

Seminar School Packet

(Instructions and Forms Necessary for Obtaining a Certificate of Approval)

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You may download these forms by accessing the links provided for each form.

All forms are located on-line at: <http://csc.twc.state.tx.us>

Seminar school - A school that has a course or courses of instruction that serve to enhance a student's current career, as opposed to a program that teaches skills and fundamental knowledge required for entry into a stated occupation. A seminar may include a workshop, an introduction to an occupation or cluster of occupations, a short course that teaches part of the skills and knowledge for a particular occupation, language training, continuing professional education, and review for postsecondary examination.

This form is intended as a checklist for schools to use in completing a seminar school packet and is not necessarily a list of all items that must be submitted.

i - Information/instructional form only

1. Instructions for Original Application for a Certificate of Approval (PS-009S) (Word) or (PDF) *i*
2. General Exemptions (PS-017) (Word) or (PDF) *i*
3. General Information Sheet and Evidence Necessary to Establish Financial Stability (PS-016) (Word) or (PDF) *i*
4. Application for Certificate of Approval (PS-001S) (Word) or (PDF)
Owner's Affidavit (PS-001W) (Word) or (PDF)
5. Application for Director (PS-002B) (Word) or (PDF)
Director's Statement (PS-001Z) (Word) or (PDF)
Instructor Application (PS-002) (Word) or (PDF)
6. Representative(s) Registration Application (PS-014) (Word) or (PDF)
Affirmative Answer to Question #4 on Representative Application (PS-014B) (Word) or (PDF)
7. New/Revised Seminar Application (PS-304S) (Word) or (PDF)
Brochure Requirements for Seminar Schools (PS-001XS) (Word) or (PDF)
Index to Seminar Brochure (PS-001YS) (Word) or (PDF)
Enrollment Agreement Checklist for Seminars Longer than 3 Days (PS-190S) (Word) or (PDF) *i*
Refund Policy for Seminars (PS-023S) (Word) or (PDF) *i*
Affidavit of On-Campus Enrollment (PS-001V) (Word) or (PDF)
8. Career Schools and Colleges Fee Sheet (PS-186) (fee amounts for each application) (Word) or (PDF)
9. Facility and Equipment Inspection Request (PS-004) (Word) or (PDF)
Survey Checklist (PS-100) (Word) or (PDF)
10. Citations Relating to Small Career Schools and Colleges General Information Sheet (PS-018) (Word) or (PDF) *i*
11. Staff and Contact Information Directory (PS-001RO) (Word) or (PDF) *i*
A list of names, phone numbers and e-mail addresses of individuals to contact for help
with various sections of this application.
12. Notice of Rate of Penalty for Late Refunds (PS-025) (PDF) *i*
13. The Law Regulating Career Schools and Colleges, Chapter 132, Texas Education Code (HTML) *i*
Texas Workforce Commission Rules for Career Schools and Colleges,
Title 40, Texas Administrative Code, Section 807 (PDF) *i*
Amendments to Rules Adopted December 20, 2010, with Preamble (PDF) *i*
 A letter to all school owners and directors, with attachments (PDF) *i*
 A practical summary of the rule amendments (PDF) *i*
 A template for a Notice that all schools must post (PDF) *i*
14. A letter to all schools regarding student recruitment practices (PDF) *i*

Texas Workforce Commission

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Dear School Owner:

Congratulations on your decision to begin the process of becoming a licensed career school or college in the State of Texas. Staff in the Texas Workforce Commission Career Schools and Colleges (CSC) unit is knowledgeable and will offer assistance to you in completing your application.

If you have a question regarding any section of the application packet, please feel free to contact us, Monday-Friday, 8am to 5pm CST. The website listed below is a handy reference with forms and instructions for the process. Our contact information is as follows:

Main Phone Number: 512-936-3100
Web Site: <http://csc.twc.state.tx.us>
E-Mail Address: career.schools@twc.state.tx.us

Please note that you will have a maximum of 180 days to complete the process. If your application is incomplete after this period, it will be considered withdrawn.

Thank you for your interest in providing new education opportunities to the citizens of Texas. We welcome the opportunity to serve you, hope you find this information helpful, and wish you success in your endeavors.

Sincerely,

Catherine Bingle

Catherine Bingle, Director
Career Schools and Colleges