

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). If there are questions, contact Career Schools and Colleges at (512) 936-3100 or career.schools@twc.state.tx.us.

Career Schools & Colleges Resources Links:
 • **Forms-** [Career Schools & Colleges Forms & Publications](#)
 • **Law-** [Career Schools & Colleges Law – Texas Education Code Chapter 132](#)
 • **Rule-** [Career Schools & Colleges Rules – Texas Administrative Code Chapter 807](#)

- **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 After 90 days, your application will be withdrawn, and your file closed.
- To **reapply** after an application is **withdrawn**, you must submit a **new application and applicable fees**.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:	Point of Contact:
Telephone Number:	Email Address:

Fees

Fee Sheet (CSC-186) 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.

Ownership

- Checklist to Apply for a Certificate of Approval (CSC-001C) (Page 1)
- Application for a Certificate of Approval (License) (CSC-001) **print additional signature pages as needed**
- Officer/Principle Owner/Board Member Affidavit (CSC-001W) Provide proof of Business Entity (See ownership descriptions on page 2).
- On-Campus Enrollment Affidavit (CSC-001V)

Financial Statements

- Read the general information sheet, Evidence Necessary to Establish Financial Stability for a New School (CSC-016)
- Sole proprietorship/Individual Only: Reviewed personal Financials
 - Partnership or Corporation: Audited Balance Sheet or Audited Financials

Staff Applications

- Director Application (CSC-002D) Instructor Application (CSC-002I)
- Representative Registration Application (CSC-014) (not required for sole proprietorship)
- Professional Conduct (CSC-014B), if applicable

Course of Instruction

- New Course of Instruction—Application (CSC-302COI) For initial submission, fees are not required.
- Specific Program (Truck Driving): Motor Vehicle Fleet Information (CSC-322), if applicable

Original Survey Visit

- Facility and Equipment Inspection Request (CSC-004)
- Attach the following documents: Equipment list, Floor Plan, Certificate of Occupancy, and Fire Inspection

Guides

(Do not submit guides with application)

Evidence Necessary to Establish Financial Stability for a New School (CSC-016)	Enrollment Agreement—Checklist (CSC-190)
New Course of Instruction—Guide to Completing an Application (CSC-302COIg)	Guide to Catalog and Supplements (CSC-001X)
Instructor Application Guide (CSC-002g)	Index to Catalog and Supplements (CSC-001Y)

Templates

If utilizing templates, revise to make your own. Remove all Texas Workforce Commission details such as form CSC-190SAM, CSC-001XOUT, and update the revision date to the date revised.

Student Enrollment Agreement Sample—Editable Template (CSC-190SAM)	Catalog Outline—Template (CSC-001XOUT)
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What to Know Before Applying

- ❖ Prepare a required **Financial Statement**.
 - Contact a certified public accountant or public accountant who is registered with the Texas State Board of Public Accountancy. Provide Evidence Necessary to Establish Financial Stability for a New School (CSC-016) to your accountant.
 - If there are questions, ask accountant to contact Career Schools and Colleges at (512) 936-3100 or career.schools@twc.state.tx.us.

- ❖ **Corporations**
 - Submit:
 - a copy of the **Certificate of Formation** issued by the **Texas Secretary of State or applicable state agency**.
 - a copy of the **Articles of Incorporation** and any amendments.
 - 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.
 - 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 **Texas Secretary of State** and with the **county clerk** in each county in which a business office is or will be maintained.
 - Be in compliance with the reporting requirements with the **Texas Comptroller of Public Accounts** for the **Texas Franchise Tax**.
 - An “S” corporation is not a matter of state corporate law but rather a federal tax election.

- ❖ **Limited Liability Companies (LLCs)**
 - Submit a copy of the **Certificate of Formation** issued by the **Texas Secretary of State or applicable state agency**.
 - Submit a copy of the **Articles of Organization and/or Management Agreement** and any amendments.
 - If the school operates under a **different** name from that of the LLC, the LLC must submit evidence that the assumed name is registered with the **Texas Secretary of State** and with the **county clerk** in each county in which a business office is or will be maintained.
 - Be in compliance with the reporting requirements with the **Texas Comptroller of Public Accounts** for the **Texas Franchise Tax**.

- ❖ **General Partnerships (GPs), Limited Partnerships (LPs), or Limited Liability Partnerships (LLPs)**
 - Submit a copy of the **Certificate of Formation** or **Certificate of Registration** issued by the **Texas Secretary of State or applicable state agency**.
 - Submit a copy of the **Partnership Agreement** and any amendments.
 - For an LP or LLP, if the school operates under a **different** name from that of the LP or LLP, the LP or LLP must submit evidence that the assumed name is registered with the **Texas Secretary of State** and with the **county clerk** in each county in which a business office is or will be maintained.
 - For a GP, if the school operates under a **different** name from that of the GP, the GP must submit evidence that the assumed name is registered with the **county clerk** in each county in which a business office is or will be maintained.
 - For a LP or LLP, be in compliance with the reporting requirements with the **Texas Comptroller of Public Accounts** for the **Texas Franchise Tax**.

- ❖ **Sole proprietorship** (individual or married couple in community property states)
 - This does not include sole member LLC or sole shareholder corporations.
 - If an applicant is married and both spouses do not have community property interest in the business, you are required to provide a partition agreement or other legal evidence indicating the spouse does not have community property interest in the business.

- A sole proprietorship, including qualified joint ventures, must submit evidence that the assumed name is registered with the **county clerk** in each county in which a business office is or will be maintained.
- ❖ **Foreign Entities (Entities other than Sole Proprietorships and General Partnerships formed Outside of Texas)**
 - In addition to the above, an **Application for Registration** must be filed with the **Texas Secretary of State** when the entity will be transacting business in Texas.
- ❖ **Other Ownership Types (Contact Career Schools and Colleges at (512) 936-3100 or career.schools@twc.state.tx.us for further instructions).**
- ❖ **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.
- ❖ **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.
 - If you plan to offer an associate degree program, you must obtain approval
 - If you wish to use any of these words in the school, corporate name, or offer associate degree programs you must first obtain approval from the: **Texas Higher Education Coordinating Board**, P.O. Box 12788, Austin, TX 78711 (512) 427-6101.
- ❖ **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. Remove “Texas Workforce Commission and CSC form numbers. Update all revision dates.
- ❖ **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 program specialist.
- ❖ **Representatives (excluding a sole proprietorship or a general partner)**
 - 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.
 - **New program** is a course of instruction that:

- has not been offered previously or has been offered and then discontinued; **OR**
- is being revised to provide training for a different occupation (Examples: legal secretary to paralegal; dental technician to medical technician; computer operator to computer programmer) **OR**
- provides training for additional occupation (Example: secretarial program adding a medical secretary option); **OR**
- is being revised so that the program's length will change 25% or more within a 12-month period
Examples: a 600-hour program increasing to 750 hours; a 600-hour program decreasing to 450 hours).

• **Seminar** is a course of instruction that:

- enhances a student’s career, as opposed to a program that teaches skills required for entry-level employment. It generally has a prerequisite and may include a workshop, an introduction to an occupation or a short course that teaches part of the skills for a particular occupation.

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

❖ **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.

❖ **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—\$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 proprietorship 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:

Mail by Courier: Texas Workforce Commission, 4405 Springdale Road, Austin, Tx 78723,
Attn: New School Application Career Schools and Colleges Room 226T

Mail by USPS: Texas Workforce Commission, 101 East 15th Street, Austin, TX 78778-001,
Attn: New School Application Career Schools and Colleges Room 226T