

Education and Training Vendor Standards & Guidelines

1. Regulation Status: All vendors must either be (1) licensed or approved by an applicable education regulating body such as, but not limited to, the Texas Education Agency (TEA), Texas Higher Education Coordinating Board (THECB), Texas Workforce Commission Career Schools (TWC), or the U.S. Department of Labor, Office of Apprenticeship; or (2) provide an exemption letter from TWC Career Schools (unregulated vendors).

2. Course Catalog and Curriculum: We require vendors to have a published catalog that describes their courses, programs, services, cost to students, refund and attendance policies, and the criteria used to determine if students have successfully completed (graduated) from the program. We may ask vendors to provide us with a written copy of curricula.

3. Pricing Information: We pay the publicly advertised or published rate charged to any customer taking the course. We will not pay for services that are free to the public or to non-Workforce Solutions customers. For education and training provided over several semesters, vendors must provide the price for each semester.

4. Facility and Equipment Details: Vendors must have ADA-compliant facilities including equipment, textbooks, and software that provide reasonable accommodations for students with disabilities. Vendors must own or lease the proposed training facility or have an agreement with the organization that does.

5. Financial Stability: Vendors, with the exception of public colleges and universities, must provide evidence of financial stability prepared by a Certified Public Accountant. Vendors cannot solely rely on funds from Workforce Solutions.

6. Record of Performance: Vendors must have been providing education and training services for at least one year, and we may ask for proof. We will not approve start-up organizations.

We require vendors to submit a new application every year that includes performance information for their programs.

7. Instructor Credentials: We ask unregulated vendors to provide information about the credentials and experience of the instructors who will be providing service such as resumes and curriculum vitae.