

u 5050

Texas Workforce Commission

A Member of Texas Workforce Solutions

7/27/2016

Certified mail: 7009 1410 0001 9589 8420

Richard Wang, CEO
c/o Coding Dojo
900 Jackson Street, #410
Dallas, TX 75202

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughes
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

RE: Unlicense / Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise, Coding Dojo, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

We realize that individuals may not be aware of this law, and we would like to work with you to resolve this issue in an expedient and courteous manner.

The intent of this letter is to:

- acquaint you with the licensure, exemption, and legal requirements for operating a career school or college in Texas;
- request information that will allow us to determine whether your school falls under TWC's regulatory purview or may be eligible for an exemption;
- provide you with information and specific forms that will assist you in compiling the required information; and
- assist you in moving forward to come into compliance with the law if it applies to you.

A career school or college is any for-profit or nonprofit business enterprise that:

- maintains a place of business or solicits business in Texas for the purpose of training or preparing an individual for a vocational or avocational field;
- is not specifically exempted from regulation under TEC, Chapter 132; and
- offers instruction or study through classroom or distance education.

To legally operate a career school or college in Texas, a nonexempt business must submit an application to TWC for a Certificate of Approval. Upon receiving the Certificate of Approval, the business may legally advertise the course of study, enroll students, and operate the career school or college. Alternately, a business that meets all of the requirements for one of the specific exemptions outlined in TEC §132.002 and §132.003 must apply for an exemption. If TWC grants the exemption, the business may operate without regulation under TEC, Chapter 132.

YOU MUST RESPOND TO THIS LETTER WITHIN 15 DAYS OF RECEIPT WITH ONE OF THE FOLLOWING:

- **Application for Certificate of Approval**

To apply for a Certificate of Approval, please submit:

- a letter of intent stating that you wish to apply for a Certificate of Approval;
- Application Forms @ <http://www.twc.state.tx.us/partners/career-schools-colleges-forms-publications>

Mail to:

Texas Workforce Commission
Career Schools and Colleges–Controller
101 E. 15th St.
Austin, TX 78778-0001

You have 60 days from receipt of the application packet to complete and return all required documentation and original certificate of approval fees, which range typically from \$1,100 to \$1,200 for a small school, or \$3,100 to \$3,300 for a large school. *Note:* Most new schools are small schools. You may submit the entire fee, or make arrangements for an installment plan (a 10% fee is charged).

- **Request for Exemption from TEC, Chapter 132**

To seek an exemption, submit a letter requesting a specific exemption cited under TEC §132.002 or §132.003. General Exemption forms (enclosure), include information on the requirements for each specific exemption request. It is possible that some portions of a school's business require licensure and others do not, in which case both a Certificate of Approval and an exemption may be granted.

Mail to:

Texas Workforce Commission
ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

- **Closed Operation**

If you elect to close the training operation, submit Form PS-506, Cessation of Operations Affidavit (enclosure), stating that the identified training operation has ceased.

Mail to:

Texas Workforce Commission


ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

Please understand that if you are operating a career school or college and do not have a Certificate of Approval or an exemption, you are in violation of Texas state law. TWC will assist you coming into compliance with the law.

If necessary, TWC will refer a career school or college to the Attorney General of Texas, who may obtain an injunction to restrain the school from continued illegal operation. The school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at (214) 290-1031 or Earl Woolbright at (214) 290-1026.

Sincerely,


Jill Werner, Assistant ISA Manager
500 N. Akard Street, Suite 3030
Dallas, TX 75201

Enclosures :

Form PS-009G, General Information for Original Application for a Certificate of Approval
General Exemptions (4 Pages)
Form PS-506, Cessation of Operations Affidavit

Texas Workforce Commission

A Member of Texas Workforce Solutions

8/23/2016

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

VIA CERTIFIED U.S. MAIL: 7011 1150 0001 0064 4759
And Non-Certified Mail

Richard Wang, CEO
c/o Coding Dojo
900 Jackson Street, #410
Dallas, TX 75202

* File
Copy

RE: U5050/Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Mr. Wang:

Please note that the information contained in this letter is time-sensitive.

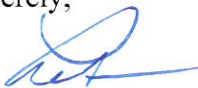
You were previously notified, by letter dated July 27, 2016, that your business enterprise, Coding Dojo, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

As of August 23, 2016 we have not received a response. We would like to work with you to resolve this issue in an expedient and courteous manner. The intent of this notice is to provide a final opportunity for response by your business. If a response is not received within **10 (ten) days** of receipt, we will begin the steps necessary to ensure compliance with the law. If a response has been sent, please disregard this letter.

If necessary, TWC will order your school to cease and desist from operation. We may request an injunction from the Attorney General of Texas to restrain your school from continued illegal operation. Your school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, please be aware that unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at (214) 290-1031 or earl.woolbright@twc.state.tx.us.

