

# Texas Workforce Commission

A Member of Texas Workforce Solutions

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Larry E. Temple  
Executive Director

3555 Timmons Lane  
Houston, TX 77027

January 3, 2019

**VIA CERTIFIED MAIL 7011 2970 0002 9589 6295**

*regular mail and email:* [admin@julianakinguniversity.org](mailto:admin@julianakinguniversity.org)

Dr. Juliana King  
President & Founder  
Juliana King University  
9896 Bissonet Street, Suite 118  
Houston, TX 77036

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, Juliana King University, 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.

Relay Texas: 800-735-2989 (TDD) 800-735-2988 (Voice) • [www.texasworkforce.org](http://www.texasworkforce.org)  
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TEXAS  
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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  
Shunta Williams, ISA Manager  
3555 Timmons Lane  
Houston, TX 77027

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 713-993-2439 or by e-mail at [shunta.williams@twc.state.tx.us](mailto:shunta.williams@twc.state.tx.us).

Sincerely,



Shunta Williams  
Integrated Services Area Manager

Enclosure:  
Form CSC-506, Cessation of Operations Affidavit

CC: U5466 File

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Cessation of Operations Affidavit

Instructions: *this form must be signed and notarized*

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

BEFORE ME, personally appeared \_\_\_\_\_,

And after being duly sworn, deposed as follows:

“My name is \_\_\_\_\_, and I

own/operate/direct \_\_\_\_\_, I am of sound mind, capable of making this affidavit and personally acquainted with the facts herein stated:

\_\_\_\_\_ ceased operations on  
(name of school)

\_\_\_\_\_  
(date of closing)

The school will not reopen until the school has been issued a Certificate of Approval by the Texas Workforce Commission or a letter of exemption from *Chapter 132, Texas Education Code* granted.

\_\_\_\_\_  
(Signature of person making this affidavit)

SWORN TO AND SUBSCRIBED before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SEAL

\_\_\_\_\_  
My Commission Expires

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.