



WORKFORCE

Training & Education Coordinating

BOARD

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Mission

The Workforce Training & Education Coordinating Board is a state agency committed to sustaining Washington's economic vitality through a highly skilled workforce.

What's New

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Youth



Adult



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Private Career Schools

The Workforce Board licenses and regulates around 325 private career schools doing business in the state of Washington. The agency also investigates student complaints and administers a fund that reimburses students affected by a school closure.

Information for Students

Looking for a School?

Before you choose a private career school, check to be sure it's licensed with the state. View our current list of [licensed schools](#).

- [Choosing a private career school](#)
- [Review 6,000 Washington programs](#)
- [List of licensed private career schools](#)
- [Obtaining federal aid](#)
- [Veteran information](#)

Complaints Against a School

- [Complaint forms and deadlines](#)

Request a Transcript

- [Request a transcript from a closed school in Washington](#)
- [Schools outside of Washington](#)

Is Your School Closed?

- [List of closed schools \(transcripts available\)](#)
- [What you should know if your school closes](#)
- [Workforce Board policy on closed schools](#)

Commercial Truck Driving Schools

- [List of approved programs](#)
- [Washington Safety Record Guide \(PDF\)](#)

Information for School Administrators

- | |
|--|
| • Renew your school license |
| • Update your school information |
| • Starting a private career school |
| • Annual Student Data Report |



- [Apply to be on the Eligible Training Provider list](#)
- [Private Career School Advisory Committee](#)
- [State Law \(RCW\)](#)
- [State Regulations \(WAC\)](#)

Contact our Consumer Protection Unit for more information, 360-709-4600.

Zenith Education Group Purchases Everest Campuses in Washington

Six Everest campuses in Washington have been acquired by Zenith Education Group, a newly created nonprofit provider of career-focused training. The campuses are located in Tacoma, Renton, Vancouver, Bremerton, Everett and Seattle. It's part of a larger deal that involves more than 50 Everest and WyoTech campuses, formerly operated by Corinthian Colleges, Inc. More: [U.S. Department of Education website](#).

Debt relief--Find out if you qualify

Did you take out a private student loan through Corinthian? The Consumer Financial Protection Bureau offers [\\$480 million in loan forgiveness](#).

[Frequently asked questions](#) about Corinthian/Everest.

Veterans Programs

The Workforce Board approves programs offered at [public and private educational institutions](#) in Washington for veterans and those eligible for GI Bill education benefits.

Only approved programs can receive educational benefits from the U.S. Department of Veterans Affairs. Find out more about how we oversee [veterans education](#) programs.

CDL School Waivers for Veterans

Event for School Certifying Officials: [Veterans Affairs Compliance Surveys and Q&A in Central WA -NEW!](#)

The Workforce Board's VA staff members are hosting a workshop in Yakima for schools working with veterans. Staff will discuss and answer questions about compliance surveys (audits). Please RSVP as participation is limited to 50 attendees.
Date: Monday, November 16, 2015
Time: 1:00 - 4:00 PM
Where: Perry Technical Institute, Yakima, WA
RSVP: [Russell Sonmore](#) (360) 709-4626

Training Providers Can Apply for Veterans Certificate

The Washington Department of Veterans Affairs has launched a campaign to encourage education and training institutions, including private career schools, to apply for a certificate that shows they're veteran friendly. More: <http://www.dva.wa.gov/benefits/partners-veteran-supportive-campuses>



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Starting a Private Career School in Washington

First steps

Is your vocational training program longer than 24 hours?

If you are a provider offering a vocational training program to the general public with a program length of more than 24 hours, for a fee, you may need to obtain a "Private Vocational School License" to comply with the State's Private Vocational School Act. You'll want to take the "self-test" and send it to us, Kamala.andrews.wa.gov, to determine your requirements. If you have more specific questions please contact our Consumer Protection Unit for more information, 360-709-4600.

What's next

If the questionnaire determines you need a license to operate a private career school in Washington State, or to advertise your school in Washington, you'll need to participate in a new school orientation before applying. If you haven't already, you will need to:

- Obtain a [Master Business License](#) from the state's Department of Revenue/Licensing.
- Register with the state's [Department of Revenue](#).
- If you will be operating a limited partnership or corporation, [register](#) with the Secretary of State's office.
- Finally, be sure to comply with any local ordinances governing businesses in the city or county where you plan to operate.

We recommend you familiarize yourself with the private vocational school licensing [statute](#) and [regulations](#). You can download the orientation materials here:

- [Initial Licensing Checklist](#)
- [Workforce Board webpages](#)
- [Initial License Application](#)
- [Financial Reference Form](#)
- [Sample Catalog and Checklist](#)
- [Sample Enrollment Agreement and Contract Checklist](#)
- [Sample Student Data Collection Form](#)
- [Sample Transcript](#)
- [Fee Schedule](#)
- [Joint Jurisdiction Information](#)
- [Contact Information](#)

You can also watch a [New School Orientation PowerPoint](#). If you need further clarification, a call-in conference style orientation is available monthly, see dates below. Please contact the Consumer Protection Unit for dial-in information, 360-709-4600. Space is limited, you must preregister with staff to ensure your place on the call.

- January 20, 2016
- February 18, 2016
- March 17, 2016
- April 21, 2016
- May 19, 2016
- June 16, 2016
- July 21, 2016
- August 18, 2016
- September 15, 2016
- October 20, 2016
- November 17, 2016
- December 15, 2016

Online application and required materials checklist

After you have completed these necessary first steps, you'll be able to fill out an [online](#) application. Please contact staff, 360-709-4600 for a user name and password.

[Back to main Private Career School page](#)

Opening a school in Oregon?

Get info on [state requirements](#).

Note: The application process takes an average of 60 days from the time the complete application and fees have been received, pending prior applications.

Washington State Workforce Training and Education Coordinating Board

Online Private Vocational School License Application System

Please enter all fields to login.

Logon Id:

Password:

Internet Explorer 10 or less is the most compatible browser to use in accessing and completing the online application and other required forms.

Please call
Consumer Protection Staff to request a
logon and password.
360-709-4600

WTECB Online Licensing Home Page

Chapter 28C.10.050 and 060 RCW; WAC 490-105-040

Please choose from the following options:

- [1. Apply For Initial License](#)
- [2. Apply For a Regular License Renewal](#)
- [3. Apply For an Auxiliary Certificate](#)
- [4. Apply For an Auxiliary Certificate](#)
- [5. Submit Change Notification](#)
- [6. Apply For Yearly License Exemption](#)
- [7. Revise and Add New Employees](#)
- [8. Report Catalog Revisions](#)
- [9. Apply for Approval of Revised and New Programs](#)

You will be notified in advance of your renewal due date. The notice will indicate whether you need to submit a regular or mini renewal application.

Note: Information you provide via this site, with the exception of your financial information and credit references, becomes public record that may be subject to inspection and copying by members of the public unless an exemption in law exists. Financial information you provide does not become public record. Financial disclosures provided to the agency are not subject to public disclosure under chapter 42.17 RCW. Contact the Private Vocational School Licensing Unit at (360) 709-4600 for more information.

Send mailed items to:
Workforce Training and Education Coordinating Board
128 10th Avenue SW
PO Box 43105
Olympia, WA 98504-3105

Please Note: The application can be reset by staff once submitted by the applicant. The information will remain so changes can be made to meet the minimum requirements. Please call staff if you need your application released back to you, 360-709-4600.