

Texas Workforce Commission – Career Schools and Colleges Request for Equipment Inspection-Distance Education and Out-of-State Schools

THIS FORM MUST ACCOMPANY application for **ORIGINAL** certificate of approval.

DISTANCE EDUCATION or OUT-OF-STATE SCHOOLS:

Local Integrated Service Area Manager (**ISAM**) will schedule a **VIRTUAL** inspection visit. If school is "ready for inspection" provide date below. Original and Change of Ownership visits must be conducted within 90 days of issuance of certificate of approval.

School ID (TWC Use):	Name of School:	
Physical Address of student files stored:		
City:	State:	ZIP Code:
Date required exhibits will be ready for inspection :		
Person to Contact:		Phone Number:

All items must be available at your ORIGINAL virtual visit:

<input type="checkbox"/>	1. Instructional aids and course objective.
<input type="checkbox"/>	2. Current list of textbooks, software, and reference library, including: title(s), author/publisher, and copyright dates.
<input type="checkbox"/>	3. Sample of each certificate and/or diploma awarded to students.
<input type="checkbox"/>	4. Narrative description of the school's way of taking and maintaining a positive record of attendance, including when taken, symbols, methodology, and provisions for permanent maintenance; or evidence of TWC approval of alternative method of accurately determining a student's last date of attendance for refund purposes and accurate monitoring of absences.
<input type="checkbox"/>	5. Sample of forms used to record attendance; and progress, grades and transcript forms (<i>progress, grades and transcript forms not required for seminar schools</i>).
<input type="checkbox"/>	6. Statement outlining the methods of payment available to students including, if applicable, terms of agreements with lending institution(s), charges and true annual percentage rate(s), and the institution name(s) and address(es).
<input type="checkbox"/>	7. Examples of all advertising (yellow page, newspaper ad, brochures, audio/video scripts, etc.).