

# Texas Workforce Commission

A Member of Texas Workforce Solutions

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the Public

Larry E. Temple  
Executive Director

March 21, 2011

## **RE: Timely TWC Notification of New or Revised Courses for Licensed, Accredited Schools**

Dear Owners and Directors of Accredited Career Schools and Colleges:

On December 17, 2010, we sent all licensed schools a letter informing you of the Texas Workforce Commission's (TWC) adoption of amendments to the Career School and Colleges Rules (40 TAC, Chapter 807). The amended rules were effective December 20, 2010.

As noted in Section 807.122, schools who have been licensed for at least one year under the current ownership, are accredited by an agency recognized by the U.S. Department of Education and are in good standing with its designated accrediting agency can now forego TWC's direct approval of new or revised courses or instruction. If your school is eligible, you may advertise the new/revised program once you have received your institutional accreditor's full approval of the course in writing. However, you must still submit information to TWC on the accreditor- approved course of instruction **within 5 days** of your school's receipt of the accreditor's program approval letter, so that TWC may be aware of the new course, ensure it has met the approval criteria under this rule, and ensure proper information about the course is incorporated into our school files and published on the school's listing on our online Directory of Licensed Career Schools and Colleges at <https://services.twc.state.tx.us/PECOSRPT/propschool>.

For further clarification and guidance, we have established a form containing complete information on eligibility criteria, instructions for course information submission, and the cover sheet to be used.

### ***Form PS-307: Timely TWC Notification of New or Revised Courses for Licensed, Accredited Schools***

We have enclosed a copy of this new form for your use. It is also available on line at our website: <http://csc.twc.state.tx.us>. Specifically, see the Forms page, where you can always find all current forms needed for TWC related business, in printable, savable, and fillable formats: <http://www.twc.state.tx.us/svcs/propschools/propforms.html>.

Please note that if your school's accreditor does not approve the new program or program revision, your school must use the normal new or revised course approval process (for example, COE does not require approval for programs that are being revised by less than 25%). In addition, if the program is non-degree, it is still subject to TWC oversight – so for example, it must maintain a 60% employment rate and TWC will vigorously investigate student complaints about the course. Also,

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please be aware that if the course is a new type of course for your school, a school site visit will be scheduled in order to ensure there are adequate facilities and equipment for the course.

After you have submitted the notification package to TWC, you will receive an acknowledgement letter from us stating that the course(s) has been added to your list of approved courses. If any items are missing or there are deficiencies in what was submitted, you will receive a deficiency letter requesting additional information.

Please review the enclosed PS-307 for the complete requirements.

Should you have any questions, please feel free to 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

Enclosure (1)