

Private Vocational School Orientation

Workforce Training and
Education Coordinating Board



Private Career Schools - History

- Washington's Private Vocational Schools Act was passed as a consumer protection law in 1986. The law protects students who enroll in private career school programs offering credentials below the degree level.
- The Workforce Board licenses and regulates more than 300 private career schools doing business in the state of Washington. The agency also investigates student complaints and administers the Tuition Recovery Trust Fund that reimburses students affected by a school closure.
- These schools offer a variety of career and technical training programs, such as massage therapy, boat building, healthcare, information technology, truck driving, and many more.

Private Career Schools – What to do

- How to become a Private Vocational School

- Do you meet the requirements to be a Private Career School, take the “self test”, the license determination questionnaire
- Download the orientation materials
- Watch this online orientation and/or participate in a monthly conference call
- Request a logon & password from staff
- Complete your online application
- Send in your initial license fee and TRTF deposit
- Submit your documents for review
- An on-site visit from a program manager



- The process takes 60 days on average but can take longer depending on the school’s response time to changes and amount of pending applications.

For additional help, contact staff for monthly group orientation scheduling.

Private Career Schools – The Law

The first pieces of the packet are RCW 28C.10 and WAC 490-105. These are the rules and regulations that govern our Private Vocational School Act.

RCW 28C.10

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28C.10>

WAC 490-105

<http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105>

* Tip: If you can't reach our office, these links are great resources to answer your questions.



Let's get started...

Initial License Checklist

This checklist will guide you through the complete new school application process step by step. This checklist is a key element in the packet. It has everything that needs to be completed and submitted to our agency to open a Private Vocational School.

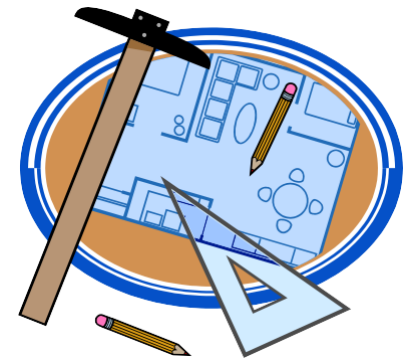
- It contains six separate sections
 - Business Plan
 - Training Programs
 - Catalog
 - Enrollment Agreement/Contract
 - Financials
 - Student Records-Data Collection



Section 1 – Business Plan

A business plan including:

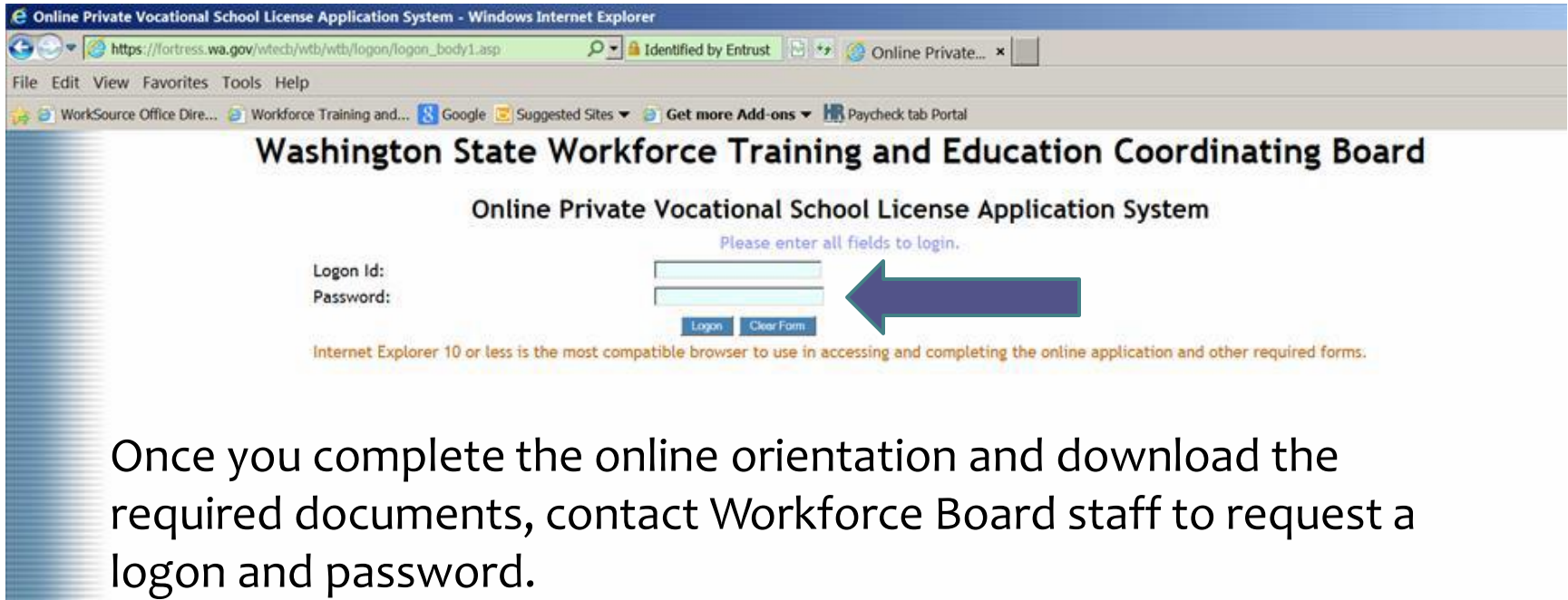
1. School description with photos
2. Management and operations
3. Marketing and sales strategies
4. Capital equipment and supply list
5. Market and competitive analyses
6. Loan information/credit line (if applicable)
7. Balance sheet
8. Breakeven analysis



Please submit a summary of each item, only 2-3 pages. We are looking for information on the sustainability of your proposed school.

