

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.

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**

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.rodriguez@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

Andres Aleantar, 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 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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- 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.

Equal Opportunity Employer - Program

TEXAS
WORKFORCE SOLUTIONS

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).

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Mail to:

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

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

8/26/2016

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 (361) 885-3007 or polo.leal@workforcesolutionscb.org.

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:

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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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.

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

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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**

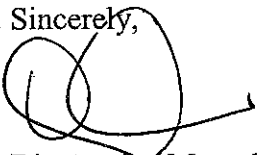
If you elect to close the training operation, submit Form PS-506, Cessation of Operations Affidavit (enclosure), stating that the identified training operation has ceased.

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.

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- 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).

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Mail to:

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

- **Closed Operation**

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500 N. Akard, Ste. 3030
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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:

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Austin, TX 78778-0001

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Sincerely,



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

U5056

Texas Workforce Commission

A Member of Texas Workforce Solutions

9/12/2016

VIA CERTIFIED MAIL 7015 1660 0000 6534 3443

And regular mail

Austin Coding Academy
600 Soledad Street
San Antonio, Texas 78205

Andres Alecantar, 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.

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