medication Aide

To apply for a medication aide program, submit:

- CSC-302COI New Course of Instruction Application
- Attachment 1: Proposed Catalog Pages
- Attachment 3: Externship
- Attachment 4:** Letter from HHSC indicating conditional approval of the program
- Attachment 5: Copy of the certificate or diploma awarded to program graduates
- Attachment 6: Equipment
- CSC-042 Summary of Changes (notarized) **[licensed schools only]**
- CSC-186 Fee Sheet **[licensed schools only]**
- Application fee of \$225 **[licensed schools only]**

Vocational Nurse

To apply for a vocational nurse program, submit:

- CSC-302COI New Course of Instruction Application
- Attachment 1: Proposed Catalog Pages
- Attachment 3: Clinical Information
- Attachment 4:** Letter from the Board of Nursing Examiners indicating conditional approval of the program
- Attachment 5: Copy of the certificate or diploma awarded to program graduates
- Attachment 6: Equipment
- CSC-042 Summary of Changes (notarized) **[licensed schools only]**
- CSC-186 Fee Sheet **[licensed schools only]**
- Application fee of \$225 **[licensed schools only]**

Truck Driver

To apply for truck driver program, submit:

- CSC-302COI New Course of Instruction Application
- Attachment 1: Proposed Catalog Pages
- Attachment 3: Externship
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- Attachment 6: Equipment
- CSC-322 Motor Vehicle Fleet; and
- Copies of certificates of insurance for all vehicles listed.
- CSC-042 Summary of Changes (notarized) **[licensed schools only]**
- CSC-186 Fee Sheet **[licensed schools only]**
- Application fee of \$225 **[licensed schools only]**

Note: Applications for commercial driver's license programs must include training on the recognition and prevention of human trafficking, the content of which must be established by the Texas Workforce Commission (TWC), in collaboration with the Texas Office of the Attorney General, as stated in TWC rule §807.326

Requirements for Completer Placement and Employment (CPE) Rates

Instructions: The projected completion and employment percentage rates for students who graduate from a program (programs only) must be entered on CSC-302COI New Course of Instruction Application.

Projection Requirements

Outcomes for Certificate-Level Vocational Programs

TWC has statutory requirements governing the outcomes for certificate-level vocational programs.

To be classified as a certificate-level vocational program, a training program must achieve a minimum rate of employment in a field related to the training.

A program's employment outcome must be competitive with statewide outcomes for the same type of program.

Minimum Employment Rates and Actions

The minimum acceptable employment rate for certificate-level vocational training programs in careers schools is 60 percent. The rate is based on:

- the outcome requirements for other training programs regulated by TWC;
- the regulations of accrediting bodies and career programs in other states; and
- input from several career schools and colleges in Texas.

Program Improvement Plan (PIP) for Rates Below 60 Percent

If the employment rate for a certificate-level vocational program is below 60 percent for the reporting period, your school must submit both of the following:

- A written analysis of why the employment rate for that certificate-level vocational program is below 60 percent ([CSC-075PIP Program Improvement Plan](#))
- A plan explaining the specific actions (with timelines) that the school will take to increase the employment rate to 60 percent or above (CSC-075PIP Program Improvement Plan)

Preferable Employment Rates and Actions

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 percent, TWC strongly encourages all schools and colleges to work to achieve an employment rate of 70 percent or above.

TWC Actions When a Program's Employment Rate Is 60 Percent or Less

TWC will monitor the program's improvement in the subsequent report year.

TWC will initiate action to revoke the approval of the program, if the program's employment rate remains below 60 percent for three consecutive years.

Annual Reporting Process

Do as follows to report your annual CPE data:

1. Complete CSC-072A Completer Evaluation Survey before the deadline. **Note:** Be sure to obtain Social Security numbers and/or alien registration numbers from the student.
2. Create your CPE annual data, using the example spreadsheet CSC-302CPE_Example (PDF). **Note:** Be sure to enter the student's Social Security numbers and/or alien numbers on the spreadsheet.
3. Upload your data into the [Career Schools and Colleges annual reporting system](#).

Failure to report by the deadline (December 1, annually) will result in an administrative penalty of \$750 (or increased penalties, if a school's reports were late in prior years), may jeopardize a school's Certificate of Approval, and may result in other administrative actions.