Sincerely,



Earl Woolbright, ISA Manager
500 N. Akard Street, STE 3030
Dallas, TX 75201

u4989

Texas Workforce Commission

A Member of Texas Workforce Solutions

7/27/2016

Certified mail: 7009 1410 0001 9589 8413

Cahlan Sharp, CEO
c/o Dev Mountain
14681 Midway Road
Addison, TX 75001

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

RE: Unlicense / Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise, Dev Mountain, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

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Texas Workforce Commission

A Member of Texas Workforce Solutions

7/27/2016

Regular Mail

Cahlan Sharp, CEO
c/o Dev Mountain
14681 Midway Road
Addison, TX 75001

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
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Larry E. Temple
Executive Director

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101 E. 15th St.
Austin, TX 78778-0001

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Mail to:

Texas Workforce Commission
ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

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Sincerely,

Jill Werner, Assistant ISA Manager
500 N. Akard Street, Suite 3030
Dallas, TX 75201

Enclosures :

Form PS-009G, General Information for Original Application for a Certificate of Approval
General Exemptions (4 Pages)
Form PS-506, Cessation of Operations Affidavit

Texas Workforce Commission

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8/23/2016

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

**VIA CERTIFIED U.S. MAIL: 7011 1150 0001 0064 4766
And Non-Certified Mail**

Cahlan Sharp, CEO
c/o DevMountain
14681 Midway Rd.
Addison, TX 75001

* File
COPY

RE: U4989/Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Mr. Sharp:

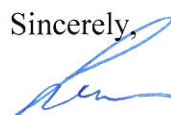
Please note that the information contained in this letter is time-sensitive.

You were previously notified, by letter dated July 27, 2016, that your business enterprise, DevMountain, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

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Sincerely,


Earl Woolbright, ISA Manager
500 N. Akard Street, STE 3030

Dallas, TX 75201

101 E. 15th Street, Austin, Texas 78778-0001 • (512) 463-2222 • Relay Texas: 800-735-2989 (TDD) 800-735-2988 (Voice) • www.texasworkforce.org

Equal Opportunity Employer / Program



Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughes
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

March 9, 2016

Austin Coding Academy
620 Congress Avenue, Suite 300
Austin, TX 78701

RE: Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise, Austin Coding Academy, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

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- maintains a place of business or solicits business in Texas for the purpose of training or preparing an individual for a vocational or avocational field;
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To legally operate a career school or college in Texas, a nonexempt business must submit an application to TWC for a Certificate of Approval. Upon receiving the Certificate of Approval, the business may legally advertise the course of study, enroll students, and operate the career school or college. Alternately, a business that meets all of the requirements for one of the specific exemptions outlined in TEC §132.002 and §132.003 must apply for an exemption. If TWC grants the exemption, the business may operate without regulation under TEC, Chapter 132.

YOU MUST RESPOND TO THIS LETTER WITHIN 15 DAYS OF RECEIPT WITH ONE OF THE FOLLOWING:

- **Application for Certificate of Approval**

A letter of intent stating that you wish to apply for a Certificate of Approval. You will then have 60 days from the postmarked date of submission of your letter of intent to complete and submit your complete application for a Certificate of Approval, with the required original certificate of approval fees. These range typically from \$1,100 to \$1,200 for a small school, or \$3,100 to \$3,300 for a large school, although most new schools are small schools. You may submit the entire fee, or make arrangements for an installment plan (a 10% fee is charged).

At the TWC Career Schools and Colleges web page called *Considering Opening A Career School?* <http://www.twc.state.tx.us/svcs/propschools/considering-schools.html>, you can obtain all the background information, application forms and instructions you will need to apply for a license to operate a career school and get your programs and staff approved.

There are two different applications, each for a different type of school. Because the distinctions between school types can be technical, please call the Career Schools and Colleges department at (512) 936-3100 or 1 (866) 256-6333 to explain what type of courses you intend to offer, so that we can advise you on the correct application to submit.

If this is your intended course of action, you should get started on this right away, and notify us via your letter of intent of intent, stating that you wish to apply for a Certificate of Approval.

Mail to:
Texas Workforce Commission
Career Schools and Colleges
101 E. 15th St. - Room 226T
Austin, TX 78778-0001

- **Request for Exemption from TEC, Chapter 132**

To seek an exemption, submit a letter requesting a specific exemption cited under TEC §132.002 or §132.003. Form CSC-017, General Exemptions (enclosure), includes information on the requirements for each specific exemption request. It is possible that some portions of a school's business require licensure and others do not, in which case both a Certificate of Approval and an exemption may be granted.

- **Closed Operation**

If you elect to close the training operation, submit Form CSC-506, Cessation of Operations Affidavit (enclosure), stating that the identified training operation has ceased.

Please understand that if you are operating a career school or college and do not have a Certificate of Approval or an exemption, you are in violation of Texas state law. TWC will assist you coming into compliance with the law.

If necessary, TWC will refer a career school or college to the Attorney General of Texas, who may obtain an injunction to restrain the school from continued illegal operation. The school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at 512.936.0234 or daniel.rodriquez@twc.state.tx.us.

Sincerely,


Dan Rodriguez
ISA Manager

Enclosures (4):

- Form General Information Sheet on Career Schools and Colleges
- Form General Exemptions
- Form CSC-018, Citations Relating to Small Career Schools and Colleges General Information Sheet
- Form CSC-506, Cessation of Operations Affidavit

Texas Workforce Commission

A Member of Texas Workforce Solutions

August 26, 2016

VIA CERTIFIED MAIL 7015 1660 0000 6534 3436

And regular mail

Austin Coding Academy
600 Soledad Street
San Antonio, Texas 78205

RE: Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise Austin Coding Academy, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

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Equal Opportunity Employer - Program

-TEXAS-
WORKFORCE SOLUTIONS

Andres Aleantar, Chairman
Commissioner Representing
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Julian Alvarez
Commissioner Representing
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Larry E. Temple
Executive Director

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Mail to:

