

**TEXAS WORKFORCE COMMISSION
Career Schools and Colleges**

Director's Statement

Please check if this is for a change in Director or Staff Designee.
_____ Director Change
_____ Staff Designee Change

The current school director and designee shall review and sign this form. For a change in school director, submit forms PS-002B Director Application, PS-186 Fee Sheet with the appropriate fee, and this form. For a change in designee, submit just this form. *Title 40, Texas Administrative Code 807.62(f).*

Name of School	School #	
Location Address of School	Area Code & Phone	
Mailing Address of School	City/State/Zip	
E-mail Address	Fax Number	Toll-free Number

As Director, I understand that I am responsible for administration of the school named above, consistent with the legal requirements set forth in *Texas Education Code, Chapter 132* and *Title 40, Texas Administrative Code, Section 807*. As Director, I understand and attest to the Statements of Assurance below, which describe responsibilities for the school director, including, but not limited to the following:

- A. The course, curriculum, and instruction are and shall be of such quality, content, and length as may reasonably and adequately achieve the stated objective for which the course, curriculum, or instruction is offered.
- B. There is and shall be maintained adequate space, equipment, instructional aids, textbooks, software, and instructor personnel to provide training of good quality.
- C. Educational and experience qualifications of directors, administrators, and instructors are and shall meet the minimum requirements as set forth by the Commission.
- D. The student is and shall be provided with course outlines; schedule of tuition, fees, refund policy, and other charges; regulations pertaining to absence, grading policy, rules of operation and conduct and the name, mailing address, and telephone number of the TWC for the purpose of directing complaints to the Commission, will be furnished to each student prior to enrollment. For schools other than seminar only schools, a copy of the enrollment contract shall be provided to the student prior to enrollment. For schools other than seminar only schools, single subjects, and small schools with programs of 40 clock hours or less, a copy of the form (PS-005), Receipt of Enrollment Policies, and form (PS-010), Record of Previous Education and Training, shall be provided prior to enrollment. The originals of the enrollment and forms PS-005 and PS-010 shall be maintained in the student's file.
- E. The school complies and shall maintain compliance with all local, city, county, municipal, state and federal regulations, such as fire, building, and sanitation codes.
- F. The school is and shall be financially sound and capable of fulfilling its commitments for training.
- G. The school's administrators, representatives, directors, and instructors are and shall be of good reputation and character. A current list of all instructors and representatives shall be maintained and all application submission requirements shall be met. Representatives shall not be allowed to solicit without prior approval from the Commission. Students are entitled to full refunds if enrolled by unapproved representatives; and may be entitled to a full refund if taught by disapproved instructors.
- H. The school shall make available all of the records, documents, and necessary data required by the Commission for inspection by authorized representatives of the Texas Workforce Commission.
- I. Adequate records as prescribed by the administrator shall be kept to show attendance and/or lessons completed, and progress or grades; and satisfactory standards relating to attendance, progress, and conduct will be enforced. *(Progress standards not required for seminar-only schools.)*
- J. On completion of training, and when the financial obligation has been fulfilled, the student shall be given a certificate by the school indicating the program of training was completed satisfactorily.

- K. The school shall maintain student academic transcripts which record academic progress permanently; and shall retain all other student records for at least five (5) years from the last date attended, for all students who graduated, dropped out, or transferred. Financial records shall be retained as required by federal retention requirements. ***(Progress records and transcripts are not required for seminar schools.)***
- L. Transcripts shall be available to prospective employers and to students upon request and without charge for the first copy. *(This statement should be included in the school catalog.)* The transcript should show the name of the program, the length of time it was pursued, and a copy of the program curriculum with a clear explanation as to the extent to which each subject was completed. The transcript should also include grades, information as to the student's conduct, and records of any education and training of the student prior to enrollment for which credit has been granted. ***(Credit for previous education and training not required for seminar schools, single subjects, and small schools with programs of 40 clock hours or less.)***
- M. A Master Student Registration List shall be maintained in a current status.
- N. All refunds will meet or exceed the requirements of *Texas Education Code, Section 132.061*. Evidence shall be maintained at the school that demonstrates that refunds were calculated and consummated according to the statutory requirements.
- O. The school shall submit prior notice of any proposed changes to this application, the catalog, any supplements and addenda to the catalog, enrollment contract, and courses of instruction, with, if applicable, the Summary of Changes. Approval shall be obtained for new programs/seminars and revised programs/seminars prior to implementation; and prior written notice shall be provided before tuition changes are implemented.
- P. The school shall not utilize erroneous or misleading advertising, either by actual statement, omission, or intimation.
- Q. The school shall not use a name like or similar to an existing tax supported school in the same area.
- R. Prospective students shall not be denied admission on the basis of race, 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. *(This statement should be included in the school catalog.)*
- S. The school shall not exceed the enrollment limitation and pupil-teacher ratios established by *Texas Education Code, Chapter 132*, and *Title 40, Texas Administrative Code, Section 807*.
- T. There is no legal action, other than those that have been disclosed to TWC as of this date, to which the school, any of its owners, representatives, or management employees is a party; and the school shall notify the Commission should any such legal action occur.

“I will serve as liaison person during any visit by authorized representatives. If I cannot serve as a liaison, the staff member designated below will serve as liaison. Further, the designee, named below, has been made known to my staff as such, is designated to perform all the functions and succeed to my authority when I am absent from the school, and has been trained in survey procedures.”

TWC-PS USE ONLY
Date of Director Approval: _____
Date of Instructor Approval: _____
Reason for form: _____
Initialed by: _____

 Typed or printed name of Staff Designee

 Signature of Staff Designee – ***In Blue Ink***

 Typed or printed name of School Director

 Signature of School Director – ***In Blue Ink***

 Date

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.
