

Texas Workforce Commission—Career Schools and Colleges

Request for Acknowledgment of an Accredited Course (New or Revised)

Use this form (CSC-307COI) to ask the Texas Workforce Commission (TWC) to acknowledge that a new or revised course is accredited. Mail the request to TWC **within five days** of receiving notice of accreditation from the institutional accrediting or licensing agency:

Texas Workforce Commission
 Career Schools and Colleges—Controller
 101 East 15th Street
 Austin, Texas 78778-0001

Before submitting this request, see CSC-307COIg Instructions for Requesting Acknowledgment of an Accredited Course (New or Revised).

Licensed Schools:

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> New program: | Degree program: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Revised program: | Degree program: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> New seminar | |
| <input type="checkbox"/> Revised seminar | |

School Information

School Number: S	School Name:	
Physical Address:		
City:	State:	ZIP Code:

Course of Instruction

Instructions: Provide the course details as they were approved by the accrediting or licensing agency.

Is approval by another agency required before offering the course? Yes No *

Institutional Accrediting Agency:	Class Start Date (mm/dd/yyyy):
Course Name:	
Stated Occupation(s):	
Classification of Instructional Programs (CIP) Code Number:	

* **If you answered yes**, you must provide TWC with a copy of the other agency’s approval letter before TWC can approve the course.

Course Length

Instructions: Enter the total hours of instruction below.

Contact Hours (CO):	Quarter Credit Hours (QCH):	Semester Credit Hours (SCH):
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Credit Hour Conversion Ratio (one credit hour equals)

Instructions: Convert one credit hour, if applicable.

#Lecture:	#Lab:	#Externship:
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Online and/or Distance Education Courses Only

Number of Lessons:

Course Fees

Instructions: Enter the details requested below. Fees must be published in the school catalog and, if applicable, in the enrollment agreement.

Registration fee: If a student has already paid the tuition and fees but decides not to move into the residence for the career school or college and the 72-hour cancellation period has expired, the career school or college may retain no more than \$100 of the total.	\$
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Tuition:	\$
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Books and supplies (reasonable estimate). A receipt must be provided to the student:	\$
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Other charges paid to the school (itemize clearly):	\$
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Total cost:	\$
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Items subject to cost change:

Warning: It is a violation of the TWC rules in Title 40, Texas Administrative Code, §807.353, to fail to disclose tuition, fees, or other charges, including increases, to TWC. Administrative penalties include \$250 for a first offense, \$500 for a second offense, and \$1,000 for a third offense and subsequent offenses.

Projections—Course Completion and Employment (Programs Only)

Before entering projections, see CSC-307COIg Instructions for Requesting Acknowledgment of an Accredited Course (New or Revised).

Projected completion rate for students who enroll:	%	<i>Note: 100 percent is not realistic.</i>
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Projected employment rate for students who graduate:	%	<i>Note: 100 percent is not realistic.</i>
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Certification

I certify that the information provided in this form is true and correct to the best of my knowledge. I understand that if the program’s employment rate remains below 60 percent for three consecutive years, TWC’s approval of the program will be revoked.

Name of **School Director:**

Signature of School Director:

Date (mm/dd/yyyy):

Notary

State of _____	County of _____, where witnessed.
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Subscribed and sworn to me on (mm/dd/yyyy)

My commission expires (mm/dd/yyyy)

Signature of Notary:

STAMP/SEAL