

Reporting Requirements–Completion, Placement and Employment (CPE) Reporting

Texas Workforce Commission – Career Schools and Colleges

Fiscal Year 2015 (September 1, 2014–August 31, 2015)

REPORTING DEADLINE: DECEMBER 1, 2015

1. All licensed career schools and colleges that offered courses during the reporting period of September 1, 2014, through August 31, 2015, must certify a CPE report providing student enrollment for both seminars and vocational programs, and outcome information for vocational programs. Data must be reported for all courses approved by the Texas Workforce Commission (TWC) at any time during the reporting period including courses with no enrolled students.
2. The report must be certified by December 1, 2015. Failure to report by this deadline will result in an administrative penalty of \$750 (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.
3. It is strongly recommended that school directors review the information on reporting requirements in this document and at TWC's [Career Schools & Colleges Annual Reporting](#) webpage immediately, and access the system to establish User IDs for all users assisting with the annual report. Establishing access now ensures that TWC can assist you with questions before the deadline. Data can be entered into the system report as it is available until the report is ready for certification. School directors are responsible for ensuring that reports are certified by the December 1, 2015, deadline.
4. Reporting is completed through the annual reporting system, which is the only means available for schools to certify the required CPE report. The system allows authorized users at each school to report data securely and directly to TWC. Effective September 1, 2015, schools can begin preparing their annual reports using the annual reporting system.
5. Each school director or acting director must legally certify that all of the information reported on behalf of the school is true and correct. *CPE reports are subject to verification.* If the school's report contains information that is not true and correct, significant consequences may result, including revocation of approval for a course, the school's Certificate of Approval, or the school director.
6. Schools that offer seminars must provide data on the total enrollment in each seminar during the reporting period. Schools with vocational programs must report enrollment and outcome data for vocational programs as well as enrollment data on seminars if applicable.
7. Data requirements and instructions for accessing the reporting system can be accessed at TWC's [Career Schools & Colleges Annual Reporting](#) webpage.

TWC Career Schools and Colleges

Annual Reporting E-mail: CSC.AnnualReporting@twc.state.tx.us

Web: [Career Schools & Colleges Annual Reporting](#)

Phone: (512) 936-3100 or (866) 256-6333, Select Option 1