

## Basic Skills Vendor Application

Section 1 - Business Information		
<b>Vendor Name:</b>	<b>Program Name:</b>	
<b>Owner Name (if different from Vendor Name above):</b>	<b>Owner/Director's E-mail Address:</b>	
<b>Physical Address of Business:</b>		
<b>Mailing/Billing Address (Street / PO Box)</b>		
<b>Business Phone:</b>	<b>Alternate Phone No:</b>	
<b>Secondary Contact Person:</b>	<b>Title/E-mail Address:</b>	
<input type="checkbox"/> For Profit	<input type="checkbox"/> Non For Profit	<input type="checkbox"/> Other

Section 2 - Regulation Information	
<p>All education and training vendors must be licensed or approved by an applicable education regulating body or be specifically exempted by Texas Workforce Commission (TWC) Career Schools. Vendors must provide documentation of their approval by the appropriate regulating body. Vendors who are not licensed or approved (unregulated vendors) must provide an exemption letter from TWC Career Schools documenting that each program and location is exempt from TWC Career Schools regulation. <b>Indicate the appropriate regulating body:</b></p>	
<input type="checkbox"/> Texas Education Agency/TEA	<input type="checkbox"/> Texas Workforce Commission Career Schools
<input type="checkbox"/> Texas Higher Education Coordinating Board (THECB)	<input type="checkbox"/> Department of Labor Office of Apprenticeship
<input type="checkbox"/> Other (Specify):	
<input type="checkbox"/> Not Regulated (must provide exemption letter from Texas Workforce Commission Career Schools)	

Section 3 - Program Information		
<p>Vendors must provide a published catalog that describes the program. Vendors may submit either a hard copy or one available online. Unregulated vendors must submit current curricula that will be used for the program.</p>		
<p><b>Type of Program:</b>   <input type="checkbox"/> Adult Basic Education   <input type="checkbox"/> Basic Computer Skills</p> <p style="text-align: center;"><input type="checkbox"/> Job Readiness Training   <input type="checkbox"/> Other:</p>		
<b>Program Description:</b>		
<b>Total hours of instruction:</b>	<b>Total classroom hours:</b>	<b>Lab Hours:</b>
<b>Description of equipment / software used in program:</b>		

**Unregulated vendors** must complete the additional information below. Regulated vendors may go to “Section 4 - Program Completion Information”.

<b>Instructors:</b> List all instructors that will be used to teach the program. Include a copy of their resume / curriculum vitae with your application.	
<b>Textbooks</b> – List the textbooks that will be used in the program. If more than two textbooks are used, include additional books and their information on an attachment to the application.	
<b>Textbook I Title:</b>	<b>Textbook II Title</b> (if applicable):
<b>Textbook Author:</b>	<b>Textbook Author:</b>
<b>Textbook Copyright date(s):</b>	<b>Textbook Copyright date(s):</b>
<b>Textbook ISBN Information:</b>	<b>Textbook ISBN Information:</b>

Section 4 - Program Completion Information	
<b>Will students receive a License or Certification after completing the program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of License or Certification:</b>	
<b>Name of the Certifying or Registering body:</b>	

<b>Does the program prepare a student to take a test?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of test:</b>	
<b>Name of the testing body:</b>	

<b>What are the program completion criteria? Describe how you determine the student successfully completed the program.</b> Completion is defined as finishing a program and receiving a formal credential (if offered for the given program).
<b>What percentage of students that started the program successfully completed the program in the past year? Explain any major reasons students fail to complete the course.</b>

Section 5 - Price Information		
Program price should be provided by a semester or equivalent program period. This price should be the publically available (published) price. Vendors must submit documentation (course catalog, tuition and fee schedule etc.) that documents the publically available price. Unregulated vendors are required to prove that they have been charging existing students the price that they are submitting for payment by Workforce Solutions.		
<b>Cost of Tuition:</b>	<b>Cost of Books:</b>	<b>Cost of School Supplies:</b>
<b>Additional Fees:</b>		

### Section 6 - Training Facility Information

We approve education and training programs by location. Provide information about the training facility where classes are held if it is different from physical business address listed on page one of the application. Submit a separate application for each location. Unregulated vendors must provide documentation that they own or lease the facility where classes are held. If the unregulated vendor does not own or lease the facility but has an agreement with the organization that does, the vendor must provide documentation that it has on-going access to adequate classroom facilities that are ADA compliant.

