

Licensing Coordination Information for Career School Programs

Texas Workforce Commission – Career Schools & Colleges: www.texasworkforce.org/careerschools

INTRODUCTION

Some programs that may be offered by career schools or colleges are subject to licensing and regulation by both TWC and another organization. As a courtesy, this document provides information about what TWC requires and information about the additional licensing organization for the following types of new programs:

- Auctioneer program
- Degree programs
- Laser hair removal program
- Limited medical radiologic technologist program
- Medication aide program
- Nurse aide program
- Vocational nurse program

AUCTIONEER PROGRAM

TWC Needs – for New School Applications:

- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools)

TWC Needs – for Licensed Schools:

- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools)
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)

Texas Department of Licensing and Regulation (TDLR) Needs:

www.tdlr.texas.gov/auc/aucschoools, CS.Auctioneers@tdlr.texas.gov

Auctioneers Advisory Board, Texas Department of Licensing and Regulation (TDLR)

- Auction School Curriculum Approval Application
- A complete copy of the 80 hour auctioneer curriculum that will be taught
- Certificate of Approval from TWC showing your school is an approved career school (or documentation from TWC that your school is exempt)

DEGREE PROGRAMS

TWC Needs:

- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools)
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)
- Copy of Certificate of Authorization or Certificate of Authority from THECB

Texas Higher Education Coordinating Board (THECB) Needs:

The Texas Higher Education Coordinating Board (THECB) website is www.thecb.state.tx.us. You may contact a member of the THECB Workforce, Academic Affairs and Research staff regarding Certificates of Authorization or Authority at 512-427-6527 or chapter7@thecb.state.tx.us.

- Application for Certificate of Authorization, or Application for a Certificate of Authority to Grant Degrees in the State of Texas (with \$5,000 fee)
- *Certificate of Approval (licensed schools only) or **Conditional Letter of Approval from TWC showing your school will be an approved career school (or documentation from TWC that your school is exempt) after receipt of THECB Certificate of Authorization or Certificate of Authority

**TWC will approve the program of a licensed school after THECB issues the Certificate of Authorization or Authority.*

***TWC will issue a Conditional Letter of Approval for a qualified applicant to use in the THECB application process for Certificate of Authorization or Certificate of Authority. After THECB issues a Certificate of Authorization or Authority for the school, TWC will issue a Certificate of Approval.*

LASER HAIR REMOVAL PROGRAM

TWC Needs:

- Letter of conditional program approval from DSHS
- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools)
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)

Department of State Health Services (DSHS) Needs:

Machine Source Group, Registration Program, Texas Department of State Health Services (DSHS)

- For registration requirements information, see www.dshs.state.tx.us/radiation/laserhair or call Machine Source Group, Registration Program, at 512-834-6688 ext. 2255
- *Certificate of Approval from TWC showing your school is an approved career school (or documentation from TWC that your school is exempt)

**DSHS will issue a conditional letter of approval for a qualified applicant to use in the TWC program application process. After the new program is approved by TWC, DSHS will issue a Certificate of Registration for the school. The school will provide a copy of the certificate to TWC.*

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST PROGRAM

TWC Needs:

- Letter of program approval from DSHS
- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools) including clinical or externship information
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)

Department of State Health Services (DSHS) Needs:

www.dshs.state.tx.us/mrt, 512-834-6634, mrt@dshs.state.tx.us

Texas Medical Radiologic Technologist Program, Texas Department of State Health Services (DSHS)

- Contact DSHS for their requirements

MEDICATION AIDE PROGRAM

TWC Needs:

- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools) including externship description
- Letter from DADS indicating program approval
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)

Department of Aging and Disability Services (DADS) Needs:

PROVIDERSma, 512-438-2025, joyce.meredith@dads.state.tx.us
Texas Department of Aging and Disability Services (DADS)

- Application for Medication Aide Training

NURSE AIDE PROGRAM

TWC Needs:

- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools) including externship description
- Letter from DADS indicating program approval
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)

Department of Aging and Disability Services (DADS) Needs:

PROVIDERSna, 512-438-2017, credential@dads.state.tx.us
Texas Department of Aging and Disability Services (DADS)

- Application for Nurse Aide Training and Competency Evaluation Program (NATCEP) Form 5514-NATCEP
- Apply for Certificate of Approval or exemption from TWC

VOCATIONAL NURSE PROGRAM

TWC Needs:

- New Program Application CSC-302 (or CSC-307 for some accredited and licensed schools) including clinical information
- Notarized CSC-042R Summary of Submitted Changes/Catalog (licensed schools only)
- CSC-186 with \$225 program fee (licensed schools not using CSC-307 only)
- Letter from Board of Nursing Examiners indicating program approval

Board of Nursing (BON) Needs:

Starting a Nursing Education Program, 512-305-7660, virginia.ayars@bon.texas.gov
Texas Board of Nursing (BON)

- *Certificate of Approval (licensed schools only) or **Conditional Letter of Approval from TWC showing your school will be an approved career school (or documentation from TWC that your school is exempt) after receipt of BON program approval
- Attend mandatory information session for individuals interested in submitting an application for approval of new nursing educational programs.

- Complete BON application process

**TWC will approve the program of a licensed school after BON approves the program.*

***TWC will issue a Conditional Letter of Approval for a qualified applicant to use in the BON application process. After BON approves the program, TWC will issue a Certificate of Approval.*