

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

Texas Higher Education Coordinating Board  
Division of Workforce, Academic Affairs and Research

Revised July 2013

**PURPOSE**

**It is the policy and purpose of the State of Texas to prevent deception of the public resulting from the conferring and use of fraudulent or substandard college and university degrees; it is also the purpose of this subchapter to regulate the use of academic terminology in naming or otherwise designating educational institutions, the advertising, solicitation or representation by educational institutions or their agents, and the maintenance and preservation of essential academic records. Because degrees and equivalent indicators of educational attainment are used by employers in judging the training of prospective employees, by public and private professional groups in determining qualifications for admission to and continuance of practice, and by the general public in assessing the competence of persons engaged in a wide range of activities necessary to the general welfare, regulation by law of the evidences of college and university educational attainment is in the public interest. To the same end the protection of legitimate institutions and of those holding degrees from them is also in the public interest.**

*Texas Education Code, Chapter 61, Subchapter G, Sec. 61.301*

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

**INTRODUCTION TO THE APPLICATION  
AND  
INSTRUCTIONS FOR APPLYING**

This is the information packet and application for a certificate of registration of an agent of a postsecondary educational institution that does not have a Certificate of Authorization or a Certificate of Authority.

The first part of the packet is a copy of the relevant parts of the certification rules (Title 19, Part 1, Chapter 7, Texas Administrative Code). These rules have been adopted by the Coordinating Board in order to implement the certification law (Texas Education Code, Chapter 61, Subchapter G).

The second part of the packet consists of an application for a certificate of registration. The application must contain complete information on all items and include the application fee in order to be valid. The information requested includes that concerning the home or parent campus, if applicable, as well as the parts of the institution operating in Texas. Any item which is not applicable to the institution should be clearly marked NOT APPLICABLE along with the explanation of why it is not applicable.

**The application fee, found in § 7.10 of the certification rules, is applicable to institutions that do not have a Certificate of Authorization or a Certificate of Authority and has been set at \$100.**

Applicable definitions found in § 7.3 Texas Administrative Code:

(4) Agent--A person employed by or representing a postsecondary educational institution that does not have a Certificate of Authorization or Certificate of Authority, within or without Texas who:

(A) solicits any Texas student for enrollment in the institution (excluding the occasional participation in a college/career fair involving multiple institutions or other event similarly limited in scope in the state of Texas);

(B) solicits or accepts payment from any Texas student for any service offered by the institution; or

(C) while having a physical presence in Texas, solicits students or accepts payment from students who do not reside in Texas.

(14) Certificate of Registration--The Board's approval of an agent to solicit students on behalf of a private postsecondary educational institution in the State of Texas.

(32) Physical Presence--

(A) While in Texas a representative of the school or a person being paid by the school who conducts an activity related to postsecondary education, including for the purposes of recruiting students (excluding the occasional participation in a college/career fair involving multiple institutions or other event similarly limited in scope in the state of Texas), teaching or proctoring courses including internships, clinicals, externships, practicums, and other similarly constructed educational activities (excluding those individuals that are involved in teaching courses in which there is no physical contact with Texas students or in which visiting students are enrolled), or grants certificates or degrees; and/or

(B) The institution has any location within the State of Texas which would include any address, physical site, telephone number, or facsimile number within or originating from within the boundaries of the State of Texas. Advertising to Texas students, whether through print, billboard, internet, radio, television, or other medium alone does not constitute a physical presence.

(40) Representative--A person who acts on behalf of an institution regulated under this subchapter. The term includes, without limitation, recruiters, agents, tutors, counselors, business agents, instructors, and any other instructional or support personnel.

