

# Texas Workforce Commission—Career Schools and Colleges

## Professional Conduct

**Instructions:** Please complete this form, if you answered yes to questions A–D on forms CSC-014 Representative Registration Application, CSC-002I Instructor Application, CSC-002B Director/Director of Education Application, or CSC-001W Officer/Principal Owner/Board Member Affidavit.

**Mail this form**, along with the associated form (above) to:

Texas Workforce Commission  
Career Schools and Colleges—Controller  
101 East 15th Street  
Austin, Texas 78778-0001

School Information				
School Number: S		School Name:		
School's Physical Address:		City:	State:	ZIP Code:
Applicant Information				
Last Name:		First Name:		
Applicant's Home Address:		City:	State:	ZIP Code:
List other names used, if different from the name on the application:				
Required Questions				
<b>Instructions:</b> Answer <b>in detail</b> . Use a <b>separate form</b> for <b>each</b> violation.				
A. Date of offense, age at time of offense, and nature of offense: Check which applies: <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony				
B. Explanation of the incident:				
C. Amount of time served and/or amount of the fines and fees paid in full:				
Required Statements				
<b>Instructions:</b> By initialing each statement below, I certify that the requested documents are attached to this form.				<b>Initial</b>
1. Copies of court orders signed by the judge				
2. Documentation of release from parole, probation, or community service				
3. Documentation of all fines and/or fees paid in full				
4. Three original signed letters of recommendation dated within the last calendar year				
5. A national criminal background check no more than 30 days old when received by TWC				

### Applicant's Certification

I certify that I have read and agree to fully comply with the provisions of Texas Education Code, Chapter 132, Career Schools and Colleges, and Texas Administrative Code, Chapter 807, Career Schools and Colleges, which were given to me by the school that I will be representing.

Typed or Printed Name of Applicant:

Signature of Applicant:

Date:

### School-Authorized Certification

I certify that the above-named applicant has been given instructions concerning compliance with Texas Education Code, Chapter 132, Career Schools and Colleges, and Texas Administrative Code, Chapter 807, Career Schools and Colleges, and is a duly qualified agent of this school.

Typed or Printed Name of Owner, Director, or Owner Designee:

Title:

Signature of Owner, Director, or Owner Designee:

Date:

### Notary

State of

County of

, where witnessed.

Subscribed and sworn to me this (mm/dd/yyyy)

My commission expires: (mm/dd/yyyy)

Signature of Notary:

STAMP/SEAL