

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Application for Certificate of Approval
Texas Education Code, Career Schools and Colleges
(Distance Education Schools)

DEPT. USE ONLY

Receipt # _____
Fee Paid _____
Date Paid _____
Initialed by _____

Authority for Data Collection: *Texas Education Code Section 132.052*

Planned Use of the Data: To provide information necessary to determine if the school meets the criteria for a Certificate of Approval under the Career Schools and Colleges Act.

Instructions: This must include all required exhibits to be complete. If additional clarification is required, contact Career Schools and Colleges at 512/936-3100. Career Schools and Colleges will not act upon any application until all the required catalogs, exhibits, fees, and other materials have been received. A copy of this application will be sent to the school at the time the license is issued.

Volume Number _____ Original Date _____ Revision Date _____

School # _____ School Telephone No. _____

800 No. (if applicable) _____

I. INFORMATION

1. Legal Name of School _____

2. Address of School _____
(STREET) (CITY) (ZIP CODE)

3. Mailing Address _____
(STREET) (CITY) (ZIP CODE)

4. E-Mail Address, if applicable _____

5. Type of Ownership: Corporation _____ Partnership _____ Individual _____
Limited Liability Company (LLC) _____ Other _____

6. Name of Individual, Partnership, or Corporation that owns the school mentioned in Item 1:
_____ Telephone No. (_____) _____

a. Address of Owner _____
(STREET) (CITY) (ZIP CODE)

b. List all partners or, if a corporation, all officers, directors, and/or trustees. In addition, list each shareholder owning stock aggregating at least 10% of the total issued and outstanding shares. SUBSIDIARY CORPORATIONS should list the parent corporation as stockholder. (Use an additional sheet, if necessary, and identify as Attachment A.)

Name	Title	Address	% Owned

7. What will be the total student capacity? _____

8. Are representatives employed to recruit students: Yes _____ No _____
9. Do the number of individuals employed by the owner (shown in #6) in all businesses exceed 99? Include employees in schools and all other business entities.
Yes _____ No _____

II. EXHIBITS

Submit exhibits labeled as follows:

- A - A continuous history of the school including changes in ownership and location since the date of the school's founding. Include the name and percent of ownership by each partner or stockholder.
- B - A roster of administrative and instructional staff. (See enclosed format.)
- C - Personal Data Form (PS-002) for each of the instructional staff and the director. (Forms enclosed.)
- D - Summary of Seminar (PS-304S) or New Program Application (PS-302) for each course offered.
- E - A rental or lease agreement for the physical plant of the school if the facilities are not owned by the school owner; if owned, a statement to that effect.
- F - A rental or lease agreement for any equipment not owned by the school; if all equipment is owned, a statement to that effect.
- G - An explanation of the conditions under which scholarships are awarded and their value; if no scholarships are granted, a statement to that effect.
- H - One sample of each kind of certificate or diploma awarded upon satisfactory completion of training.
- I - A description of the school's system of determining whether lessons are being completed on schedule. State the school policy as to interruption for failure to complete lessons on a timely schedule. As a minimum, the student must be terminated at the end of the third calendar month in which no lessons are submitted unless the student has made a specific request in writing for an extension of time.
- J - An explanation of the school's policy as regards termination of training of those students not making satisfactory progress. Describe in detail progress records maintained by the school and those furnished to students including the grading method used. State when a student's progress is considered unsatisfactory, the probationary periods, if any, allowed by the institution, and the conditions, which require termination for unsatisfactory progress. Describe the conditions for reentrance of those students dismissed for unsatisfactory progress. (As a minimum, this policy must show there is an evaluation after the student has completed a unit of lessons. Units will consist of a reasonable number of lessons acceptable to the Director. Not more than one additional unit of lessons may be furnished a student until the prior unit has been graded and the student's progress is evaluated.)
- K - Forms maintained for the home study lessons for the following:
1. Lessons completed and serviced
 2. Progress and/or grades
- L - The required financial statements. (See general information sheet enclosed.)
- M - ~~The required surety bond. (See general information sheet enclosed.)~~ [Repealed 9/1/03]
- N - An explanation of any arrangements for student financing of tuition, fees, and/or expenses. Include arrangements with private or public agencies for loans or grants. Term plans financed by the school (such as monthly payment plans) must be detailed along with finance charges and annual percentage rates, if applicable.
- O - Copies of all current school bulletins and brochures.