Texas Workforce Commission
Polo Leal, ISA Manager
520 North Staples Street
Corpus Christi, TX 78401

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8/26/2016

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Sincerely,



Polo Leal
ISA Manager
520 North Staples Street
Corpus Christi, TX 78401

Enclosures:

General Information Sheet on Career Schools and Colleges with Selected Citations from Title 3, Texas Education Code, Section 132 (4 pages)
Form CSC-009G, General Information for Original Application for a Certificate of Approval (2 pages)
Exemption Criteria (2 Pages)
Form CSC-506, Cessation of Operations Affidavit

Number: U-5053

Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughes
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

PO BOX 27230
Houston, TX 77227-7230

August 26, 2016

VIA CERTIFIED MAIL <70122210000026431966>

And regular mail

Austin Coding Academy
177 West Gray Street
Houston, TX 77019

RE: Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

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YOU MUST RESPOND TO THIS LETTER WITHIN 15 DAYS OF RECEIPT WITH ONE OF THE FOLLOWING:

- **Application for Certificate of Approval**

A letter of intent stating that you wish to apply for a Certificate of Approval. You will then have 60 days from the postmarked date of submission of your letter of intent to complete and submit your complete application for a Certificate of Approval, with the required original certificate of approval fees. These range typically from \$1,100 to \$1,200 for a small school, or \$3,100 to \$3,300 for a large school, although most new schools are small schools. You may submit the entire fee, or make arrangements for an installment plan (a 10% fee is charged).

At the TWC Career Schools and Colleges web page called **Applying for a Career School or College License** <http://www.twc.state.tx.us/partners/applying-career-school-or-college-license#licenseApplicationProcess>, you can obtain all the background information, application forms and instructions you will need to apply for a license to operate a career school and get your programs and staff approved.

There are two different applications, each for a different type of school. Because the distinctions between school types can be technical, please call the Career Schools and Colleges department at (512) 936-3100 or 1 (866) 256-6333 to explain what type of courses you intend to offer, so that we can advise you on the correct application to submit.

If this is your intended course of action, you should get started on this right away, and notify us via your letter of intent of intent, stating that you wish to apply for a Certificate of Approval.

Mail to:

Texas Workforce Commission
Career Schools and Colleges
101 E. 15th St. - Room 226T
Austin, TX 78778-0001

August 26, 2016

- **Request for Exemption from TEC, Chapter 132**

To seek an exemption, submit a letter requesting a specific exemption cited under TEC §132.002 or §132.003. General Exemptions forms (enclosure), includes information on the requirements for each specific exemption request. It is possible that some portions of a school's business require licensure and others do not, in which case both a Certificate of Approval and an exemption may be granted.

- **Closed Operation**

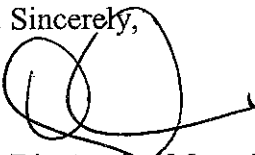
If you elect to close the training operation, submit Form PS-506, Cessation of Operations Affidavit (enclosure), stating that the identified training operation has ceased.

Please understand that if you are operating a career school or college and do not have a Certificate of Approval or an exemption, you are in violation of Texas state law. TWC will assist you coming into compliance with the law.

If necessary, TWC will refer a career school or college to the Attorney General of Texas, who may obtain an injunction to restrain the school from continued illegal operation. The school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at 832-681-2664 or diamantina.montalvo@twc.state.tx.us.

Sincerely,



Diamantina Montalvo
Assistant Integrated Service Area Manager

Enclosures (4):

- Form CSC-009G, General Information Sheet on Career Schools and Colleges
- Form CSC-018, Citations Relating to Small Career Schools and Colleges - General Information
- Form PS-506, Cessation of Operations Affidavit
- General Exemptions (4)

U5054

Texas Workforce Commission

A Member of Texas Workforce Solutions

8/29/2016

VIA CERTIFIED MAIL 7011 1150 0001 0064 4773

And regular mail

Austin Coding Academy
c/o NoD Coworking
17290 Preston Rd.
Dallas, Texas 75252

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

RE: Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise, «S Austin Coding Academy, c/o NoD Coworking, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

We realize that individuals may not be aware of this law, and we would like to work with you to resolve this issue in an expedient and courteous manner.

The intent of this letter is to:

- acquaint you with the licensure, exemption, and legal requirements for operating a career school or college in Texas;
- request information that will allow us to determine whether your school falls under TWC's regulatory purview or may be eligible for an exemption;
- provide you with information and specific forms that will assist you in compiling the required information; and
- assist you in moving forward to come into compliance with the law if it applies to you.

A career school or college is any for-profit or nonprofit business enterprise that:

- maintains a place of business or solicits business in Texas for the purpose of training or preparing an individual for a vocational or avocational field;
- is not specifically exempted from regulation under TEC, Chapter 132; and
- offers instruction or study through classroom or distance education.

To legally operate a career school or college in Texas, a nonexempt business must submit an application to TWC for a Certificate of Approval. Upon receiving the Certificate of Approval, the business may legally advertise the course of study, enroll students, and operate the career school or college. Alternately, a business that meets all of the requirements for one of the specific exemptions

outlined in TEC §132.002 and §132.003 must apply for an exemption. If TWC grants the exemption, the business may operate without regulation under TEC, Chapter 132.

