Facility and Equipment Inspection Request

Texas Workforce Commission – Career Schools and Colleges

<u>THIS FORM MUST ACCOMPANY</u> your application for original certificate of approval, change of address, additional classroom facility, and additional equipment/facilities for a new program.

Date **facilities** and **equipment** will be ready for inspection by TWC consultant: _____
(mm/dd/yyyy)

Submit this form with the following documents: ☐ Floor Plan ☐ Equipment Inventory List

Although we will schedule a survey visit as soon as possible after the "ready for inspection" date you provide, there may be a delay of 30 days or more, depending upon your location.

Name of School: _____

Physical Address: _____
Street City State Zip Code

Person to Contact/Phone Number: _____

All items below need to be available at your ORIGINAL site visit:

1. Certificate of Occupancy for current address or letter of release from municipality.
2. Current fire inspection by municipal authority, or letter of release and approval of private contractor from municipal authority (last inspection date).
3. Rental or lease agreement for school facilities, or statement of ownership for current address.
4. Rental or lease agreement for instructional equipment and instructional aids or statement of ownership.
5. Floor plan and school facilities are adequate for student capacity, and include: room numbers, pupil capacities, break room, utilities, uses of rooms, room dimensions, restrooms, and record storage.
6. Inventory of equipment & instructional aids adequate for student capacity and course objective.
7. Current list of textbooks, software, and reference library, including: title(s), author/publisher, and copyright dates.
8. Sample of each certificate and/or diploma awarded to students.
9. Narrative description of the school's way of taking and maintaining a positive record of attendance, including when taken, symbols, methodology, and provisions for permanent maintenance; or evidence of TWC approval of alternative method of accurately determining a student's last date of attendance for refund purposes and accurate monitoring of absences.
10. Sample of forms used to record attendance; and progress, grades and transcript forms ***(progress, grades and transcript forms not required for seminar schools)***.
11. Statement outlining the methods of payment available to students including, if applicable, terms of agreements with lending institution(s), charges and true annual percentage rate(s), and the institution name(s) and address(es).
12. Examples of all advertising (yellow page, newspaper ad, brochures, audio/video scripts, etc.).

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 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals 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.