*If you are an Out-of-State school, please submit copies of license(s) or other documentation showing that the applicant school is legally authorized to conduct business as a private vocational school in the state in which it is located.

Section 1 - Continued



Online Private Vocational School License Application System - Windows Internet Explorer

https://fortress.wa.gov/wtecb/wtb/wtb/logon/logon_body1.asp

Identified by Entrust

Online Private...

File Edit View Favorites Tools Help

WorkSource Office Dire... Workforce Training and... Google Suggested Sites Get more Add-ons Paycheck tab Portal

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.

Once you complete the online orientation and download the required documents, contact Workforce Board staff to request a logon and password.

*Tip: The applicant school may want to complete the other documents before starting the online application. There is information that is entered online that you'll take from these documents.

Section 1 - Continued

- The Online Application, what is required:
 - Applicant School Contact Information
 - Form of Ownership
 - Are you Accredited?
 - Information on Current Employees (Administration and Instructor must have a combination of two education/experience to qualify)
 - Information on Ownership
 - Catalog/Brochure Checklist
 - Pro-Form Financial Statement (Applicants will estimate the Gross Tuition Revenue in non-degree programs, this will determine the initial license fee and Tuition Recovery Trust Fund deposit)
 - Program Information
 - Auxiliary Site Information

Section 1 - Continued

- What is an Auxiliary Site?
 - An auxiliary facility is an additional physical site operated by a licensed entity for one of the following purposes:

One of the following options:

- To absorb a temporary overload that the licensed facility cannot accommodate. (within a short distance from licensed facility)
- To provide a single, specialized kind of training activity, generally on a short-term basis, under circumstances that cannot readily be accommodated at the licensed facility. (Clinical and Externships)
- To provide training under contract with a public agency, private company, or other sponsor. A facility being established exclusively to provide contracted training may apply for exemption.

Section 2 – Training Programs

A complete description of the proposed program(s) including:

1. Program title and specific program objective
2. Program outline showing the sequence of courses required to achieve the program objective
3. Number of clock or credit hours of instruction and how this is figured
4. Method(s) of instruction, e.g., distance learning, classroom lecture, lab, computer assisted, etc.
5. Training/instructional aids and facilities, including a sketch of the floor plan
6. Type of completion document, e.g., certificate, diploma
7. Maximum number of students per class
8. Program charges including tuition, registration fee, books, supplies, lab fees, etc.
9. Primary occupations for students completing program
10. Student admission requirements

*Tip: Please check to see if your program(s) need to have dual approval

Program	Contact
Acupuncture	Department of Health – www.doh.wa.gov Vicki Brown: (360) 236-4865, vicki.brown@doh.wa.gov
Animal Massage	Department of Health – www.doh.wa.gov Judy Haenke: (360) 236-4947, judy.haenke@doh.wa.gov
Asbestos Removal or any kind of HAZ MAT	Department of Labor and Industries – www.lni.wa.gov (360) 902-5435
Casino Dealers	Gambling Commission – www.wsgc.wa.gov Michelle Davis (360) 486-3529
Commercial Truck Driver Training	Department of Licensing-CDL Program – www.dol.wa.gov Toni Blanton: (360) 902-3759 Federal Motor Carrier Safety Administration (FMCSA) – www.fmcsa.dot.gov Traci Johnson: (360) 753-9429
Emergency Medical Technician	Department of Health – www.doh.wa.gov Dolly Fernades: (360) 236-2858
Long Term Care Worker	Department of Social & Health Services – www.dshs.wa.gov Lorrie Mahar: (360) 725-2549 Leslie Kennedy: (360) 725-2558, leslie.kennedy@doh.wa.gov

Program	Contact
Maritime Programs	National Maritime Center for the Coast Guard Jeffrey Brandt: (304) 433-3719
Massage Therapy/Reflexology	Department of Health – www.doh.wa.gov Kris Waidely: (360) 236-4847 Megan Brown (360) 236-4845
Medical Assisting	Department of Health – www.doh.wa.gov Brett Cain: (360) 236-4766, brett.cain@doh.wa.gov
Nursing Assistant - Certified	Department of Social & Health Services – www.dshs.wa.gov Jody Pilarski: (360) 725-2494 Department of Health – www.doh.wa.gov Kathy Moio: (360) 236-4712
Pharmacy Technician	Department of Health – www.doh.wa.gov Doreen Beebe: (360) 236-4834

Section 3 - Catalog

We've provided a sample catalog with all the required elements you'll need to be compliant with the State of Washington.