Attachment 1: Proposed Catalog Pages

Source: Texas Workforce Commission Rules, 40 TAC, §807.175(a)(8), §807.175 (10), §807.175 (13), and §807.175 (14)

Submit a draft of your school's proposed catalog pages and include the following:

A. Program title

Do **not** include the word “certified” or “certification” in the title.

B. Program description

Include the following:

1. The occupations for which training will be provided
2. The primary job skills that students will obtain
3. The work settings in which program graduates may work

C. Admissions requirements

1. Include the requirements for:
 - education;
 - experience; and
 - testing.
2. Provide, when applicable, the name of the test given and the minimum acceptable test score.
3. Submit a copy of the test—if the test is **not** nationally recognized.

D. Program outline

1. List the program's subjects and/or levels in the order that they will be offered.
2. For each subject, list the number of contact hours for lectures, laboratory class (lab), and externships. When applicable, include the number of credit hours.
The terms “**Contact hour**” and “**Course time**” refer to courses or class periods that can be described as one of the following:
 - A. A 50- to 60-minute lecture, recitation, or class, including lab or shop training
 - B. A 50- to 60-minute internship or externship
 - C. 60 minutes of preparation for asynchronous distance education.
3. Total the individual contact hours for lectures, labs, and externships (include credit hours, when applicable).
4. Total the contact hours (and credit hours as applicable) for the program.
5. Include the length of time (in weeks or months) that is needed to complete the program.

E. Description or synopsis of each subject (with prefixes and titles to include the following):

1. Skills that students will obtain and how they will apply them. (Do **not** include what they will know, understand, or be familiar with.)
2. Prerequisites for each subject
3. Number of contact hours for lectures, labs, and externships (include credit hours—semester or quarter—if applicable).

F. Fee breakdown (itemized) and total amount that students will pay the school for the program and other out-of-pocket costs

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

***Note:** Review the rules and policies on attendance, student progress or probation, and leave of absence (if applicable) and submit new or revised rules and policies, if needed. See §807.221 General Requirements for Progress Standards and §807.241 General Requirements for Attendance.

Attachment 2: Subject Syllabi

Syllabi are not included in the catalog.

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

- A. Subject description
- B. Subject length (contact hours)
- C. Performance objectives or competencies; for example, explain what students will be able to do after completing a course on the subject. The objectives must support the job-specific skills.
- D. Prerequisites for the subject
- E. Textbooks, software, and other instructional materials and media to be used (include the author's or producer's name, the title, the publisher, and the copyright date or software version)
- F. Instructional methods used (for example, lectures, demonstrations, cooperative learning, simulated work sites, self-paced learning, computer-based instruction)
- G. Maximum student-to-instructor ratio (lectures and lab)
- H. Reference materials and media (include the author's or producer's name, the title, the publisher, and the copyright date or software version)
- I. Daily or weekly outline (list) of the main topics discussed
- J. Method of grading (for example, the percentage of the grade determined from tests, skill demonstrations, and attendance)

Distribution and TWC review: 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

The school provides the following, if applicable:

- The externship schedule—hours per day, number of days per week, and number of weeks
- The maximum number of students enrolled in the externship at any one time
- Copies of letters from employers to verify that sufficient on-site clinical or externship arrangements have been made:
 - All letters must include** the number of externs who may participate at a particular work site at any one time. **Letters for externships on becoming a medication aide** at a long-term care facility (LTC), submitted by the student at registration, must:
 - be individually completed by employers for each student; and
 - indicate that the facility agrees to provide the required 10 hours of clinical training under the direct supervision of a licensed nurse.

The school's externship coordinator provides the following:

- Number of visits to the work site made to monitor each student
- Number of telephone contacts with the work site's supervisor made to monitor each extern's progress

The school then:

- indicates whether externs will be required to:
 - attend a weekly meeting to discuss their experiences and observations;
 - keep a daily journal on their observations and experiences; and
 - write a final report on what they have learned from their externship;
- provides the externship monitoring form to the work site supervisor; and
- explains to the supervisor that the evaluations must include:
 - how externs are evaluated by their work site supervisors (that is, based on the extern's knowledge, skills, attitudes, and qualities); and
 - how often the externs will be evaluated.

Attachment 4: Letter of Approval

Attach a letter from the certifying or licensing agency indicating approval of the program's content (if applicable).

Attachment 5: Certificate or Diploma to Be Awarded

Attach a copy of the certificate or diploma that will be awarded to the program's graduates.

