

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Instructions for Original Application for a Certificate of Approval

Seminar School

NOTE: *Your school or course(s) may be exempt from regulation. If you want to be considered for an exemption, you must show that your 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 1 of this packet.*

Instructions for Application for a Certificate of Approval

- 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.
- 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 copy of the application with requested documents.

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

The Application for Certificate of Approval under Texas Career Schools and Colleges Act, Seminars Schools (PS-001S) is the index for the complete application for approval, provides general information regarding the name of the school, address, owner, etc., and indicates the requested documents which should be attached to PS-001S to complete the application.

- Complete the Director or Director of Education (PS-002B) for your director.
- 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.

The equipment required for instruction is determined by the seminar objective. See *Texas Administrative Code, Section 807.128*, for requirements.

Complete the Career Schools and Colleges fee sheet (PS-186). There are four separate fees:

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| 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.

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

FEES ARE NON-REFUNDABLE

After the Application for a Certificate of Approval is received, a staff member will be assigned the responsibility of processing the application. An on-site inspection will be conducted by one of our staff members to examine the facilities and equipment.

Remember to notify us by forwarding to this office a completed form PS-004 stating when the facilities and equipment will be ready for inspection. This form is located in Section 8.

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.

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.
