



Texas Workforce Commission Career Schools and Colleges Instructor Application Guide

Use this guide to complete the Instructor Application (CSC-002I). Failure to follow instructions will delay the approval process.

Who must apply—Instructors who teach courses and/or subjects that are part of a diploma or certificate program that is approved by the Texas Workforce Commission (TWC) must submit an instructor application, as required by Title 40, Texas Administrative Code, §807.81(b).

Exception—Instructors who teach degree programs authorized by the Texas Higher Education Coordinating Board are not required to submit an instructor application.

Submission Deadline—Applications must be postmarked **no later than five days** after your employment as an instructor. **Do not** submit code descriptions with the application.

School Information

TWC assigns a number to each career school and college. If you do not know your school's number, leave the field blank. Provide your school's complete name and address.

Applicant Information

Provide your complete name, Social Security number, date of birth, previous names used, personal phone number, and date of employment as an instructor.

Application Type

Check the applicable category.

Educational History

Failure to include educational documentation will delay the review process. Provide the following documentation:

- List of your educational institutions (complete names, addresses, dates, and types of diplomas or awarded degrees).
- Submit only documents that validate the educational history claimed, including clear copies of your transcripts and diplomas from conferred degrees or certificates of completion from recognized postsecondary institutions. Do not send certificates of completion for continuing education or seminars and workshops.

Professional Conduct

Answer all questions in the Professional Conduct section. Failure to do so will delay the review process. If you answered Yes to any of the questions (A–D), you must complete CSC-014B Professional Conduct, sign it, 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 the Instructor Application and other required documents, and submit it with your Instructor Application, CSC-002I. Only your **original signature** is acceptable. Copies are **not** accepted.

Work Experience Information

Provide only work experience from within the last 10 years, including:

- Your job title;
- your employer’s complete name, address, and telephone numbers; and
- the dates and length of your employment.

The job description must relate to the courses and/or subjects to be taught and demonstrate that you have the necessary work experience to validate the qualifier chosen from pages 5–6.

Courses and/or Subjects to Be Taught

Failure to include appropriate educational documentation will delay the review approval. Review the page of Qualifier Codes and **determine and select** an appropriate code. Include the following information:

- Enter the letter (A–S) that represents the appropriate qualifier code.
- **Attach** a copy of the catalog pages that describe the courses and/or subjects to be taught. **Failure to include relevant catalog pages** with course and/or subject descriptions may delay the application process.
- Submit **only** documents that validate the educational qualifier code claimed, including clear copies of your transcripts and diplomas from conferred degrees or certificates of completion from recognized postsecondary institutions. **Do not submit** certificates of completion for continuing education or seminars and workshops.

Certification

Certify that all the information that you have provided on your application is true and correct. Only your **original signature** is acceptable. Copies are **not** accepted.

School-Authorized Certification

The authorized school official accepts responsibility for the careful review and verification of your qualifications and the statements you make on your application. Only an **original signature** from the authorized school official is acceptable. Copies are **not** accepted.

Variance

Do not submit **descriptions** of Instructor Qualifier Codes in application. Include that information in the variance request letter.