Do Not Submit with Application

Attachment 6: Equipment

Source: Title 40, Texas Administrative Code, §807.128

A. List the equipment, hardware, tools, instruments, and software by:

- name;
- description;
- quantity; and
- age (that is, the date manufactured).

Do **not** include equipment used by your school's support, instructional, or administrative staff.

- Mark with an asterisk items that have not yet been acquired and provide the expected date of acquisition.
- State the maximum ratio of students to each piece of equipment.

B. Provide the following:

- 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 on the minimum amount of insurance for bodily injury and property liability.
- Applications for commercial driver's license programs must include training on the recognition and prevention of human trafficking, the content of which must be established by TWC, in collaboration with the Office of the Attorney General, as stated in §807.326.

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.
- All required equipment will be available at the start of the succeeding term or grading period.
- Each enrolled student will receive a 100 percent refund, if sufficient equipment is not available for any term or grading period.

CSC-302OE Occupational Expert—Statement of Support

Source: Title 40, Texas Administrative Code, §807.122(b) and §807.122(d)

Attach five Occupational Expert Support forms (see Appendix 1) completed by employers who will certify that they:

- are familiar with the skills and responsibilities required for the stated occupation; and
- have reviewed and approved all items in Attachments 1 and 2.

At least three of these experts must either be 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 must have no financial or family ties to 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.

Appendix 1: Example—Catalog Information

1 Program Description – Nurse Aide

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential for providing basic care to patients in hospitals and to residents of long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients and be able to help patients become and stay functionally independent to the greatest extent possible, while maintaining patients' rights. Graduates will know how to perform basic first aid, perform CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow measures for infection control. Graduates will be able to apply proper body mechanics when making beds and lifting and turning patients. Graduates may find entry-level employment as nurse aides with hospitals and nursing homes.

2 Program Outline

Nurse Aide Program

Subject		Contact Hours
Number	Subject Title	Lecture/Lab/Externship/Total Contact Hours
NA-101	Introduction to Long Term Care	16 / 00 / 00 / 16
NA-102	Personal Care Skills	10 / 07 / 00 / 17
NA-103	Basic Nursing Skills	06 / 03 / 00 / 09
NA-104	Restorative Services	03 / 00 / 00 / 03
NA-105	Mental Health and Social Service Needs	15 / 00 / 00 / 15
NA-106	Clinical Practice	00 / 00 / 40 / 40
	Total Hours	50 / 10 / 40 / 100

The approximate time required to complete the program is as follows:

- Day program—four weeks
- Night program—five weeks

3 Subject Description or Synopsis

NA 101

Introduction to Long-Term Care (LTC; 16 hours of lecture): Students will learn to work as nursing assistants in LTC facilities, with training in areas such as safety measures, emergency measures, infection control, residents' rights, and communication. (No Prerequisite)

Appendix 2: Example Syllabus—Program Only

Human Anatomy and Physiology I / AP 100 Syllabus

Subject Description:	Anatomy and Physiology I combines lectures and audiovisual presentations to give the beginning student a basic knowledge of the human body's systems.	
Subject Hours:	48 contact hours (36 hours of lecture, 12 hours of lab)	
Performance Objectives:	Identify and describe the structure and functions of the human body's systems. Name and locate all of the body's systems. Describe common body cells and tissue. Identify the common changes that occur in body's systems throughout the body's life span. Identify common diseases and pathological conditions that affect the body's systems throughout the body's life span.	
Prerequisites:	None	
Required Textbooks:	Scanlon: <u>Essentials of Anatomy & Physiology</u> . 3rd ed., F. A. Davis, 2018	
Instructional Methods:	1. Lecture 2. Anatomical charts 3. Anatomical models	
Maximum Student: Instructor Ratio:	30:1	
Materials and Media References:	Chabner: <u>The Language of Medicine</u> . 5th ed., W. B. Saunders, 2018	
Content Outline (Weekly or Daily):	Week 1 Basic Chemistry and Cells Week 2 Tissues and Membranes Week 3 Skeleton and Muscles Week 4 Nervous System, Senses, Endocrine Week 5 Endocrine System Week 6 Heart and Blood	
Basis of Grades:	Tests and/or Quizzes	25 percent
	Final Exam	25 percent
	Class and/or Homework assignments	25 percent
	Attendance	25 percent