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

To the Texas Higher Education Coordinating Board  
P. O. Box 12788  
Austin, Texas 78711-2788

I,	
residing at	
Phone Number:	
hereby make application to the Texas Higher Education Coordinating Board for a Certificate of Registration to represent the following institution as their agent in the State of Texas:	

Name of Institution:	
Address of Institution:	
Phone Number of Institution:	

Name of Institutional Accreditor:	
-----------------------------------	--

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

My educational background consists of the following: [*Include all work attempted at any postsecondary institution, including any degrees, diplomas, certifications, or other acknowledgments of completion of work attempted. The name, address, and telephone number of each institution, along with the dates of attendance, must be supplied.*]

Name of Institution:				
Address of Institution:				
Phone Number of Institution:				
Degree/Diploma/Certifications/Acknowledgements:				
Dates of Attendance:	From:		To:	

Name of Institution:				
Address of Institution:				
Phone Number of Institution:				
Degree/Diploma/Certifications/Acknowledgements:				
Dates of Attendance:	From:		To:	

Name of Institution:				
Address of Institution:				
Phone Number of Institution:				
Degree/Diploma/Certifications/Acknowledgements:				
Dates of Attendance:	From:		To:	

Name of Institution:				
Address of Institution:				
Phone Number of Institution:				
Degree/Diploma/Certifications/Acknowledgements:				
Dates of Attendance:	From:		To:	

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

My experience in education and as an agent consists of the following: [*Include any employment with postsecondary institutions and specifically as an agent. The name, address, and telephone number of each institution, along with the dates of employment, must be supplied.*]

Name of Employer:				
Address of Employer:				
Phone Number of Employer:				
Job Title:				
Dates of Employment:	From:		To:	

Name of Employer:				
Address of Employer:				
Phone Number of Employer:				
Job Title:				
Dates of Employment:	From:		To:	

Name of Employer:				
Address of Employer:				
Phone Number of Employer:				
Job Title:				
Dates of Employment:	From:		To:	

Name of Employer:				
Address of Employer:				
Phone Number of Employer:				
Job Title:				
Dates of Employment:	From:		To:	

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

Please answer the following questions:

Have you been cited, arrested, charged, or convicted of fraud, deceit, misrepresentation, or forgery?	Have	Have Never
	<input type="checkbox"/>	<input type="checkbox"/>
If have, please explain:		

Have you withdrawn any license application or denied any license?	Have	Have Never
	<input type="checkbox"/>	<input type="checkbox"/>
If have, please explain:		

I have signed the affidavit of fair representation and have enclosed it as Appendix A.

The certification of institutional affiliation is signed by the chief executive officer and enclosed it as Appendix B.

I certify that the information provided in this application is complete and accurate to the best of my knowledge and belief. I understand that any misrepresentation or omission is grounds for revoking my Certificate of Registration. I also understand that any false, deceptive, or misleading statement made in my position as agent or any violation of the laws of the State of Texas or the rules of the Texas Higher Education Coordinating Board governing my acting as an agent are grounds for revoking my Certificate of Registration.

Agent Signature	Date

SWORN AND SUBSCRIBED before me on the		day of		,	
	(Date)		(Month)		(Year)

My commission expires:	
	(Date)

Notary Public Signature	Printed Notary Public Name

Notary Seal:	

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

Appendix A  
Affidavit of Fair Representation

I,	
residing at	
hereby pledge that I will represent the institution, including its legal status in Texas and its accreditation or certification status, fairly, honestly, and completely to all with whom I communicate consistent with the laws of the State of Texas and the certification rules of the Texas Higher Education Coordinating Board.	

Agent Signature	Date

SWORN AND SUBSCRIBED before me on the		day of		,	
	(Date)		(Month)		(Year)

My commission expires:	
	(Date)

Notary Public Signature	Printed Notary Public Name

Notary Seal:	

**CERTIFICATE OF REGISTRATION APPLICATION - AGENT REPRESENTING A  
POSTSECONDARY EDUCATIONAL INSTITUTION WITHOUT A CERTIFICATE OF  
AUTHORIZATION OR A CERTIFICATE OF AUTHORITY**

Appendix B  
Certification of Institutional Affiliation

I,	
the legally constituted chief executive officer of	
Do affirm that	
is an agent of this institution applying for a Certificate of Registration from the Texas Higher Education Coordinating Board to represent us in the State of Texas.	

CEO Signature	Date

SWORN AND SUBSCRIBED before me on the		day of		,	
	(Date)		(Month)		(Year)

My commission expires:	
	(Date)

Notary Public Signature	Printed Notary Public Name

Notary Seal:	