

TEXAS WORKFORCE COMMISSION – CAREER SCHOOLS AND COLLEGES REQUEST FOR FACILITY AND EQUIPMENT INSPECTION-RESIDENTIAL SCHOOLS

THIS FORM MUST ACCOMPANY application for **original, change of ownership, change of address, additional classroom facility, and additional equipment/facilities for a new program.** Tex. Educ. Code § 132.055(a) states, the “commission may approve the application of a career school or college when the school or college is found, upon investigation at the premises of the school or college, to have met the criteria specified by Subsection (b).” Simply stated, this means we cannot legally issue a certificate of approval until such time as a satisfactory survey visit has been conducted, in addition to all other application criteria.

RESIDENTIAL SCHOOLS:

Local Integrated Service Area Manager (**ISAM**) will schedule a **IN-PERSON** inspection visit. School must be "ready for inspection" within 90-days of receipt of application. An assistance visit will be conducted 90-days after inspection for compliance.

<u>ENTER SCHOOL INFORMATION AND VISIT READY DATE:</u>
School ID (schools unique four-digit number, if applicable):
Name of School:
School Physical Address:
City:
State:
ZIP Code:
Phone Number:
Person to Contact for inspection:
Date facility and equipment will be ready for inspection:

ALL ITEMS BELOW NEED TO BE AVAILABLE AT YOUR 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. Floor Plan of Facility
4. Equipment Inventory List
5. Rental or lease agreement for school facilities, or statement of ownership for current address.
6. Rental or lease agreement for instructional equipment and instructional aids or statement of ownership.
7. 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.
8. Inventory of equipment & instructional aids adequate for student capacity and course objective.
9. Current list of textbooks, software, and reference library, including title(s), author/publisher, and copyright dates.
10. Sample of each certificate and/or diploma awarded to students.
11. 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.
12. Sample of forms used to record attendance; and progress, grades and transcript forms (progress, grades and transcript forms not required for seminar schools).
13. 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).
14. Examples of all advertising (yellow page, newspaper ad, brochures, audio/video scripts, etc.).