YOU MUST RESPOND TO THIS LETTER WITHIN 15 DAYS OF RECEIPT WITH ONE OF THE FOLLOWING:

- **Application for Certificate of Approval**

To apply for a Certificate of Approval, please submit:

- a letter of intent stating that you wish to apply for a Certificate of Approval;
- Application Forms @ <http://www.twc.state.tx.us/partners/career-schools-colleges-forms-publications>

Mail to:

Texas Workforce Commission
Career Schools and Colleges–Controller
101 E. 15th St.
Austin, TX 78778-0001

You have 60 days from receipt of the application packet to complete and return all required documentation and original certificate of approval fees, which range typically from \$1,100 to \$1,200 for a small school, or \$3,100 to \$3,300 for a large school. *Note:* Most new schools are small schools. You may submit the entire fee, or make arrangements for an installment plan (a 10% fee is charged).

- **Request for Exemption from TEC, Chapter 132**

To seek an exemption, submit a letter requesting a specific exemption cited under TEC §132.002 or §132.003. General Exemption forms (enclosure), include information on the requirements for each specific exemption request. It is possible that some portions of a school's business require licensure and others do not, in which case both a Certificate of Approval and an exemption may be granted.

Mail to:

Texas Workforce Commission
ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

- **Closed Operation**

If you elect to close the training operation, submit Form PS-506, Cessation of Operations Affidavit (enclosure), stating that the identified training operation has ceased.

Mail to:

Texas Workforce Commission
ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

Please understand that if you are operating a career school or college and do not have a Certificate of Approval or an exemption, you are in violation of Texas state law. TWC will assist you coming into compliance with the law.

If necessary, TWC will refer a career school or college to the Attorney General of Texas, who may obtain an injunction to restrain the school from continued illegal operation. The school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at (214) 290-1031 or earl.woolbright@twc.state.tx.us.

Sincerely,



Earl Woolbright
ISA Manager
500 N. Akard Street, Suite 3030
Dallas, TX 75201

U5055

Texas Workforce Commission

A Member of Texas Workforce Solutions

8/29/2016

VIA CERTIFIED MAIL 7011 1150 0001 0064 4780

And regular mail

Austin Coding Academy
c/o Bill J. Priest Building
1402 N. Corinth St.
Dallas, Texas 75215

Andrés Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughes
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

RE: Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise, «S Austin Coding Academy, c/o Bill J. Priest, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or an exemption from these regulations.

We realize that individuals may not be aware of this law, and we would like to work with you to resolve this issue in an expedient and courteous manner.

The intent of this letter is to:

- acquaint you with the licensure, exemption, and legal requirements for operating a career school or college in Texas;
- request information that will allow us to determine whether your school falls under TWC's regulatory purview or may be eligible for an exemption;
- provide you with information and specific forms that will assist you in compiling the required information; and
- assist you in moving forward to come into compliance with the law if it applies to you.

A career school or college is any for-profit or nonprofit business enterprise that:

- maintains a place of business or solicits business in Texas for the purpose of training or preparing an individual for a vocational or avocational field;
- is not specifically exempted from regulation under TEC, Chapter 132; and
- offers instruction or study through classroom or distance education.

To legally operate a career school or college in Texas, a nonexempt business must submit an application to TWC for a Certificate of Approval. Upon receiving the Certificate of Approval, the business may legally advertise the course of study, enroll students, and operate the career school or college. Alternately, a business that meets all of the requirements for one of the specific exemptions

outlined in TEC §132.002 and §132.003 must apply for an exemption. If TWC grants the exemption, the business may operate without regulation under TEC, Chapter 132.

YOU MUST RESPOND TO THIS LETTER WITHIN 15 DAYS OF RECEIPT WITH ONE OF THE FOLLOWING:

- **Application for Certificate of Approval**

To apply for a Certificate of Approval, please submit:

- a letter of intent stating that you wish to apply for a Certificate of Approval;
- Application Forms @ <http://www.twc.state.tx.us/partners/career-schools-colleges-forms-publications>

Mail to:

Texas Workforce Commission
Career Schools and Colleges–Controller
101 E. 15th St.
Austin, TX 78778-0001

You have 60 days from receipt of the application packet to complete and return all required documentation and original certificate of approval fees, which range typically from \$1,100 to \$1,200 for a small school, or \$3,100 to \$3,300 for a large school. *Note:* Most new schools are small schools. You may submit the entire fee, or make arrangements for an installment plan (a 10% fee is charged).

- **Request for Exemption from TEC, Chapter 132**

To seek an exemption, submit a letter requesting a specific exemption cited under TEC §132.002 or §132.003. General Exemption forms (enclosure), include information on the requirements for each specific exemption request. It is possible that some portions of a school's business require licensure and others do not, in which case both a Certificate of Approval and an exemption may be granted.

Mail to:

Texas Workforce Commission
ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

- **Closed Operation**

If you elect to close the training operation, submit Form PS-506, Cessation of Operations Affidavit (enclosure), stating that the identified training operation has ceased.

Mail to:

Texas Workforce Commission
ISA Manager
500 N. Akard, Ste. 3030
Dallas, Texas 75201

Please understand that if you are operating a career school or college and do not have a Certificate of Approval or an exemption, you are in violation of Texas state law. TWC will assist you coming into compliance with the law.

If necessary, TWC will refer a career school or college to the Attorney General of Texas, who may obtain an injunction to restrain the school from continued illegal operation. The school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at (214) 290-1031 or earl.woolbright@twc.state.tx.us.

