



**Texas Workforce Commission
Career Schools and Colleges
Instructor Application**

**When completed, please mail this form,
CSC-186 Fee Sheet, and associated
fees to:**

**TWC Career Schools and Colleges
101 East 15th Street, Room 226T
Austin, Texas 78778-0001**

Help Desk: career.schools@twc.texas.gov

For TWC Use Only

Receipt Number: _____

Fee Paid: _____

Date Paid: _____

Date Assigned: _____

Initialed By: _____

Professional Conduct: Yes No

School Information (please print)

Texas Workforce Commission (TWC) is responsible for licensing and regulating private postsecondary educational institutions (career schools and colleges), as required under Texas Education Code Chapter 132 and the TWC rules in Texas Administrative Code Chapter 807. This application is to apply to be an instructor at a Career School or College.

School Number: _____

School Legal Name: _____

School Physical Address (Street 1): _____

School Physical Address (Street 2): _____

City: _____

State: _____

ZIP Code: _____

Applicant Information (please print)

Applicant First, Middle, and Last Name: _____

Previous Names Used: _____

Social Security Number: _____

Date of Birth (mm/dd/yyyy): _____

Telephone Number (include area code): _____

Date of Employment as Instructor (mm/dd/yyyy): _____

Application Type (check all that apply):

Original application

Application for additional courses and/or subjects

Resubmission in response to a deficiency

Request for a variance

Explanation of Professional Conduct

Educational History (please print)

Indicate the highest level of education you have achieved. Attach proof of your education, such as diplomas, certificates, and/or transcripts. Résumé will not be accepted as proof.

Highest Level Achieved: _____

School Name and Address Including City, State, and ZIP Code: _____

Date Began (mm/yy): _____

Date Ended (mm/yy): _____

Major and/or Minor: _____

Professional Conduct

If you answer **yes** to A, B, C, or D below, complete form CSC-014B Professional Conduct. Sign the form and obtain the signature of a school official certifying the truth and accuracy of all statements made to explain the circumstances. Attach CSC-014B to this application and submit it with the other required documents.

A. Have you ever had a diploma, credential, license, or certificate denied, revoked, or suspended? Yes No

B. Have you ever been dismissed or asked to resign from any position for immoral or unprofessional conduct? Yes No

C. Have you ever been sued successfully for fraud or deceptive trade practice? Yes No

D. Have you ever been convicted of a felony or of a misdemeanor other than minor traffic offenses? Yes No

Work Experience Information (please print)

Indicate your work experience **for the past 10 years**, as it relates to the courses and/or subjects to be taught. **Note:** Résumés will not be accepted.

First Job Title: _____

Start Date (mm/yy): _____

End Date (mm/yy): _____

Employer Name: _____

Employer Address: _____

Supervisor First and Last Name: _____

Supervisor Telephone Number: _____

Describe your work experience (administration and/or management): _____

Second Job Title: _____

Start Date (mm/yy): _____

End Date (mm/yy): _____

Employer Name: _____

Employer Address: _____

Supervisor First and Last Name: _____

Supervisor Telephone Number: _____

Describe your work experience (administration and/or management): _____

Third Job Title: _____

Start Date (mm/yy): _____

End Date (mm/yy): _____

Employer Name: _____

Employer Address: _____

Supervisor First and Last Name: _____

Supervisor Telephone Number: _____

Describe your work experience (administration and/or management): _____

Courses and/or Subjects to be Taught (Copy this page as often as needed.)

Review the Qualifier Codes on pages 6–8 of this form. Determine and enter the qualifier codes under which you are eligible to teach the courses and/or subjects you have listed, as required by Title 40, Texas Administrative Code (TAC), §807.81(b). Failure to include relevant catalog pages with course and/or subject descriptions may delay the application process.

Enter Qualifier Codes (Letters **ONLY**: A–S) for each course and/or subject to be taught (please print).

Qualifier Code: __

Courses and/or Subject: _____

Qualifier Code: __

Courses and/or Subject: _____

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

Qualifier Code: __

Courses and/or Subject:

If you **do not** meet the requirements of qualifier codes A–S on pages 6–8, you must request a variance (an evaluation). To request a variance, follow the steps on page 8.

Applicant Certification

I certify that the following statements are true and correct. I agree, consent, and direct that any person or entity maintaining information in any form relating to my criminal history shall release all information upon the request of the Texas Workforce Commission (TWC). I further agree and permit TWC to obtain from any person or entity information relating to my personal background, reputation, and character, and I expressly direct that any such person or entity release such information upon the request of TWC. I release, discharge, and exonerate TWC, its agents or representatives, and any person or entity so furnishing information from all liability of every kind arising. The foregoing consent and release are valid and binding while I am seeking or have received approval under the authority of Chapter 132 of the Texas Education Code.

Applicant's Signature: _____

Date (mm/dd/yyyy): _____

School-Authorized Official Certification

As an owner, director, or owner designee, I have carefully reviewed and verified the qualifications of the proposed employee and their statements contained in this application. To the best of my knowledge and belief, they are qualified for the position, as required by the rules for Texas Career Schools and Colleges, §807.81.

Owner's or Owner Designee's Signature: _____

Date (mm/dd/yyyy): _____

Are you appointing a designated liaison other than who is approved? Yes No

If yes, complete and submit form CSC-002DL, Appointed Designated Liaison.

