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| Texas Workforce Commission logo  | **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** **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 NameColumn 2: Student Last NameColumn 3: Student SSN or Alien Registration NumberColumn 4: Program Start DateColumn 5: Program Graduation DateColumn 6: Completer OutcomeColumn 7: Student Phone NumberColumn 8: Student Email AddressColumn 9: Student Street AddressColumn 10: Student City Column 11: Student StateColumn 12: Student ZIP Code or Postal CodeColumn 13: Employer Name OR Postsecondary Education Institution OR Branch of Military ServiceColumn 14: Employer City OR Postsecondary Education Institution City OR Military Station CityColumn 15: Employer Phone OR Military Station/Local Office Phone Column 16: Job Title OR Academic Program/MajorColumn 17: Starting Wage per Hour |