

# TEXAS WORKFORCE COMMISSION

## Career Schools and Colleges

### Instructions for Original Application For A Certificate of Approval

#### Residence School

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- Your school or course(s) may be exempt from regulation. To be considered for an exemption, it must be shown that the school or course(s) clearly and completely meets the provisions of one or more of the specific exemptions. Follow carefully all instructions stated on General Exemptions form (PS-017) in Section 3 of this packet.
- Contact a Certified Public Accountant or Public Accountant who is registered with the appropriate State Board of Public Accountancy to begin the required financial statement. Refer to the General Information Sheet, Evidence Necessary To Establish Financial Stability For A New School (PS-016), which is enclosed. This information should be given to your accountant. If there are any questions, please have your CPA contact Michael De Long concerning requirements.
- Corporations must submit copies of issued stock certificates, **front and back**. If the certificates are not sequential, provide a statement regarding the status of missing certificates. If the corporation is publicly held and regulated by the Securities and Exchange Commission, contact our office for further instructions. If the school is not operated in the same name as the corporation, submit evidence of assumed name registration with the Secretary of State and the County Clerk in the county(ies) where instruction will be taking place. Submit a copy of the certificate of incorporation issued by the Secretary of State.
- Partnerships must submit a copy of the partnership agreement. If the school is not operated in the same name as the partnership, submit evidence of assumed name registration with the County Clerk in the county(ies) where instruction will be taking place.
- Sole proprietors or individual owners must submit evidence of assumed name registration with the County Clerk in the county(ies) where instruction will be taking place.
- Submit one original of the following forms: Application for Certificate Of Approval form (PS-001R), Owners Affidavit (PS-001W), Affidavit Of On Campus Enrollment form (PS-001V), Director's Statement (PS-001Z).

**Note: Certain types of schools are prohibited from using the word "college," "university," "seminary," "school of medicine," "medical school," "health science center," "school of law," "law school," or "law center" in the official name or title of a nonexempt private postsecondary educational institution. If you wish to use any of these words in the school or corporate name, you must first obtain approval from the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711**

- Follow the enclosed Catalog Guide (PS-001X) for completing the Index to Catalog, Supplements, etc., and Handbooks (PS-001Y). Prepare the draft of your catalog as indicated. The Enrollment Agreement Checklist (PS-190) is provided for your convenience. In order to prepare an Enrollment Agreement for your school, you may copy documents as needed.

Instructions for Notice of Cancellation Policy/Cancellation and Refund Policy (PS-024) is enclosed. Each school must maintain a policy that will permit a student to cancel any enrollment agreement or contract within 72 hours and receive a refund of the unused portion of tuition. Refer to *Texas Administrative Code, Section 807.261(b)*.

The forms PS-005, Receipt of Enrollment Policies and PS-0101, Record of Previous Education are included for use in the student files. You do not need to return them with your application.

**Note: The catalog and enrollment agreement should not be printed until the draft has been approved by the TWC consultant.**

- Complete the Director or Director of Education Application (PS-002B) for your director. Every school must have a school director, but not necessarily a Director of Education.
- Complete an Instructor Application (PS-002) for each instructor.
- Complete a Representative Registration Application (PS-014) for each representative. Any individual employed to recruit students must be registered as a representative. If a school is owned by a corporation, the corporation is the employer. Consequently, anyone soliciting for the school would be a representative. If the school is owned by an individual or a partnership, the individual or partners are not required to register as a representative.
- Complete the New Program Application (PS-302) for each vocational program your school will offer. A sample new program application, PS-302SAM has been included. In addition, if you would like to apply for a seminar, you will need to complete the items listed on the New Seminar Application Instructions for Residence Schools, PS-0302R-S. If you plan to offer an Associate Degree level program, you must obtain approval from the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711.
- The equipment required for instruction is determined by the program objective. See *Texas Administrative Code, Section 807.128*, for requirements.
- The Facility and Equipment Inspection Request, PS-004 tells us when your school will be ready for a survey visit. Every school located in the State of Texas must have an original survey visit before the school can be approved.
- Complete the Career Schools and Colleges Fee Sheet (PS-186). There are four separate fees:
 

1) Application for Certificate of Approval	<u>\$3,000 for large schools, \$1,001 for small schools, plus</u>
2) Application for Director	<u>\$20.00</u>
3) Instructor(s) Application	<u>\$20.00 for each instructor</u>
4) Representative Registration Application(s)	<u>\$90.00 for each representative</u>

Make your check or money order payable to TWC – Career Schools and Colleges. Applications cannot be processed without the appropriate fees.

- Forward all required documents with fees to:**  
**Texas Workforce Commission**  
**Career Schools and Colleges - Controller**  
**101 East 15th Street**  
**Austin, Texas 78778-0001**

- All fees are required by statute for processing.** Fees will not be refunded, even if the application is not approved.

**THE APPLICATION WILL BE WITHDRAWN AND THE FILE CLOSED WHEN THE APPLICATION REMAINS INCOMPLETE SIX MONTHS AFTER THE DATE OF SUBMISSION. AFTER THE APPLICATION IS WITHDRAWN, IT WILL BE NECESSARY TO REAPPLY AND SUBMIT APPLICABLE FEES.**

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*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](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.*

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