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| Texas Workforce Commission logo | **Texas Workforce Commission**  **Career Schools and Colleges**  **Request for Equipment Inspection-Distance**  **Education and Out-of-State Schools** | | | | |
| **Please mail this form, CSC-186 Fee Sheet, Request for Certificate of Approval (Original/Change of Address/New Program) application and associated fees when completed to:**  **TWC Career Schools and Colleges**  **101 East 15th Street, Rm. 226T**  **Austin, Texas** **78778-0001**  **Helpdesk:** [**career.schools@twc.texas.gov**](mailto:career.schools@twc.texas.gov) | | | | | **For TWC Use Only** |
| Receipt Number:  Fee Paid:  Date Paid:  Date Assigned:  Initialed By: |
| **School Information** | | | | | |
| TWC is responsible for licensing and regulating private postsecondary educational institutions (also known as career schools and colleges), as required under Texas Education Code Chapter 132 and the TWC rules in Texas Administrative Code Chapter 807. Use this application to survey visit of a Career School or College. | | | | | |
| School Number: | | School Legal Name (please print): | | | |
| School Physical Address (Street 1): | | | School Physical Address (Street 2): | | |
| City: | | | State: | ZIP Code: | |
| **Inspection Information** | | | | | |
| Local Integrated Service Area Manager **(ISAM)** will schedule a **VIRTUAL** inspection visit. If school is "ready for inspection" provide date below. Original and Change of Ownership visits must be conducted within 90 days of issuance of certificate of approval. | | | | | |
| **Person to Contact** (please print): | | | | **Phone Number:** | |
| Date required exhibits will be **ready for inspection**: Attached the following documents prior to your virtual visit: 1. Instructional aids and course objective.  2. Current list of textbooks, software, and reference library, including: title(s), author/publisher, and copyright dates.  3. Sample of each certificate and/or diploma awarded to students.  4. 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.  5. Sample of forms used to record attendance; and progress, grades and transcript forms (progress, grades and transcript forms not required for  seminar schools).  6. 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).  7. Examples of all advertising (yellow page, newspaper ad, brochures, audio/video scripts, etc.). | | | | | |