Notary (please print)

State of: _____

County of: _____ where witnessed. Subscribed and sworn to me this (mm/dd/yyyy): _____.

My commission expires (mm/dd/yyyy): _____.

Notary signature: _____

STAMP/SEAL:

Qualifier Codes—Educational and Experience

Determine the codes under which you are eligible to teach. Enter the letter (A–S) on pages 3–4 of this form.

Master’s degree or higher that:

A. includes satisfactory completion of six semester credit hours or eight quarter credit hours in the subject to be taught;

B. includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area **and** one year of related practical experience within the 10 years immediately preceding employment by the school if the subject to be taught is in a **technical** field; or

C. includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area to be taught, if the subject to be taught is in a **nontechnical** field; **OR**

Master’s degree or higher and:

D. one year of related practical experience in the subject to be taught within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **nontechnical** field.

Bachelor’s degree that:

E. includes nine semester credit hours, or 12 quarter credit hours related to the subject area to be taught;

F. includes satisfactory completion of six semester credit hours or eight quarter credit hours in the subject area to be taught **and** one year of related practical experience within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **technical** field; or

G. includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area **and** one year of related practical experience within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **nontechnical** field; **OR**

Bachelor’s degree and:

H. two years of related practical experience within the 10 years immediately preceding employment by the school.

Associate’s degree that:

I. includes satisfactory completion of nine semester credit hours or 12 quarter credit hours in the subject area to be taught **and** two years of related practical experience within the 10 years immediately preceding employment by the school; **OR**

Associate’s degree and:

J. three years of related practical experience within the 10 years immediately preceding employment by the school.

Completed a 900+ contact-hour program:

K. The instructor has a secondary education if it includes a certificate of completion from a recognized postsecondary school for at least a 900 contact-hour program in a relevant subject area **and** four years of related practical experience within the 10 years immediately preceding employment by the school.

Secondary education:

L. The instructor has a secondary education **and** five years of related practical experience within the 10 years immediately preceding employment by the school.

Court Reporting:

M. Machine Shorthand, Theory, and Speed Building only—An associate’s degree or higher **and** a certificate of completion in machine shorthand theory requirements in an accredited court reporting program; an associate’s degree in court reporting from any state-recognized school; certification as a registered professional reporter (RPR) or certified shorthand reporter (CSR) from any state; **OR** a certificate of completion of a court reporting program from a state-certified school.

N. Court Procedures and Technology—a registered professional reporter or certification as a certified shorthand reporter **and** one year of court reporting experience.

Modeling:

O. A secondary education **and** a certificate of completion from a modeling program of at least 45 contact hours from a state-recognized school **and** at least five verifiable paid modeling jobs completed within the past five years; **OR** a secondary education **and** at least 10 verifiable paid modeling jobs completed within the past five years.

Truck Driving:

P. A secondary education, certified proof of successful completion of 40 contact hours in safety education and driver training, **and** three years of full-time tractor trailer driving experience within the 10 years immediately preceding employment by the school. Commercial driver’s license (CDL) training programs must include training on the recognition and prevention of human trafficking, the content of which is to be established by TWC in collaboration with the Office of the Attorney General, as stated in TAC Subchapter Q, §807.326.

Bartending:

Q. One of the above-mentioned qualifications (A–L) **and** certified by the Texas Alcoholic Beverage Commission as having completed the required alcohol awareness course.

Nurse Aide:

R. The program instructor must be a licensed nurse in the state of Texas, have a minimum of one year of nursing experience in a facility, and have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

Medication Aide:

S. The program instructor must be a registered nurse and have a minimum of two years of experience caring for individuals in a long-term care setting or be an instructor in a school of nursing and have a minimum of one year of experience. The school must also employ a pharmacist as a consultant pharmacist in a facility.

Request a Variance

If you do not meet the qualifications for codes A–S, complete the application, write a letter addressed to Career Schools and Colleges requesting a variance from the rules, and include the following:

1. A copy of the final exams that you took on the subjects for which the variance is being requested. The minimum acceptable score is 90 percent.
2. A list of the subjects for which the variance is being requested, as the subjects are listed in the school catalog
3. The current-rule requirements in comparison to your qualifications (see example below)
4. A statement ensuring that the program quality will not be diminished if you are hired as an instructor and explaining why
5. A statement by the school director that you have demonstrated sufficient knowledge and skill to teach the subject
6. If you have taught the subjects for which you are requesting the variance, include the following:
 - a) Student evaluations of your work as an instructor for each subject taught
 - b) The school director's evaluation of your ability to communicate your knowledge of the subjects, the quality of the instructional methods you used, your preparedness for the class, your interpersonal skills with the students, and your ability to satisfactorily answer the students' questions

If you have **not** taught the subjects for which you are requesting a variance, include the following:

- a) A commitment by the school director to submit student evaluations of you for each subject taught within three months of the variance approval
- b) A commitment by the school director to:
 - i) evaluate you and assess your ability to communicate your knowledge of the subjects, the quality of the instructional methods you used, your preparedness for the class, your interpersonal skills with the students, and your ability to satisfactorily answer the students' questions; and
 - ii) submit that assessment within three months of approval by variance.

Variance Example: A bachelor's degree and nine semester credit hours related to the courses and/or subject to be taught (Qualifier E) or a bachelor's degree and two years' experience related to the courses and/or subject to be taught (Qualifier H)