

Notification of New or Revised Courses for Licensed, Accredited Schools

Texas Workforce Commission – Career Schools and Colleges

Introduction: This document provides instructions and a cover sheet for licensed, accredited career schools and colleges to submit timely information (within 5 days) on new or revised courses approved by their institutional accrediting agency and forego direct TWC approval of these new or revised courses. Criteria for school eligibility for this procedure, required deadlines, a checklist of items that must be submitted, and cover sheet are included. With the submitted information TWC will review the new/revised course offering to make sure it is appropriately approved and ensure the courses are reflected on the school's approved course listings on the TWC Directory of Licensed Career Schools and Colleges.

School Eligibility to use this Expedited Procedure:

1. The school must have been licensed by TWC for at least one year under the current ownership.
2. The school must be accredited by a U.S. Department of Education (ED) -recognized accrediting agency. The ED list of accreditors is available as a link on the TWC's Accreditation web page¹.
3. The school must be in good standing with the accreditation agency and not subject to probation, or have a directive to show cause as to why accreditation should not be revoked, or any other action, as defined by the accrediting agency, that would prevent the school from seeking approval to add or revise a course.
4. The accreditor must have reviewed and approved the new course or course revision. If a school's accreditor does not approve the new program or program revision in question, the school must use the new or revised course approval process. Example: an accreditor does not review revisions in which less than 25% of the program is revised; these revisions must be submitted to TWC for approval.
5. The school must have not had two or more substantiated complaints within the past two years.
6. The school must provide this form and the required documents within 5 days of the school's receipt of the accreditor's program approval letter. Timeliness can be demonstrated by including in the submission the accreditor's email containing the approval or an intake-date stamped letter from the accreditor. If the school does not submit all of the required items within 5 days of receipt of approval from their accreditor, TWC will require the school to submit a regular new or revised course application to TWC.
7. The school does not have to wait for TWC to process the submitted new/revised course information before advertising the program. As soon as the accreditor has given approval in writing, the school may advertise the new/revised course. However, if the school does not provide the required information and materials in the required timely manner, TWC will require a new/revised course approval application.

Important Notes:

- A school that loses good standing with their accreditor or that has two substantiated complaints within the past two years will lose the ability to use this expedited approval procedure.
- The school is still responsible for compliance with all state law and rules related to the operation of any course approved in this manner – i.e. adequate space, equipment, instructional capacity, etc. If the course is not related to the other programs already offered by the school, a school visit is required to assess adequacy of additional facilities, equipment and supplies for the new type of course.
- TWC is still responsible for the regulation of the course if it is not a degree program (degree programs are approved and regulated by the Texas Higher Education Coordinating Board). Student complaints will be investigated, site visits will address the needs of this course along with others, and vocational programs must maintain the required minimum employment rate (See NOTICE below).

¹ <http://www.twc.state.tx.us/svcs/propschools/accreditation.html>

Definitions {Ref. Title 40, Texas Administrative Code, §807.2 and §807.121}

A **program** is a set of approved subjects for post secondary organized instruction that may lead to an academic, professional or vocational certificate. When taken as a whole, it prepares a student for entry-level employment in a specific occupation.

A **seminar** is a course of instruction that enhances a student's career, as opposed to a program that teaches skills required for entry-level employment. It generally has a prerequisite. A seminar may include a workshop, an introduction to an occupation or a short course that teaches part of the skills for a particular occupation.

A **new course** is one that:

- has not been offered previously or has been offered and then discontinued; OR
- is being revised to provide training for a different occupation (Examples: legal secretary to paralegal; dental technician to medical technician; computer operator to computer programmer) OR
- provides training for an additional occupation (Example: secretarial program adding a medical secretary option); OR
- is being revised so that the program's length will change 25% or more within a 12-month period Examples: a 600-hour program increasing to 750 hours; a 600-hour program decreasing to 450 hours).

NOTICE OF OUTCOME REQUIREMENTS
for Certificate-Level Vocational Programs

The Texas Workforce Commission (TWC) has two concerns regarding program outcomes for certificate-level vocational programs:

- All training programs should achieve a minimum rate of employment in a field related to the training to be classified as certificate-level vocational programs;
- A program's outcome should be competitive with statewide outcomes for the same type of program.

Minimum Employment Rates and Actions Required

TWC has reviewed program outcome requirements for other training programs regulated by TWC in addition to regulations by accrediting bodies and career programs in other states. TWC has also received input from several career schools and colleges around the State. Accordingly, TWC has established the **minimum acceptable employment rate for certificate-level vocational training programs in careers schools at 60%**.

