



Accessing the EDvera licensing portal

The Workforce Training and Education Coordinating Board will launch its new licensing portal on July 1, 2023. All currently licensed schools should already show in the new system but with minimal information from the existing database. The login credentials will be the email address that was on file with the old system. The Workforce Board asks schools to log in to the new system and add their current staff and programs to eliminate outdated and corrupt data. During this orientation period, you'll be able to make updates to the initial license. This information will populate yearly, so you will only make the initial entry once. The instructions below will aid you in this process. From July 1st forward, the old licensing system will no longer be accessible. If you need information in the old system, please contact your program specialist or the unit administrative assistant; they will attempt to recover what you need.

Log-In Instructions

1. Go to <https://wtb.edvera.com/> (Bookmark for future reference)
2. Login Screen (See picture below)
 - a. Enter your email address and select "forgot your password" (The system will email you a temporary password that you'll be able to change.) Please note the agency will no longer keep passwords.
 - b. *If the system does not recognize your email address, you'll need to create an account by following the directions in #3.*
 - c. If you have forgotten your password, click on the "Forgot your password" link to reset your password. *The Workforce Board does keep passwords, you'll need to request one from the system.*
3. If you need to create a new account, please email hannah.bartlett@wtb.wa.gov, include your first and last name, email address, the institution/school with whom you are requesting to be linked, and a brief description of your access needs, so we can best fulfill your request. Once you have your logon credentials, you can skip to step #4.
4. After you have successfully logged in you should be directed to the main dashboard for your school.
5. If you have log-in problems or questions please contact Hannah Bartlett at hannah.bartlett@wtb.wa.gov or 360-709-4600.

Logon Screen



 Sign in



New User?

- Please email hannah.bartlett@wtb.wa.gov, include your first and last name, email address, the institution/school with whom you are requesting to be linked, and a brief description of your access needs, so that we can best fulfill your request.

Email

Password

☐ Remember me

[Forgot your password?](#)

Sign in



Main Dashboard Screen: This main dashboard screen contains general directory information about your school. Note that some information may be missing as the agency only migrated basic information from the old online system and database to mitigate bad data entering the system. You will be able to add school information by following these steps.

Dashboard

Institution Information

Institution ID 23816

Institution Name Test School

Primary Contact Test User

Contact Email test@user.com

Registration ID

Exemption Type

Expiration Date

Initial Approval Date

Closed Date

Degree Granting No

Profit Type

For Profit Type For Profit

Ownership Type

Statewide Vendor Number 1234

Contact Information

Physical Address 123 Pea St
Dublin, WA 45678

Mailing Address 123 Pea St
Dublin, WA 45678

Website

Phone Number

Locations

Name	Type	Approved Date	Status
Test Campus	Main		Active
Tester Program 4	Main	10/02/2022	Active

Initial Application: Select Documents from the tabs at the top of the screen. Then click on Start Document, on the right side of the screen.

WTB

Dashboard

Documents

Approvals

Test School

Switch Institutions

Documents

In Progress

Document Archive

Search by: Name or For

Q

Reset

Refine Search


No available actions

+ Start Document

<input type="checkbox"/>		Name	For	Status
<input type="checkbox"/>	≡	New Accreditation Application	Accreditation issued by Washington Workforce Board: Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	New Auxiliary Site	Tester Program 4, Redmond, WA (Main) (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	New Auxiliary Site	Test Campus, Dublin, WA (Main) (2023-04-03)	Pending Payment
<input type="checkbox"/>	≡	New Instructor	Test User: instructor for Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	New Program Application	Test Program - Associates (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	New Program Application	Test Interior Design (2023-04-03)	Pending Payment
<input type="checkbox"/>	≡	New Program Application	Interior Design (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	New Staff Application	Test User: administrator for Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	PVSA License Determination Questionnaire	Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	Renewal Application	Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	≡	Renewal Application	Test School (2023-04-03)	Program Specialist Review

Displaying all 11 document/submission/add requests

Download...



Continued: Then select "Initial License" from the drop-down menu. You'll be able to add the missing information using this "parent" document. At any point in the process, you'll be able to return the initial application to make updates. After the Workforce Board approves your application, you'll be able to select the other documents to request updates in the future.