If you plan to use your own catalog, please use the provided catalog checklist to verify the required elements are present.

Our program managers use this when reviewing your catalog.

***Tip:** Remember all materials must be vetted with the Workforce Board before using them with students.



Section 4 – Enrollment Agreement

We've provided a sample enrollment agreement/student contract with all the required elements you'll need to be compliant with Washington State.

If you plan to use your own enrollment agreement/student contract, please use the provided checklist to verify the required elements are present.

The language provided is mandatory including the terms of the refund policy.

***Tip:** Many school forget to provide the Notice of Financial Obligation. This is directed by the Legislature.



Section 5 – Financial Information

- **Financial Statement**

For new schools that have operated another business during the past year, a financial statement for that business; Audited Financial Statement or Last Year's Tax Return. The financial statement must cover the most recently completed fiscal year of operation.

- **Scored Credit Report/Dun and Bradstreet Report**

A recent scored credit report from Equifax, Experian, Trans Union, or other credit rating firm recognized by the United States Department of Commerce or a Dun and Bradstreet Report must be provided.

*Tip: Remember we are looking for the fiscal viability of your potential school

Section 5 - Continued

- **Credit References (total of 3)**
 - Three Financial Reference forms (one must be your bank). Complete the shaded section, signed, and return to the Workforce Board (**The Workforce Board will send these out for your references to complete and return directly to us.**)
- License fee and Tuition Recovery Trust Fund fee payable to the *Washington State Treasurer*. This amount is based on the Gross Tuition Revenue (GTR) for non-degree programs that the applicant school enters on the online application. (Separate checks preferable)

Section 5 – Continued

FEE SCHEDULE

28C.10.070 RCW, 28C.10.084 RCW

WAC 490-105-070

Annual License Fee

If the school's total annual tuition revenue is:	Its Annual License Fee is:
\$0 - \$25,000	\$250
\$25,001 - \$50,000	\$500
\$50,001 - \$100,000	\$600
\$100,001 - \$250,000	\$750
\$250,001 - \$500,000	\$1,000
\$500,001 - \$1,000,000	\$1,500
\$1,000,001 - \$2,500,000	\$2,000
\$2,500,001+	\$2,500

***Tip: Licensing fees are based on your estimated Gross Tuition Revenue (GTR)**

Section 5 – Continued

Tuition Recovery Trust Fund (TRTF)

If the school's total annual tuition revenue is:	The school must make an initial deposit to the fund of:	The school will be billed the following amount semi-annually for the first five years it is licensed:	The school will be billed the following amount semi-annually for the second five years it is licensed:
\$0 - \$50,000	\$305	\$122	\$61
\$50,001 - \$75,000	\$457	\$183	\$92
\$75,001 - \$100,000	\$609	\$244	\$122
\$100,001 - \$150,000	\$914	\$366	\$183
\$150,001 - \$200,000	\$1,219	\$487	\$487
\$200,001 - \$250,000	\$1,523	\$609	\$609
\$250,001 - \$350,000	\$2,133	\$853	\$853
\$350,001 - \$500,000	\$3,046	\$1,219	\$1,219
\$500,001 - \$750,000	\$4,570	\$1,828	\$1,828
\$750,001 - \$1,000,000	\$6,093	\$2,437	\$2,437
\$1,000,001 - \$1,250,000	\$7,616	\$3,046	\$3,046
\$1,250,001 - \$1,500,000	\$9,139	\$3,656	\$3,656
\$1,500,001 - \$1,750,000	\$10,663	\$4,265	\$4,265
\$1,750,001 - \$2,000,000	\$12,186	\$4,874	\$4,874
\$2,000,001 - \$2,250,000	\$13,710	\$5,483	\$5,483
\$2,250,001 - \$2,500,000	\$15,233	\$6,092	\$6,092
\$2,500,001+	\$16,757	\$6,702	\$6,702

***Tip: Every school pays into the TRTF for 10 years, payments are every 6 months**

Section 6: Student Records – Data Collection

- We've provided you samples of the:
 - Student Data Collection Form
 - Student Transcript
- You can always use your own version of these forms, just remember to submit them for approval by the Workforce Board before use with students. Licensing renewals are contingent on the previous year's State Data Report submission, don't forget to get it uploaded.
- Student data reports are due in the fall for the previous fiscal year, (July 1-June 30.)



*Tip: State law requires that schools keep records for 50 years

Private Vocational School Licensing Contact Information

Jim Parker, Unit Manager
360-709-4625
jim.parker@wtb.wa.gov

Kamala Andrews, Program Specialist
360-709-4629
kamala.andrews@wtb.wa.gov

Darlene Bartlett, Program Specialist
360-709-4605
darlene.bartlett@wtb.wa.gov

Stacie Dotson, Unit Assistant
360-709-4600
Stacie.Dotson@wtb.wa.gov