



**Texas Workforce Commission  
Career Schools and Colleges  
Completer, Placement, and Employment Guide**

**For technical issues and questions, email Career Schools and Colleges Helpdesk at [career.schools@twc.texas.gov](mailto:career.schools@twc.texas.gov) or Telephone Number (512)936-3100.**

**Instructions**

1. Register on the portal for the annual reporting system at <https://apps.twc.state.tx.us/CSC/security/logon.do>.  
(Registering is the responsibility of the school director.)
2. Use this guide to compile data for more than one completer:
  - Number the columns 1–17. (See the Legend for corresponding titles. Do not include the Legend or these instructions when uploading to the portal.)
  - Fill in each field as completely as possible.
  - Do not use acronyms. Spell out all information.
3. Create and upload the excel spreadsheet to the reporting portal.

**Legend Information**

- Column 1: Student First Name
- Column 2: Student Last Name
- Column 3: Student SSN or Alien Registration Number
- Column 4: Program Start Date
- Column 5: Program Graduation Date
- Column 6: Completer Outcome
- Column 7: Student Phone Number
- Column 8: Student Email Address
- Column 9: Student Street Address
- Column 10: Student City
- Column 11: Student State
- Column 12: Student ZIP Code or Postal Code
- Column 13: Employer Name OR Postsecondary Education Institution OR Branch of Military Service
- Column 14: Employer City OR Postsecondary Education Institution City OR Military Station City
- Column 15: Employer Phone OR Military Station/Local Office Phone
- Column 16: Job Title OR Academic Program/Major
- Column 17: Starting Wage per Hour