#### Training Location (Physical Address)

Primary Contact Name (If different from page 1):

Primary Contact E-mail Address:

Location Phone:

Alternate Phone:

### Section 7 - Detailed Record of Performance

We will not approve vendors that have less than one year of experience providing education or training service similar to that offered in this application. We will not approve start-up organizations. Unregulated vendors must have provided the training on this application for at least one year, and must submit documentation of their performance of this training.

**Has the organization been providing education or training service for at least one year?**

☐ Yes ☐ No

**Please list and describe all education or training services that have been offered in the past year, including the proposed program and others provided by your organization.**

**How many students were enrolled and how many successfully completed the proposed program in the last 12 months? Provide details on any other programs taught in the previous year as well.**

**Vendors submitting a renewal application** – Vendors renewing their application to remain on the approved vendor list do not need to complete the Detailed Record of Performance questions above, but need to submit information that answers the following questions below.

**How many Workforce Solutions customers attended this program in the past year (since your last renewal)? Provide a list of customer names and social security numbers.** (Remove SSN's from this document before e-mailing if you are submitting via e-mail.)

**Of the customers that Workforce Solutions paid to attend your program, how many successfully completed the program?** (Successful completion as defined above.)

**Describe any outcome information you have on these customers.** (For example: for a GED prep class, 30 customers attended, 20 passed the GED on their first attempt after completing the course. Five passed the GED on a later attempt.)

### Section 8 - Financial Stability

Vendors, with the exception of public colleges and universities, must demonstrate they are financially stable and provide evidence of financial stability prepared by a Certified Public Accountant. Organizations seeking to become and approved education and training vendor must demonstrate their operation will not solely rely on funds from Workforce Solutions.

#### Required Documentation:

1. For a Sole Proprietorship submit item a and item b or c.
  - a. Include names of owners of record and copy of DBA if applicable AND
  - b. IRS Form 1040 for the most recent year OR
  - c. An audited balance sheet and income statement, or audit for the most recent year.
2. For a Partnership or Corporation (for profit entity) submit item a and item b or c.
  - a. A copy of the Articles of Incorporation or Partnership agreement and DBA if applicable AND
  - b. IRS Form 1065 (Partnerships) for the most recent year OR
  - c. An audited balance sheet and income statement, or audit for the most recent reporting period.
3. Non-Profit submit item a and item b or c or d.
  - a. IRS Tax exemption certificate (a copy of 501(C) 3) AND
  - b. An A133 audit OR
  - c. A copy of IRS Form 990 (most recent year's) OR
  - d. An audited balance sheet and financial / income statement for the most recent reporting period.

### Section 9 - Attachments and Authorization

**ATTACHMENTS:** Please check off all items you are including with your application.

#### Check List:

<input type="checkbox"/>	License or other regulatory approval document
<input type="checkbox"/>	TWC Exemption Letter
<input type="checkbox"/>	Current Catalog (must contain Attendance Policy and Refund Policy, or these must be submitted separately)
<input type="checkbox"/>	Curriculum (unregulated vendor must submit)
<input type="checkbox"/>	Instructor Resumes / Curriculum Vitae (unregulated vendors only)
<input type="checkbox"/>	Published Program Price Documentation (documentation of the publically available price of the program)
<input type="checkbox"/>	Facility Access Documentation (unregulated vendors only)
<input type="checkbox"/>	Training History Documentation (unregulated vendors only)
<input type="checkbox"/>	Financial Stability Documentation
<input type="checkbox"/>	Workforce Solutions Customer List (renewal applications only)

#### Authorization

I, the undersigned vendor ("Vendor") attest that the information provided above is true and accurate. By signing this form, Vendor acknowledges the information above and on the attachments to this application is not misrepresented or untrue and that Vendor will inform Workforce Solutions if any of the information changes. Workforce Solutions reserves the right to remove a vendor from the approved vendor list who has misrepresented or presented information that is untrue as a part of this application.

Workforce Solutions will do an on-site visit as part of our review process. Workforce Solutions staff may also conduct quality assurance reviews after a vendor is approved. By signing this application, the signatory authorizes Workforce Solutions to conduct an on-site review prior to approval.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type/ Printed Signatory

\_\_\_\_\_  
Date