Career School or College New License Application Checklist

Texas Workforce Commission – Career Schools & Colleges

Name of School: _____

Instructions:

- Use this checklist to ensure that you are submitting all the forms required to apply for a Certificate of Approval (license) for a new school.
- Incomplete application packets will be returned and not reviewed.
- We provide the samples and guides to help you submit the items in the format accepted by TWC. Do not submit the samples or guides in your packet.
- Print and send in this form with your application packet.

Document Title for Forms, Guides & Samples	Document Links
☐ Fee Sheet and Fees (CSC-186)	📕 or 📘
☐ Application for Certificate of Approval (CSC-001)	📕 or 📘
☐ Evidence Necessary to Establish Financial Stability for a New School (CSC-016)	📕
☐ Officer/Principle Owner/Board Member Affidavit (CSC-001W)	📕 or 📘
☐ On-Campus Enrollment Affidavit (CSC-001V)	📕 or 📘
☐ Catalog Outline – Template (CSC-001XOUT)	📕 or 📘
☐ Index to Catalog and Supplements (CSC-001Y)	📕 or 📘
☐ Guide to Catalog and Supplements (CSC-001X)	📕 or 📘
☐ Sample Catalog (CSC-001XSAM)	📕
☐ Student Enrollment Agreement - Template (CSC-190SAM)	📕 or 📘
☐ Enrollment Agreement Checklist (CSC-190)	📕
☐ Director or Director of Education Application (CSC-002B)	📕 or 📘
☐ Director of Education Supplemental (CSC-002S)	📕 or 📘
☐ Instructor Application (CSC-002)	📕 or 📘
☐ Representative Registration Application (CSC-014)	📕 or 📘
☐ Professional Conduct (CSC-014B), if applicable	📕 or 📘
☐ New Program/Seminar Application (CSC-302)	📕 or 📘
☐ Sample: New Program Application(CSC-302SAM)	📕
☐ Facility and Equipment Inspection Request (CSC-004)	📕 or 📘
☐ Motor Vehicle Fleet Information (CSC-322), if applicable	📕 or 📘

TWC Internal Use Only (circle one):   Assign: Required items submitted   Return: Required items not submitted