Sincerely,



Earl Woolbright
ISA Manager
500 N. Akard Street, Suite 3030
Dallas, TX 75201

U5056

Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Aleantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

9/12/2016

VIA CERTIFIED MAIL 7015 1660 0000 6534 3443

And regular mail



FILE COPY

Austin Coding Academy
600 Soledad Street
San Antonio, Texas 78205

RE: Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Sir or Madam:

Please note that the information contained in this letter is time-sensitive.

You were previously notified, by letter dated August 26, 2016, that your business enterprise, Austin Coding Academy, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, as a career school or college may not maintain, advertise, solicit for, or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or exemption from these regulations.

As of September 12, 2016, we have not received a response. We would like to work with you to resolve this issue in an expedient and courteous manner. The intent of this notice is to provide a final opportunity for response by your business. If a response is not received within 10 (ten) days of receipt, we will begin the steps necessary to ensure compliance with the law. If a response has been sent, please disregard this letter.

If necessary, TWC will order your school to cease and desist from operation. We may request an injunction from the Attorney General of Texas to restrain your school from continued illegal operation. Your school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs. Additionally, please be aware the unlicensed career schools and colleges are obligated to refund all tuitions and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me by phone at (361) 885-3007 or by E-mail at polo.leal@workforcesolutionscb.org.

Sincerely,

Polo Leal
Integrated Services Area Manager

Enclosure: First Notice of August 26, 2106
U-5053

Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

August 19, 2016

Certified Mail # 7009 2250 0002 9401 5732

Tech Talent South, U5045
219 East Houston Street, 3rd Floor
San Antonio, TX 78205

Dear Tech Talent South,

Re: Training classes/Seminars/Workshops in Texas that are open to the general public and for which a fee is charged.

The Texas Workforce Commission has received information that Tech Talent South may be operating as a Career School or College as defined by *Chapter 132, Texas Education Code*. This law states that no business enterprise (Career School or College) may maintain, solicit for, or conduct any program of instruction (specifically a course that is available to the general public and for which a fee is charged) in Texas without first having obtained a Certificate of Approval or having been determined exempt from this regulation by the Texas Workforce Commission.

We realize that often people are not aware of this law and as such we would like to work with you to submit the appropriate paperwork necessary to resolve this issue in an expedient and courteous manner. Please provide our office with information that will allow us to determine if you fall under the regulatory purview of *Chapter 132, Texas Education Code*, or if you are eligible to be granted an exemption from regulation. The following information is provided to enable you to compile the information necessary for us to make this determination.

A Career School or College is any business enterprise operated for a profit, or on a nonprofit basis, which maintains a place of business within the State of Texas, or solicits business within the State of Texas, and which is not specifically exempt by statutes and includes those schools which offer or maintain a program of instruction or study; or at which place of business such a program of instruction or study is available through classroom instruction or by correspondence or both to a person or persons for the purpose of training.

To legally operate a Career School or College (training program) in Texas, you must submit an application for a Certificate of Approval as defined in the law. Upon the issuance of a Certificate of Approval, you will be permitted to advertise the course of study, enroll students, and operate a Career School in Texas.

Please note that if you are operating a Career School or College and are not legally exempt or possess a Certificate of Approval (including advertising and holding training), you are in violation of Texas law. If necessary, this agency will refer your school to the Attorney General of Texas who may obtain an injunction to restrain you from continued illegal operation. You could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs.

YOU MUST RESPOND TO THIS LETTER WITHIN FIFTEEN (15) DAYS FROM RECEIPT WITH ONE OF THE FOLLOWING:

- A. **CLOSED OPERATION:** If you elect to close the training operation, submit the enclosed Cessation of Operations Affidavit stating that the identified training operation has ceased.

OR

- B. **EXEMPTION from TEXAS EDUCATION CODE:** If you elect to seek an exemption, submit a letter requesting an exemption from *Texas Education Code, Section 132.002*, citing the specific exemption for which you are eligible. Exemptions are identified on page two of the Code. Please use the enclosed form, PS-017 General Exemption Guide, for providing the specific information required.

OR

- C. **APPLICATION for CERTIFICATE of APPROVAL:** If you elect to seek a Certificate of Approval, please provide the following:

Letter of Intent: Submit a letter to this agency stating that you desire to apply for a Certificate of Approval. A Career School and Colleges packet will be forwarded to you upon receipt of the completed form, PS-999 Career Schools and Colleges New School Packet Request, and the \$15 packet fee. Make your check or money order payable to TWC-Career Schools and Colleges, Mail to: Texas Workforce Commission, Career Schools and Colleges-Controller, 101 East 15th Street, Austin, Texas 78778-0001.

Completing the application: You will have *sixty (60) days from receipt of the application packet to complete all required documentation.* Forward the complete application and the required fee amount to **Texas Workforce Commission, Career Schools and Colleges-Controller, 101 East 15th Street, Austin, Texas 78778-001.**

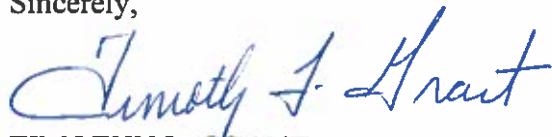
Fees: Original Certificate Fee: \$1,001 (Small School) or \$3,000 (Large School). You may submit the entire amount, or make arrangements for an installment plan. **To do this, contact Career Schools at 512/936-3100.**

Note: Most new schools are small schools.

If you require assistance in responding to this letter, you may contact me by telephone at 210-581-1064 or by email at timothy.grant@twc.state.tx.us.

