

Directions for Changing the Name of a Career School or College

Texas Workforce Commission – Career Schools and Colleges

- A. Submit an original of the following:
1. **CSC-001 (R/S)** Application for Certificate of Approval using the new name of the school.
 2. **CSC-001W** Owner's Affidavit for each owner listed on the application, using the new name of the school.
 3. **CSC-001V** Affidavit of On-Campus Enrollment using the new name of the school. *(Not required for schools with a Detachable Notice of Cancellation on enrollment agreement.)*
 4. **School Catalog** see Catalog Guide CSC-001X (residence school) or CSC-001XS (seminar school)-using the new name of the school where applicable. *(Addendum and paste-over may be used until next printing).* All Catalog changes shall be accompanied by the form CSC-042R/S Summary of Changes.
 5. **Enrollment Agreement** see Enrollment Agreement Checklist (CSC-190), using the new name of the school, with the Summary of Changes CSC-042R/S.
 6. All other documents (and advertisements) where the name of the school appears, using the new name of the school.
- B. Submit the fee of \$150 for the school with CSC-186 fee sheet and \$15 for each representative with CSC-014A.
- C. Submit evidence of registration of the new assumed name with the county clerk. Evidence of registration with the Secretary of State is also required if the owner is a corporation.

Forms are available on our website: texasworkforce.org/careerschools

NOTE: *Certain types of schools are prohibited from using the word "college" or "university." Should you wish to use either of these words in the school or corporate name, you should first obtain approval from the Texas Higher Education Coordinating Board, 1200 East Anderson, Austin, Texas 78752 (mailing address: P. O. Box 12788, Austin, TX 78711-2788), and provide a copy of that approval with your new application.*