If the employment rate for one or more of your certificate-level vocational programs is below 60% for a reporting period, your institution will be required, for each program with a rate below 60%, to submit the following to TWC:

- a written analysis of why the reported employment rate for that certificate-level vocational program was below 60%; and,
- an action plan to include specific actions, with timelines, that the school will take to increase the program's employment rate to 60% or above.

Preferable Employment Rates and Actions Required

All career schools must continue to work hard to increase their employment rates. Although the minimum employment rate for a certificate-level vocational program is 60%, TWC strongly encourages all schools and colleges to strive to achieve program employment rates that are 70% or above.

Agency Actions Regarding Programs with Less Than 60% Employment Rates

TWC will monitor certificate-level vocational programs for improvement in the subsequent report year. If a program's employment rate remains below 60% for three consecutive years, TWC will initiate action to revoke the approval of the program.

FORM INSTRUCTIONS

To submit timely information on new or revised courses (including both programs and seminars offered in person or by distance education) approved by your school's institutional accrediting agency and forego direct TWC approval, submit:

1. CSC-307 (form on next page) – Cover Sheet, New and Revised Courses for Licensed, Accredited Schools. This will be used instead of program and seminar applications (CSC-302, CSC-303, or CSC-304S).
2. Notarized Form CSC-042 (R or S) - Summary of Submitted Changes/Revisions to Catalog/Brochure.
3. Attachment 1: Copy of the Revised School Catalog or Brochure Pages referencing the course, reflecting all changes identified on the CSC-042. Once the changes have been acknowledged by TWC, TWC also wants to receive any new/revised version of the entire catalogue as well for TWC files.
4. Copy of the Course-Specific Enrollment Agreement, if Applicable. Submit the enrollment agreement reflecting the course name, IF the school uses an enrollment agreement that specifically prints/lists the names of courses separately on the agreement. If a school uses a general enrollment agreement in which the course name is written or typed in, this requirement does not apply.
5. If TWC does not already have it, a copy of the school's current institutional accreditation letter from the school's main institutional accreditation agency.
6. A copy of the letter from the school's institutional accreditation agency specifically identifying that the course in question has been approved by this accreditor. Schools can have multiple accreditors; what matters most here is that the school's institutional accreditor has approved the specific course. Any additional approvals by other accreditors are also requested.
7. If the course is the first degree program offered by the school, submit a letter from THECB showing that the school has the authorization to grant degrees in Texas, at the course's degree level or higher, if this has not already been provided to TWC.
8. Letter from DADS, BON, DSHS or other Texas regulatory agency if applicable to the new course approval or revision (see below).
9. Attachment 2: Externship or Clinical Information if applicable (see below).

NURSE AIDE training program that is 150 CONTACT HOURS OR LESS:

- Letter from Texas Department of Aging & Disability Services (DADS) indicating program approval
- Externship information

MEDICATION AIDE training program:

- Letter from Texas Department of Aging & Disability Services (DADS) indicating conditional program approval
- Externship information

VOCATIONAL NURSE training program:

- Letter from Board of Nursing (BON) Examiners indicating conditional program approval
- Clinical information

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST training program:

- Letter from Texas Department of State Health Services (DSHS) indicating program approval
- externship or clinical information

For more information on new or revised course applications, call (512) 936-3100

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New or Revised Courses for Licensed, Accredited Schools

Cover Sheet

Send Cover Sheet with All Required Enclosures to:

**Texas Workforce Commission
Career Schools and Colleges
101 E 15th St, Rm 226T, Austin, TX 78778-0001**

Authority for Data Collection: *Texas Education Code, §132.055.*

Planned Use of the Data: To provide the information necessary to determine if the program is of such quality, content, and length to reasonably and adequately achieve the stated objectives for which it is offered and to provide the total program cost.

School Name _____ School # _____

School Mailing Address _____

City/State/Zip: _____

School Phone: _____ School Toll-Free#: _____ School FAX: _____

School Director _____

Contact Person _____ Contact's E-mail Address _____

Overview of the Course

Check one: New Program Revised Program New Seminar Revised Seminar

If a program: Is this a degree program? YES NO

Is approval by another agency required before new/revised course may be implemented? YES NO

If "YES", please provide agency name: _____

And an approximate implementation date (mm/dd/yyyy): _____

(You must provide TWC a copy of the approval(s) from other agencies before we can note the course as approved.)

