

Directions for Changing the Address of a Career School or College

Texas Workforce Commission – Career Schools and Colleges

- A. Submit an original of the following:
1. CSC-001(R/S), Application for Certificate of Approval, using the new address of the school.
 2. CSC-001W, Owner's Affidavit, for each owner listed on the application, using the new address of the school.
 3. CSC-001V, Affidavit of On-Campus Enrollment, using the new address of the school. (Not required for schools with a Detachable Notice of Cancellation, distance education schools, or seminars of 3 or less consecutive calendar days).
 4. CSC-004, Facilities & Equipment Inspection Request.
 5. School Catalog or Seminar School Brochure - see form CSC-001X, Catalog Guide or form CSC-001XS, Brochure Guide, using the new address of the school where applicable. (Addendum and paste-over may be used until next printing). All Catalog/Brochure changes shall be accompanied by the form CSC-042R/S, Summary of Changes.
 6. Enrollment Agreement, see Enrollment Agreement Checklist (CSC-190), using the new address of the school, with the Summary of Changes CSC-042R/S
 7. All other documents (and advertisements) where the address of the school appears, using the new address of the school.
- B. Submit the fee of \$270 for the school with CSC-186 fee sheet and \$15 for each representative with CSC-014A.
- C. Please note that in most cases an on-site survey will be required. Please complete and submit form CSC-004, Facilities & Equipment Inspection Request. **The effective date of the Certificate of Approval will be the date of the survey or the date the last document is received, whichever is later.**

Forms are available on our website: www.texasworkforce.org/careerschoolforms

PLEASE NOTE: An on-site survey will be conducted after the date you indicate you are ready on form CSC-004, Facilities & Equipment Inspection Request. You will be contacted in advance. Refer to form CSC-100, Survey Checklist, to learn what will be examined during this survey visit.