NOTE: FAILURE TO RESPOND TO THIS NOTICE WITHIN FIFTEEN (15) DAYS OF RECEIPT OF THIS LETTER WILL RESULT IN ACTION BY THIS AGENCY.

Sincerely,



TIMOTHY L. GRANT

Assistant, Integrated Services Area Manager – Region 6
Texas Workforce Commission

Enclosures (4)

Cessation of Operations Affidavit, CSC-506

General Exemptions

Career Schools and Colleges New School Packet Request, CSC-001C

Information sheet on Career Schools and Colleges

Receipt Acknowledge

PRINTED NAME/SIGNATURE

DATE

Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

September 2, 2016

CERTIFIED MAIL # 7009 2250 0002 9401 5763

Tech Talent South
219 East Houston Street, 3rd Floor
San Antonio, TX 78205

Re: Training Classes that are open to the general public and for which a fee is charged

Dear Director,

You were previously sent a letter dated August 19, 2016, that Tech Talent South was possibly operating as a Career School or College as defined by *Chapter 132, Texas Education Code*.

As of September 2, 2016, our office had not received a response. The initial letter indicated that non-response would result in action by this agency. Forms of action may include, but are not limited to, civil penalties of up to \$1,000 per day and referral to the Office of the Attorney General for injunctive relief.

The intent of this last notice is to provide a final opportunity for response by your business. If a response is not received within ten days of receipt, we will begin the steps necessary to ensure compliance with the law. If a response has been sent please disregard this letter.

If you have any further questions in this matter, please contact me by telephone at 210-581-1064, by fax at 210-581-8190, or by email at timothy.grant@twc.state.tx.us.

Sincerely,



TIMOTHY L GRANT
Assistant, Integrated Service Area Manager – Region 6
Texas Workforce Commission

U5045

Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

September 8, 2016

Certified Mail # 7009 2250 0002 9401 5787

Tech Talent South, U5045
119 Cleveland Ct.
Alamo Heights, TX 78209

Dear Tech Talent South,

Re: Training classes/Seminars/Workshops in Texas that are open to the general public and for which a fee is charged.

The Texas Workforce Commission has received information that Tech Talent South may be operating as a Career School or College as defined by *Chapter 132, Texas Education Code*. This law states that no business enterprise (Career School or College) may maintain, solicit for, or conduct any program of instruction (specifically a course that is available to the general public and for which a fee is charged) in Texas without first having obtained a Certificate of Approval or having been determined exempt from this regulation by the Texas Workforce Commission.

We realize that often people are not aware of this law and as such we would like to work with you to submit the appropriate paperwork necessary to resolve this issue in an expedient and courteous manner. Please provide our office with information that will allow us to determine if you fall under the regulatory purview of *Chapter 132, Texas Education Code*, or if you are eligible to be granted an exemption from regulation. The following information is provided to enable you to compile the information necessary for us to make this determination.

A Career School or College is any business enterprise operated for a profit, or on a nonprofit basis, which maintains a place of business within the State of Texas, or solicits business within the State of Texas, and which is not specifically exempt by statutes and includes those schools which offer or maintain a program of instruction or study; or at which place of business such a program of instruction or study is available through classroom instruction or by correspondence or both to a person or persons for the purpose of training.

To legally operate a Career School or College (training program) in Texas, you must submit an application for a Certificate of Approval as defined in the law. Upon the issuance of a Certificate of Approval, you will be permitted to advertise the course of study, enroll students, and operate a Career School in Texas.

Please note that if you are operating a Career School or College and are not legally exempt or possess a Certificate of Approval (including advertising and holding training), you are in violation of Texas law. If necessary, this agency will refer your school to the Attorney General of Texas who may obtain an injunction to restrain you from continued illegal operation. You could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs.

YOU MUST RESPOND TO THIS LETTER WITHIN FIFTEEN (15) DAYS FROM RECEIPT WITH ONE OF THE FOLLOWING:

- A. **CLOSED OPERATION:** If you elect to close the training operation, submit the enclosed Cessation of Operations Affidavit stating that the identified training operation has ceased.

OR

- B. **EXEMPTION from TEXAS EDUCATION CODE:** If you elect to seek an exemption, submit a letter requesting an exemption from *Texas Education Code, Section 132.002*, citing the specific exemption for which you are eligible. Exemptions are identified on page two of the Code. Please use the enclosed form, PS-017 General Exemption Guide, for providing the specific information required.

OR

- C. **APPLICATION for CERTIFICATE of APPROVAL:** If you elect to seek a Certificate of Approval, please provide the following:

Letter of Intent: *Submit a letter to this agency stating that you desire to apply for a Certificate of Approval.* A Career School and Colleges packet will be forwarded to you upon receipt of the completed form, PS-999 Career Schools and Colleges New School Packet Request, and the \$15 packet fee. Make your check or money order payable to **TWC-Career Schools and Colleges**, Mail to: **Texas Workforce Commission, Career Schools and Colleges-Controller, 101 East 15th Street, Austin, Texas 78778-0001.**

Completing the application: You will have *sixty (60) days from receipt of the application packet to complete all required documentation.* Forward the complete application and the required fee amount to **Texas Workforce Commission, Career Schools and Colleges-Controller, 101 East 15th Street, Austin, Texas 78778-001.**

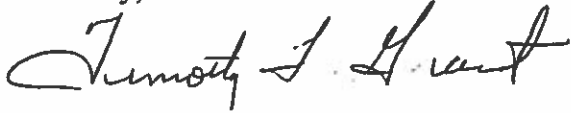
Fees: Original Certificate Fee: \$1,001 (Small School) or \$3,000 (Large School). You may submit the entire amount, or make arrangements for an installment plan. **To do this, contact Career Schools at 512/936-3100.**

Note: **Most new schools are small schools.**

If you require assistance in responding to this letter, you may contact me by telephone at 210-581-1064 or by email at timothy.grant@twc.state.tx.us.

NOTE: FAILURE TO RESPOND TO THIS NOTICE WITHIN FIFTEEN (15) DAYS OF RECEIPT OF THIS LETTER WILL RESULT IN ACTION BY THIS AGENCY.

Sincerely,



TIMOTHY L. GRANT
Assistant, Integrated Services Area Manager – Region 6
Texas Workforce Commission

Enclosures (4)

Cessation of Operations Affidavit, CSC-506

General Exemptions

Career Schools and Colleges New School Packet Request, CSC-001C

Information sheet on Career Schools and Colleges

Receipt Acknowledge

PRINTED NAME/SIGNATURE

DATE

Texas Workforce Commission

A Member of Texas Workforce Solutions

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughes
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

September 20, 2016

Hand Delivered

Tech Talent South, U5045
119 Cleveland Ct.
Alamo Heights, TX 78209

Dear Tech Talent South,

Re: Training classes/Seminars/Workshops in Texas that are open to the general public and for which a fee is charged.

The Texas Workforce Commission has received information that Tech Talent South may be operating as a Career School or College as defined by *Chapter 132, Texas Education Code*. This law states that no business enterprise (Career School or College) may maintain, solicit for, or conduct any program of instruction (specifically a course that is available to the general public and for which a fee is charged) in Texas without first having obtained a Certificate of Approval or having been determined exempt from this regulation by the Texas Workforce Commission.

We realize that often people are not aware of this law and as such we would like to work with you to submit the appropriate paperwork necessary to resolve this issue in an expedient and courteous manner. Please provide our office with information that will allow us to determine if you fall under the regulatory purview of *Chapter 132, Texas Education Code*, or if you are eligible to be granted an exemption from regulation. The following information is provided to enable you to compile the information necessary for us to make this determination.

A Career School or College is any business enterprise operated for a profit, or on a nonprofit basis, which maintains a place of business within the State of Texas, or solicits business within the State of Texas, and which is not specifically exempt by statutes and includes those schools which offer or maintain a program of instruction or study; or at which place of business such a program of instruction or study is available through classroom instruction or by correspondence or both to a person or persons for the purpose of training.

To legally operate a Career School or College (training program) in Texas, you must submit an application for a Certificate of Approval as defined in the law. Upon the issuance of a Certificate of Approval, you will be permitted to advertise the course of study, enroll students, and operate a Career School in Texas.

Please note that if you are operating a Career School or College and are not legally exempt or possess a Certificate of Approval (including advertising and holding training), you are in violation of Texas law. If necessary, this agency will refer your school to the Attorney General of Texas who may obtain an injunction to restrain you from continued illegal operation. You could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees, and court costs.

YOU MUST RESPOND TO THIS LETTER WITHIN FIFTEEN (15) DAYS FROM RECEIPT WITH ONE OF THE FOLLOWING:

- A. **CLOSED OPERATION:** If you elect to close the training operation, submit the enclosed Cessation of Operations Affidavit stating that the identified training operation has ceased.

OR

- B. **EXEMPTION from TEXAS EDUCATION CODE:** If you elect to seek an exemption, submit a letter requesting an exemption from *Texas Education Code, Section 132.002*, citing the specific exemption for which you are eligible. Exemptions are identified on page two of the Code. Please use the enclosed form, PS-017 General Exemption Guide, for providing the specific information required.

OR

- C. **APPLICATION for CERTIFICATE of APPROVAL:** If you elect to seek a Certificate of Approval, please provide the following:

Letter of Intent: *Submit a letter to this agency stating that you desire to apply for a Certificate of Approval.* A Career School and Colleges packet will be forwarded to you upon receipt of the completed form, PS-999 Career Schools and Colleges New School Packet Request, and the \$15 packet fee. Make your check or money order payable to **TWC-Career Schools and Colleges, Mail to: Texas Workforce Commission, Career Schools and Colleges-Controller, 101 East 15th Street, Austin, Texas 78778-0001.**

Completing the application: You will have *sixty (60) days from receipt of the application packet to complete all required documentation.* Forward the complete application and the required fee amount to **Texas Workforce Commission, Career Schools and Colleges-Controller, 101 East 15th Street, Austin, Texas 78778-001.**

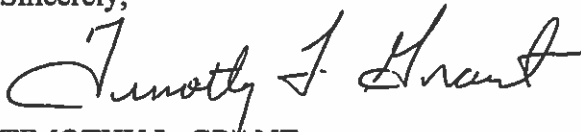
Fees: Original Certificate Fee: \$1,001 (Small School) or \$3,000 (Large School). You may submit the entire amount, or make arrangements for an installment plan. **To do this, contact Career Schools at 512/936-3100.**

Note: Most new schools are small schools.

If you require assistance in responding to this letter, you may contact me by telephone at 210-581-1064 or by email at timothy.grant@twc.state.tx.us.

