



**Texas Workforce Commission
Career Schools and Colleges
Registered Representative Application**

Please mail this form, CSC-186 Fee Sheet, and associate fees when completed to:

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

Helpdesk: 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

TWC is responsible for licensing and regulating private postsecondary educational institutions (also known as career schools and colleges), as required under Texas Education Code Chapter 132 and the TWC rules in Texas Administrative Code Chapter 807. Use this application to apply for Registered Representative of a Career School or College.

School Number:

School Legal Name (please print):

School Physical Address (Street 1):

School Physical Address (Street 2):

City:

State:

ZIP Code:

Applicant Information

First Name (please print):

Middle Name (please print):

Last Name (please print):

Previous Names Used:

Social Security Number:

Date of Birth:

Telephone Number:

()

Date of Employment:

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.

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

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

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

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

Required Statements

Certify that the statements are true and correct by initialing each statement below.

I do hereby agree, consent, and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the Texas Workforce Commission.

I do further hereby agree and permit the Texas Workforce Commission to obtain from any person or entity information relating to my personal background, reputation, and character, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Workforce Commission.

I do hereby understand that I will not advise students about financial aid or administer the entrance test.

I affirm that I will take the course Registered [Representative Training](#) for Career Schools and Colleges before I recruit or enroll students.

I do hereby release, discharge, and exonerate the Texas Workforce Commission, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom. The foregoing consent and release are valid and binding so long as I hold or seek any certificate, license, or permit under the authority of Chapter 132 of the Texas Education Code. I understand that purposely submitting false or misleading information on this application may subject me to a fine, a prison sentence, or both. I understand that the cancellation policy [Section 132.061(a)(2)] provides for a full refund of all moneys paid by the student if it is established that the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

Applicant Certification

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

Applicants Signature:

X

Date:

X

School Authorized Official 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, completed required [Representative Training](#) and is a duly qualified agent of this school.

School Authorized Official Signature:

X

Date:

X

Notary

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: