

| TWC USE ONLY  |  |
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| Receipt #     |  |
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# Texas Workforce Commission—Career Schools and Colleges

## Instructor Application

**Please mail this completed form**—with the CSC-186 Fee Sheet and \$20 fee to:  
 Texas Workforce Commission  
 Career Schools and Colleges—Controller  
 101 East 15th Street  
 Austin, Texas 78778-0001

**Application Type (check all that apply):**

- Original application
- Application for additional courses and/or subjects
- Resubmission in response to a Notice of Review
- Request for a Variance
- Explanation of Professional Conduct

For help completing this application, see the Career Schools and Colleges Instructor Application Guide.

### School Information

|                            |              |        |           |
|----------------------------|--------------|--------|-----------|
| School Number: S           | School Name: |        |           |
| School's Physical Address: | City:        | State: | ZIP Code: |

### Applicant Information

|  |                             |
|--|-----------------------------|
| Last Name:                                   | First Name:                 |
| Social Security Number:                      | Date of Birth: (mm/dd/yyyy) |
| Previous Names Used:                         | Personal Phone Number:      |
| Date of Employment as Instructor: (mm/dd/yy) |                             |

### Educational History

**Instructions:** Indicate the highest level of education you have achieved in the courses and/or subjects to be taught. **Attach** proof of your education, such as diplomas, certificates, and/or transcripts.

| Highest Levels Achieved<br>(Check all that apply)  | School Name<br>Address, City, State | Date Begun<br>(mm/yy) | Date Ended<br>(mm/yy) | Major and/or Minor |
|--|-------------------------------------|-----------------------|-----------------------|--------------------|
| <input type="checkbox"/> High school diploma/GED<br><input type="checkbox"/> Homeschooled<br><input type="checkbox"/> 900+ clock-hour postsecondary program<br><input type="checkbox"/> Associate's degree<br><input type="checkbox"/> Bachelor's degree<br><input type="checkbox"/> Postgraduate degree |                                     |                       |                       |                    |
|  |                                     |                       |                       |                    |
|  |                                     |                       |                       |                    |
|  |                                     |                       |                       |                    |

## Work Experience

**Instructions:** Indicate your work experience **for the past 10 years**, as it relates to the **courses and/or subjects** to be taught. **NOTE: Résumés not accepted.**

**A.**

|   |               |             |                 |
|---|---------------|-------------|-----------------|
| Job Title:  | From: (mm/yy) | To: (mm/yy) | Total: (yy, mm) |
| Employer Name:  | Address:      |             |                 |
| Supervisor:   |               |             |                 |
| Job description, as it relates to the courses and/or subjects to be taught: |               |             |                 |

**B.**

|   |               |             |                 |
|---|---------------|-------------|-----------------|
| Job Title:  | From: (mm/yy) | To: (mm/yy) | Total: (yy, mm) |
| Employer Name:  | Address:      |             |                 |
| Supervisor:   |               |             |                 |
| Job description, as it relates to the courses and/or subjects to be taught: |               |             |                 |

**C.**

|   |               |             |                 |
|---|---------------|-------------|-----------------|
| Job Title:  | From: (mm/yy) | To: (mm/yy) | Total: (yy, mm) |
| Employer Name:  | Address:      |             |                 |
| Supervisor:   |               |             |                 |
| Job description, as it relates to the courses and/or subjects to be taught: |               |             |                 |

**D.**

|   |               |             |                 |
|---|---------------|-------------|-----------------|
| Job Title:  | From: (mm/yy) | To: (mm/yy) | Total: (yy, mm) |
| Employer Name:  | Address:      |             |                 |
| Supervisor:   |               |             |                 |
| Job description, as it relates to the courses and/or subjects to be taught: |               |             |                 |

**Courses and/or Subjects to Be Taught**  
**(Copy this page as often as needed)**

**Instructions:** Review pages 5–6. Determine and enter the qualifier codes under which you are eligible to teach the courses and/or subjects you have listed, as required by Texas Administrative Code (TAC), Title 40, §807.81(b). Failure to include relevant catalog pages with course and/or subject descriptions may delay the application process.

| Qualifier Codes<br>(Letters ONLY—A–S) | List by NAME, as published in the school catalog. |
|---------------------------------------|---|
|                                       |   |
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If you **do not** meet the requirements of qualifier codes A–S on pages 5–6, you must request a variance (an evaluation). To request a variance, follow the steps on page 6.

### Professional Conduct

|   |  |
|---|--|
| <b>Instructions:</b> If you answer Yes to A, B, C, or D below, complete form CSC-014B Professional Conduct. Sign the form and obtain the signature of a school official certifying the truth and accuracy of all statements made to explain the circumstances. Attach CSC-014B to this application and submit it with the other required documents. | Check <b>Yes or No</b> ,<br>below                                      |
| <b>A.</b> Have you ever had a diploma, credential, license, or certificate denied, revoked, or suspended?   | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>B.</b> Have you ever been dismissed or asked to resign from any position for immoral or unprofessional conduct?  | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>C.</b> Have you ever been sued successfully for fraud or deceptive trade practices?  | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>D.</b> Have you ever been convicted of a felony or of a misdemeanor other than minor traffic offenses?   | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |

### Certification

I certify that the following statements are true and correct. I agree, consent, and direct that any person or entity maintaining information in any form relating to my criminal history shall release all information upon the request of the Texas Workforce Commission. I further agree and permit the Texas Workforce Commission to obtain from any person or entity information relating to my personal background, reputation, and character, and expressly direct that any such person or entity release such information upon the request of the Texas Workforce Commission. I release, discharge, and exonerate the Texas Workforce Commission, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising. The foregoing consent and release is valid and binding while I am seeking or have received approval under the authority of Chapter 132 of the Texas Education Code.

Typed or Printed Name of Applicant:

|                         |       |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

### School's Authorized Certification

As an owner, director, or owner designee, I have carefully reviewed and verified the qualifications of the proposed employee and his or her statements contained on this application. To the best of my knowledge and belief, he or she is qualified for the position, as required by the rules for Texas Career Schools and Colleges, §807.81.

|  |        |
|--|--------|
| Typed or Printed Name of Owner, Director, or Owner Designee: | Title: |
|--|--------|

|  |       |
|--|-------|
| Signature of Owner, Director, or Owner Designee: | Date: |
|--|-------|

### Notary

|          |           |                    |
|----------|-----------|--------------------|
| State of | County of | , where witnessed. |
|----------|-----------|--------------------|

Subscribed and sworn to me this (mm/dd/yyyy)

|                                     |                      |
|-------------------------------------|----------------------|
| My commission expires: (mm/dd/yyyy) | Signature of Notary: |
|-------------------------------------|----------------------|

|                            |  |
|----------------------------|--|
| STAMP/SEAL<br><br><br><br> |  |
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## Qualifier Codes—Educational and Experience

Determine the codes under which you are eligible to teach. Enter the letter (A–S) on page 3.

### **Master’s degree or higher that:**

**A.** includes satisfactory completion of six semester credit hours or eight quarter credit hours in the subject to be taught;

**B.** includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area **and** one year of related practical experience within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **technical** field; or

**C.** includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area to be taught, if the subject to be taught is in a **nontechnical** field;

**OR**

### **Master’s degree or higher and:**

**D.** one year of related practical experience in the subject to be taught within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **nontechnical** field.

### **Bachelor’s degree that:**

**E.** includes nine semester credit hours or 12 quarter credit hours related to the subject area to be taught;

**F.** includes satisfactory completion of six semester credit hours or eight quarter credit hours in the subject area to be taught **and** one year of related practical experience within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **technical** field; or

**G.** includes satisfactory completion of three semester credit hours or four quarter credit hours in the subject area **and** one year of related practical experience within the 10 years immediately preceding employment by the school, if the subject to be taught is in a **nontechnical** field; **OR**

### **Bachelor’s degree and:**

**H.** two years of related practical experience within the 10 years immediately preceding employment by the school.

### **Associate’s degree that:**

**I.** includes satisfactory completion of nine

semester credit hours or 12 quarter credit hours in the subject area to be taught **and** two years of related practical experience within the 10 years immediately preceding employment by the school;

**OR**

### **Associate’s degree and:**

**J.** three years of related practical experience within the 10 years immediately preceding employment by the school.

### **Completed a 900+ contact-hour program:**

**K.** The instructor has a secondary education if it includes a certificate of completion from a recognized postsecondary school for at least a 900 contact-hour program in a relevant subject area **and** four years of related practical experience within the 10 years immediately preceding employment by the school.

### **Secondary education:**

**L.** The instructor has a secondary education **and** five years of related practical experience within the 10 years immediately preceding employment by the school.

### **Court Reporting:**

**M.** *Machine Shorthand, Theory, and Speed building only*—An associate’s degree or higher **and** a certificate of completion in machine shorthand theory requirements in an accredited court reporting program; an associate’s degree in court reporting from any state-recognized school; certification as a registered professional reporter (RPR) or certified shorthand reporter (CSR) from any state; **OR** a certificate of completion of a court reporting program from a state-certified school.

**N.** *Court Procedures and Technology*—a registered professional reporter or certification as a certified shorthand reporter **and** one year of court reporting experience.

### **Modeling:**

**O.** A secondary education **and** a certificate of completion from a modeling program of at least 45 contact hours from a state-recognized school **and** at least five verifiable paid modeling jobs completed within the past five years; **OR** a secondary education **and** at least 10 verifiable paid modeling jobs completed within the past five years.

### **Truck Driving:**

**P.** A secondary education, certified proof of successful completion of 40 contact hours in safety education and driver training, **and** three years of full-time tractor trailer driving experience within the 10 years immediately preceding employment by the school. Commercial driver's license (CDL) training programs must include training on the recognition and prevention of human trafficking, the content of which is to be established by TWC in collaboration with the Office of the Attorney General, as stated in TAC Subchapter Q, §807.326.

### **Bartending:**

**Q.** One of the above-mentioned qualifications (A–L) **and** certified by the Texas Alcoholic Beverage Commission as having completed the

required alcohol awareness course.

### **Nurse Aide:**

**R.** The program instructor must be a licensed nurse in the state of Texas, have a minimum of one year of nursing experience in a facility, and have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

### **Medication Aide:**

**S.** The program instructor must be a registered nurse and have a minimum of two years of experience caring for individuals in a long-term care setting or be an instructor in a school of nursing and have a minimum of one year of experience. The school must also employ a pharmacist as a consultant pharmacist in a facility.

### **Request a Variance:**

If you do not meet the qualifications for codes A–S, complete the application, write a letter addressed to Career Schools and Colleges requesting a variance from the rules, and include the following:

1. A copy of the final exams that you took on the subjects for which the variance is being requested. The minimum acceptable score is 90 percent.
2. A list of the subjects for which the variance is being requested, as the subjects are listed in the school catalog.
3. The current rule requirements in comparison to your qualifications. (See formatted example below.)
4. A statement ensuring that the program quality will not be diminished if you are hired as an instructor and explaining why.
5. A statement by the school director that you have demonstrated sufficient knowledge and skill to teach the subject.
6. If you have taught the subjects for which you are requesting the variance, include the following:
  - A. Student evaluations of your work as an instructor for each subject taught.
  - B. The school director's evaluation of your ability to communicate your knowledge of the subjects, the quality of the instructional methods you used, your preparedness for the class, your interpersonal skills with the students, and your ability to satisfactorily answer the students' questions.

If you have **not** taught the subjects for which you are requesting a variance, include the following:

- A. A commitment by the school director to submit student evaluations of you for each subject taught within three months of the approval by variance.
- B. A commitment by the school director to:
  - evaluate you and assess your ability to communicate your knowledge of the subjects, the quality of the instructional methods you used, your preparedness for the class, your interpersonal skills with the students, and your ability to satisfactorily answer the students' questions; and
  - to submit that assessment within three months of approval by variance.

### **Variance Examples:**

A bachelor's degree and nine semester credit hours related to the courses and/or subject to be taught (Qualifier E) or a bachelor's degree and two years' experience related to the courses and/or subject to be taught (Qualifier H).