

December 17, 2010

RE: Amendments to Texas Workforce Commission Career Schools and Colleges Rules

Dear School Owners and Directors:

This correspondence is to inform you of the Texas Workforce Commission's (Commission) adoption of amendments to the Career Schools and Colleges rules (40 TAC, Chapter 807). The amended rules are effective December 20, 2010. To assist you in understanding the amendments, enclosed is a detailed amendment summary and a sample "Student Complaint Policy Notice."

Of particular importance, and requiring immediate action, is amended rule 807.301, which affects all schools. This rule outlines notice requirements that will increase visibility to students of information about their school's regulation, and the school and Commission grievance processes available to them. The enclosed sample notice is designed to assist you in ensuring that required messages are included in your school's notices, which must be placed on your website and in several locations within your school.

Also of note is rule 807.131, which has been amended to specify that the Commission will establish in an open meeting the minimum rate of employment for jobs in the stated occupation that is required for an approved program's graduates, in order for the program to maintain TWC approval.

For those anticipating applications for new schools, it will be important to be aware of maximum time frames set by rule 807.11 for career schools to respond to TWC requests for information (30 days) and to ultimately complete an original application for a TWC Certificate of Approval (within 180 days of TWC's receipt of an initial application submission).

Several other amendments standardize, streamline, or clarify requirements for schools. Your school may be able to take advantage of some of these provisions.

The Commission approved the proposed amended rules on August 31, 2010, and they were published in the *Texas Register* on September 17, 2010, for a thirty-day public comment period. No comments were received, and the Commission adopted the final rules on November 30, 2010. The amended rules are published in the *Texas Register* on December 17, 2010 and effective December 20, 2010. The rule amendments and the final current rules are both available on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us>.

Should you have any questions about TWC rules, please contact us. Thank you for your ongoing efforts to provide Texans with educational and training opportunities.

Sincerely,

Catherine Bingle

Catherine Bingle, Director
Career Schools and Colleges

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