NOTE: FAILURE TO RESPOND TO THIS NOTICE WITHIN FIFTEEN (15) DAYS OF THE DATE OF THIS LETTER WILL RESULT IN ACTION BY THIS AGENCY.

Sincerely,



TIMOTHY L. GRANT
Assistant, Integrated Services Area Manager – Region 6
Texas Workforce Commission

Enclosures (4)
Cessation of Operations Affidavit, CSC-506
General Exemptions
Career Schools and Colleges New School Packet Request, CSC-001C
Information sheet on Career Schools and Colleges

Receipt Acknowledge

PRINTED NAME/SIGNATURE

DATE

Texas Workforce Commission

A Member of Texas Workforce Solutions

September 26, 2016

VIA CERTIFIED MAIL: 7011 1150 0001 0064 4810

And regular mail

Kevin Harris
Guild of Software Architects
6170 Research Rd., Suite 107
Frisco, Texas 75033

File Copy

Andres Alcantar, Chairman
Commissioner Representing
the Public

Ruth R. Hughs
Commissioner Representing
Employers

Julian Alvarez
Commissioner Representing
Labor

Larry E. Temple
Executive Director

RE: U5062/Certificate of Approval or Exemption for Texas Career Schools and Colleges

Dear Mr. Harris:

Please note that the information contained in this letter is time-sensitive.

The Texas Workforce Commission (TWC) has received information that your business enterprise, Guild of Software Architects, may be operating as a career school or college as defined by Texas Education Code (TEC), Chapter 132. As set forth in TEC §132.051, a career school or college may not maintain, advertise, solicit for or conduct any program of instruction in Texas until TWC provides the career school or college with a Certificate of Approval or a letter of exemption from these regulations.

We realize that individuals may not be aware of this law, and we would like to work with you to resolve this issue in an expedient and courteous manner.

The intent of this letter is to:

- acquaint you with the licensure, exemption and legal requirements for operating a career school or college in Texas;
- request information that will allow us to determine whether your school falls under TWC's regulatory purview or may be eligible for an exemption;
- provide you with access to information and specific forms that will assist you in compiling the required information; and,
- assist you in moving forward to come into compliance with the law if it applies to you.

A career school or college is any for-profit or nonprofit business enterprise that:

- maintains a place of business or solicits business in Texas for the purpose of training or preparing an individual for a vocational or avocational field;
- is not specifically exempted from regulation under TEC, Chapter 132; and,
- offers instruction or study through classroom or distance education.

To legally operate a career school or college in Texas, a nonexempt business must submit an application to TWC for a Certificate of Approval. Upon receiving the Certificate of Approval, the business may legally advertise the course of study, enroll students and

operate the career school or college. Alternately, a business that meets all of the requirements for one of the specific exemptions outlined in TEC §132.002 and §132.003 must apply for an exemption. If TWC grants the exemption, the business may operate without regulation under TEC, Chapter 132.

YOU MUST RESPOND TO THIS LETTER WITHIN 15 DAYS OF RECEIPT WITH ONE OF THE FOLLOWING:

- **Application for Certificate of Approval**

To apply for a Certificate of Approval, please submit a letter of intent stating that you wish to apply for a Certificate of Approval. The letter should be addressed:

Texas Workforce Commission
Career Schools and Colleges
101 E. 15th St., Rm. 226-T
Austin, TX 78778-0001

Application forms are available at: <http://www.twc.state.tx.us/partners/career-schools-colleges-forms-publications>. You have 60 days to complete and submit all required documentation and original certificate of approval fees, which range typically from \$1,100 to \$1,200 for a small school, or \$3,100 to \$3,300 for a large school. *Note:* Most new schools are small schools. You may submit the entire fee, or call to make arrangements for an installment plan (a 10% fee is charged).

- **Request for Exemption from TEC, Chapter 132**

To seek an exemption, submit a letter requesting a specific exemption cited under TEC §132.002 or §132.003. Further explanation of the available exemptions and the evidence required for each are available at:

<http://www.twc.state.tx.us/partners/exemption-career-school-or-college-licensing>. It is possible that some portions of a school's business require licensure and others do not, in which case both a Certificate of Approval and an exemption may be granted.

- **Cessation of Operations**

If you elect to close the training operation, submit Form CSC-506, Cessation of Operations Affidavit (enclosed), stating that the identified training operation has ceased.

The exemption request letter with required attachments or Form CSC-506 should be addressed:


Texas Workforce Commission
Earl Woolbright, Region 2 ISA Manager
500 N. Akard St., Ste. 3030
Dallas, TX 75201

Please understand that if you are operating a career school or college and do not have a Certificate of Approval or an exemption, you are in violation of Texas state law. TWC will assist you coming into compliance with the law; however, if you do not respond in an acceptable manner, TWC will issue an order that will require that you immediately cease and desist operating in violation.

If necessary, TWC will refer a career school or college to the Attorney General of Texas, who may obtain an injunction to restrain the school from continued illegal operation. The school could be liable for a civil penalty of \$1,000 for each day of operation, attorney fees and court costs. Additionally, unlicensed career schools and colleges are obligated to refund all tuition and fees for any student who files a complaint with TWC.

If you require further explanation or assistance in responding to this letter, please do not hesitate to contact me at (214) 290-1026 or by e-mail at earl.woolbright@twc.state.tx.us.

Sincerely,



Earl Woolbright
Region 2, Integrated Services Area Manager

Enclosure:
Form CSC-506, Cessation of Operations Affidavit

U5062