- P - Copies of all enrollment forms. The proper refund policy must be included as part of the enrollment agreement. If the school does not have an enrollment agreement, submit as Exhibit W the school's policy for the refund of tuition, fees, and other charges in the event the student cancels the enrollment, fails to enter the course, or fails to complete the course. (See enclosed sample.)

III. STATEMENTS OF ASSURANCE

- A - The school will maintain a written record of the previous education and training (PS-010) of each student and clearly indicate that appropriate credit has been given by the school for previous education and training, with the new training period shortened where warranted through use of appropriate skills or achievement tests and the student so notified. When the training period is shortened, the course cost will be reduced accordingly. (Forms enclosed.)
- B - The school will furnish to each student, prior to enrollment, a copy of the course outline; schedule of tuition, fees, and other charges; refund policy; regulations pertaining to frequency of lesson submissions; grading policy; and a statement that student grievances not resolved by the school may be referred to Texas Workforce Commission, Career Schools and Colleges, 101 E. 15th Street, Austin, Texas 78778. (Forms enclosed.)
- C - The school does not use a name like or similar to an existing tax-supported school in the same area.
- D - The school does not utilize erroneous or misleading advertising, either by actual statement, omission, or intimation.
- E - The school will make available the records and necessary data required for approval under the Texas Career Schools and Colleges Act for inspection by authorized representatives of the Texas Workforce Commission.
- F - The school will submit to Career Schools and Colleges prior notice of any proposed changes in this application and/or exhibits.
- G - The school will retain records for at least three (3) years for all students or prospective students.
- H - Transcripts will be available to prospective employers and to students upon request.
- I - Prospective students will not be denied admission on the basis of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration).
- J - Each school shall maintain a master student registration list consisting of at least the following information for any person who signs an enrollment agreement, makes a down payment to the school, or completes a lesson:
- | | |
|---|---------------------------|
| 1. Date | 4. Telephone number |
| 2. Name of student | 5. Social Security number |
| 3. Address of student
including zip code | 6. Name of course |
| | 7. Date of birth |
- K - The school will maintain on a current basis a list of all representatives employed to recruit students. Representatives will not be permitted to solicit students prior to receipt of Representative Permits.
- L - There is no action pending against the school or against any of the owners, officers, staff, faculty, or sales representatives of the school by any federal, state or local agency.

I, _____, do hereby expressly authorize Career Schools and Colleges, Texas Workforce Commission, to obtain all criminal history record information, and relating to myself, for the purposes set forth in *Texas Education Code, Section 132.055(j) and Title 40, Texas Administrative Code, Section 807.2.*

Applicant Signature – *In Blue Ink*

AFFIDAVIT

STATE OF _____ COUNTY OF _____, WHERE WITNESSED.

The individuals named below, being duly sworn, depose and say that the information in this application, accompanying catalogs, supplements, addenda, exhibits, and materials are true and correct to the best of their knowledge and belief. Further, the school will be operated in compliance with this application and all legal requirements. Any deficiencies will be immediately corrected and changes in the operation will not be made until written approval from the Texas Workforce Commission, for any revision to the application, is received. I understand that purposely submitting false or misleading information on this application may subject me to a fine, a prison sentence, or both.

*SIGNATURE OF EACH OFFICER OR PRINCIPAL OWNER:

_____ (SIGNATURE – <i>In Blue Ink</i>)	_____ (TYPED NAME AND TITLE)
_____ (SIGNATURE – <i>In Blue Ink</i>)	_____ (TYPED NAME AND TITLE)
_____ (SIGNATURE – <i>In Blue Ink</i>)	_____ (TYPED NAME AND TITLE)
_____ (SIGNATURE – <i>In Blue Ink</i>)	_____ (TYPED NAME AND TITLE)

Notary

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.
MY COMMISSION EXPIRES _____.

S E A L

Signature of Notary – *In Blue Ink*

(*See PS-001W or *Section 132.001, Texas Education Code*, for definition.)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 104T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.