

TEXAS WORKFORCE COMMISSION
Career Schools and Colleges

Facility and Equipment Inspection Request

Instructions: Complete this form by providing all the requested information.

THIS FORM MUST ACCOMPANY: Your application for a Certificate for a new school, approval for a Change of Address, approval of an Additional Classroom Facility, and approval for Additional Equipment or Facilities for a new program.

Date facilities and equipment will be ready for inspection by TWC consultant: ____ / ____ / ____
Month Day Year

- TO BE DETERMINED. If you are not providing a definite ready date for the inspection, as requested above with the submission of this form, it is your responsibility to provide to us a date when the facilities, equipment, and instructional aids will be ready for inspection. We will then add your survey to the next scheduled visit in your area.

*****ATTACH a floor plan, equipment inventory and a map of sufficient detail to locate the school from a major thoroughfare.*****

Although we will schedule a survey visit as soon as possible after the "ready for inspection" date you provide, there may be a delay of 30 days or more, depending upon your location. Please help us accommodate your request by notifying us as far in advance as you are able.

School Name: _____

School Address: _____

School City/State/Zip: _____

Person to Contact at School: _____

School Contact Title: _____ Phone Number: _____

New Schools shall also complete below:

Texas State Tax Number: _____

or
Ownership Name: _____

Ownership Address: _____

Ownership City/State/Zip: _____

Ownership Contact Person: _____

Ownership Contact Title: _____ Phone: _____

TWC USE ONLY: School # _____ Type _____ Capacity _____ Consultant _____

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.