

Texas Workforce Commission

A Member of Texas Workforce Solutions

Diane D. Rath, Chair
Commissioner Representing
the Public

Ron Lehman
Commissioner Representing
Employers

Ronald G. Congleton
Commissioner Representing
Labor

Larry E. Temple
Executive Director

September 06, 2007

Dear School Director:

The purpose of this letter is to notify all seminar career schools that we've revised the seminar school application to closely parallel the residence school application. This eliminates the need to submit numerous exhibits; however, it will require a brochure. We are requesting that either at the time of your school's renewal or the next printing of your school bulletin, whichever occurs first, you submit:

- a printed brochure as outlined in the form PS-001XS, Requirements for Seminar Schools; and,
- form PS-001YS, Index to Seminar Brochure.

Please feel free to call or e-mail one of the Program Staff if you have any questions or if they may be of assistance.

| | | |
|-----------------|----------------|--|
| Virginia Bosman | (512) 936-9264 | virginia.bosman@twc.state.tx.us |
| Frank Hammack | (512) 936-6591 | frank.hammack@twc.state.tx.us |
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Thank you in advance for your cooperation.

Sincerely,



Elizabeth Gregowicz, Director
Career Schools & Colleges

Enclosures

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Brochure Requirements for Seminar Schools (Schools that offer only Seminars)

Authority: *Texas Education Code, Chapter 132, Section 132.055 (5) Criteria and Texas Administrative Code, Chapter 807, Section 807.193(b).*

- A. Certain information is required to be provided to prospective students. The information required for the Seminar school **brochure** is as follows:
1. Name, address and phone number of the school.
 2. Effective date of the brochure.
 3. A roster of administrative and instructional staff.
 4. The seminar title, course description, clock hour length, admissions requirements, and the main skills to be learned. If the seminar is over 10 hours, the time spent on each main topic.
 5. The requirements, if any, for any state or national licensing, certifications, or registrations.
 6. Exam passage rates for seminars that prepare students for state licensing, certification, or registration exams.
 7. A schedule of tuition, fees, and other charges.
 8. The school's refund policy (must meet the minimum standards detailed on form PS-023S).
 9. The school's regulations pertaining attendance and rules of operation and conduct. Hours of operation, office hours, school calendar, fees, enrollment policy and entrance requirements.
 10. The name, mailing address, and telephone number of the commission for the purpose of directing complaints to the agency:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 104-T
Austin, Texas 78778-0001
Phone: 512-936-3100

- B. An enrollment agreement is required for seminars that will not be completed within three consecutive days. For requirements, please refer to forms PS-190S, Enrollment Agreement Checklist for Seminars Longer Than 3 Days, and PS-023S, Refund Policy for Seminars. (Schools are not required to have an enrollment agreement for seminars that will be completed in less than 3 consecutive days.)

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. Individual 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.

**TEXAS WORKFORCE COMMISSION
Career Schools and Colleges**

Index to Seminar Brochure

NOTE: Submit a copy of the draft school brochure which was used to complete this checklist. **Do not submit final printed copies until you have been notified of the approval status of the documents submitted with this checklist.**

SCHOOL: _____

DATE: _____

PAGE NUMBER

1. Table of Contents and/or Index _____
2. Name, Street Address and Telephone Number of School _____
3. Effective Date..... _____
4. A Listing of Staff and Faculty _____
5. Seminars
 - a. Title of each Seminar..... _____
 - b. Admissions Requirements..... _____
 - c. Description _____
 - d. Clock Hour Length..... _____
 - e. Main Skills to Be Learned..... _____
 - f. Time Spent on Each Main Topic (if longer than 10 clock hours)..... _____
 - g. Printed Disclaimer for Seminars not regulated by TWC..... _____
6. If any State or National Licensing, Certifications, or Registrations
 - a. Requirements _____
 - b. Exam Passage Rates _____
7. Tuition, Fees, and/or Special Charges
 - a. Tuition Fee _____
 - b. Fees..... _____
 - c. Any other expenses..... _____
 - d. Total Charges for the Program..... _____
8. Cancellation and Refund Policy
 - a. Cancellation Policy _____
 - b. Career Schools and Colleges Refund Policy _____
9. Attendance Policy
 - a. Policies regarding:
 - (1) Absences _____
 - (2) Tardies..... _____
 - (3) Make-up work _____
 - b. Conditions for Readmittance..... _____
10. School Calendar
 - a. Holidays to be observed _____
 - b. Enrollment Periods _____
 - c. Beginning and Ending Dates of Terms..... _____

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Career Schools and Colleges**

Index to Seminar Brochure

| | PAGE NUMBER |
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| 11. Normal Hours of Operation | |
| a. School _____ | |
| b. Office _____ | |
| c. Definitive Class Schedules (Morning, Afternoon, Evening) | |
| (1) Breaks | _____ |
| (2) Mealtimes | _____ |
| 12. Policy Regarding Student Conduct | |
| a. Causes for Termination | _____ |
| b. Causes for Readmission | _____ |
| 13. Policies and Procedures to Resolve Student Grievances/Complaints | _____ |

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