Course Name: _____

Stated Occupation(s): _____

Classification of Instructional Programs (CIP) Code Number: _____

Course Length: _____
(Contact Hours, required) (Quarter Credit Hours, if applicable) (Semester Credit Hours, if applicable)

Credit Hour Conversion ratio if applicable : 1 credit hour = _____ # lecture hours; = _____ # lab hours; = _____ # externship hours

Number of Lessons (Asynchronous Distance Education Schools Only): _____

Course fees – TOTAL must include all charges to student:

- (1) Registration \$ _____
- (2) Tuition \$ _____
- (3) Books and supplies \$ _____
- (4) Other \$ _____
- (5) TOTAL \$ _____

If a Certificate Level Program:

Projected completion rate for students who enroll in program: _____

Projected employment rate for students who graduate from program: _____

School Director's Certification:

I certify that the information provided in this Course Notification form is true and correct to the best of my knowledge.

I understand that, for vocational non-degree programs, if the program's employment rate remains below 60% for three consecutive years, the program approval will be revoked.

Typed Name of School Director Signature of School Director Date (mm/dd/yyyy)

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

ATTACHMENT 1: Proposed Catalog Pages

[Ref. Title 40, TAC, §807.175(a)(8), (10), (13), and (14)]

Note: "Contact hour" or "Course time" means a course or class period as follows:

- (A) a 50-minute to 60-minute lecture, recitation, or class, including a laboratory class or shop training, in a 60-minute period;
- (B) a 50-minute to 60-minute internship in a 60-minute period; or
- (C) 60 minutes of preparation in asynchronous distance education.

Submit one (draft) copy of the proposed catalog pages that contain the following information:

For Programs:

A. Course title

B. Admissions requirements

1. Admissions requirements for the proposed program. Include education, experience, and testing.
2. If a test is given, provide the name of the test and the minimum acceptable test score. If the test is not nationally recognized, submit a copy of the test.

C. Program description that includes: (see Appendix 1)

1. Occupation(s) for which training will be provided
2. Main job-skills students will learn, and
3. Different work settings in which program graduates may work

D. Program outline to include: (see Appendix 1)

1. List of subjects/levels in the program in the order they will be offered / subject additions and/or deletions
2. Contact hours of lecture, lab, and externship (and credit hours as applicable) for each subject in the program
3. Subtotal the individual contact hours for lecture, lab, and externship (and credit hours as applicable)
4. Total contact hours (and credit hours as applicable) for the program
5. Length of time (in weeks or months) to complete the program

E. Subject description/synopsis for each subject with prefixes and titles to include: (See Appendix 2)

1. Description of skills students will learn and how they will apply these skills - **not** what they will know, understand, or be familiar with.
2. Prerequisites for each subject
3. Number of contact hours of lecture, lab, and externship and credit hours (semester/quarter) if applicable

F. Complete Tuition and Fees: fee breakdown totaling the entire amount students will be charged for course

G. Class schedule showing hours per day, days per week, and class start dates (List all dates the school will be closed for holidays, teacher in-service days, etc.)

For Seminars:

A Seminar is a course of instruction that enhances a student's career, as opposed to a program that teaches skills and fundamental knowledge required for a stated occupation. A seminar generally has a prerequisite and may include a workshop, an introduction to an occupation or cluster of occupations, a short course that teaches part of the skills and knowledge for a particular occupation, language training, continuing professional education, and review for postsecondary examination.

- Seminar title, contact hour length, seminar objective, admissions requirements, main skills to be learned, and the price. If seminar is over 10 hours, the time spent on each main topic must also be stated.

ATTACHMENT 2: Externship or Clinical Information

The following information must be provided:

- a. Externship schedule -- hours per day, number of days per week, and number of weeks
- b. List of names of the employers participating/providing externship opportunities, with address and phone #s
- c. Maximum number of externs allowed by each employer at any one time.

[Exception: Medication Aide Externships - LTC Commitment Letters for these are submitted by the student at registration, are individually completed for each student and must indicate that the facility agrees to provide the required 10 hours of clinical training under the direct supervision of a licensed nurse.]

NOTICE - SYLLABI REQUIREMENTS FOR PROGRAMS

Although not required for submission with this paperwork, as for all programs, syllabi for each subject meeting the following criteria must be distributed to students on the first day that the subject is taught and will be reviewed during your annual TWC visit. A syllabus for each subject must follow the guidelines outlined in the New Program Approval form, Form CSC-302.