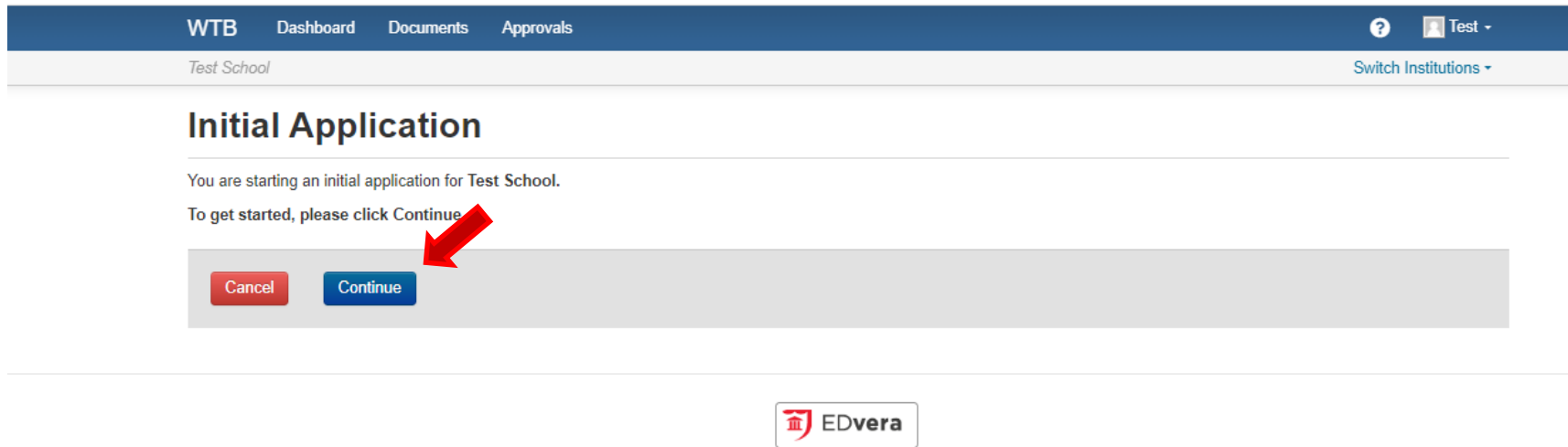
The screenshot shows the WTB Documents page. The top navigation bar includes "WTB", "Dashboard", "Documents", and "Approvals". Below this, there's a "Test School" header and a "Switch Institutions" button. The main section is titled "Documents" and has two tabs: "In Progress" and "Document Archive". A search bar is present with the text "Search by: Name or For" and buttons for "Reset" and "Refine Search". A table lists 11 document submissions, each with a checkbox, a "Name" column, a "For" column, and a status column. A dropdown menu is open, showing options for adding new documents, with a red arrow pointing to "Initial Application".

	Name	For	
<input type="checkbox"/>	New Accreditation Application	Accreditation issued by Washington Workforce Board: Test School (2023-04-03)	
<input type="checkbox"/>	New Auxiliary Site	Tester Program 4, Redmond, WA (Main) (2023-04-03)	
<input type="checkbox"/>	New Auxiliary Site	Test Campus, Dublin, WA (Main) (2023-04-03)	
<input type="checkbox"/>	New Instructor	Test User: instructor for Test School (2023-04-03)	
<input type="checkbox"/>	New Program Application	Test Program - Associates (2023-04-03)	
<input type="checkbox"/>	New Program Application	Test Interior Design (2023-04-03)	Pending Payment
<input type="checkbox"/>	New Program Application	Interior Design (2023-04-03)	Unsubmitted
<input type="checkbox"/>	New Staff Application	Test User: administrator for Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	PVSA License Determination Questionnaire	Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	Renewal Application	Test School (2023-04-03)	Unsubmitted
<input type="checkbox"/>	Renewal Application	Test School (2023-04-03)	Program Specialist Review

Displaying all 11 document/submission/add requests

Download...

Continued: Click Continue.



WTB Dashboard Documents Approvals

Test School

Initial Application

You are starting an initial application for Test School.
To get started, please click Continue

Cancel Continue

EDvera

Initial Application: You now have access to all sections of the initial application. There are seven sections.

- Institution Information
- Employees
- Ownership
- Catalog/Brochure Checklist
- Financial Information
- Programs and Auxiliary Facilities
- Supporting Materials

Section 1 - Institution Information: Once you complete this section, you'll be able to "Save and Exit, Save or Save and Proceed to Next Section." The new system will allow you access the application until you have everything entered. Some sections will be shown as a separate pending event (child document) once submitted i.e. a new instructor or staff member. You'll be able to return to the initial application by selecting the initial application again. This information will only need to be entered once, it will prepopulate each year, unless you terminate the section of information.

WTB

Dashboard

Documents

Approvals

?

Test

Test School

Switch Institutions

Initial Application

Print

Submission

Review

Comments 0

Status: Unsubmitted

History

1. Institution Information

2. Employees

3. Ownership

4. Catalog/Brochure Checklist

5. Financial Information

6. Programs and Auxiliary Facilities

7. Supporting Materials

Chapter 28C.10.050 and 070 RCW; WAC 490-105-070

Please find more information here: [Revised Code of Washington \(RCW\)](#) and [Washington Administrative Code \(WAC\)](#)

General

Name

Test School

Phone number

614-555-5555

Fax number

614-555-5555

Web address

www.edvera.com

Email

info@edvera.com

Federal Tax ID

3456

UBI Number

9876

Statewide Vendor Number

1234

Dun & Bradstreet Number

0987

Physical Address

Country

United States

Street 1

123 Pea St

Street 2

City

Dublin

State

Washington

Zip

45678

Mailing Address

Country

United States

Street 1

123 Pea St

Street 2

City

Dublin

State

Washington

Zip

45678

Contacts

Primary Contact

Test User (test@user.com)

+

Designated Admin

Test Donaldson (cyndi.don...)

+

Designated Admin

Test User (test@user.com)

+

Are you an Out-of-State School?

Continued: The next section of the initial application tab.

WTB Dashboard Documents Approvals ? Test

Test School Switch Institutions

1. Institution Information 2. Employees 3. Ownership 4. Catalog/Brochure Checklist 5. Financial Information 6. Programs and Auxiliary Facilities

7. Supporting Materials

Designated Admin Test User (test@user.com) +

Are you an Out-of-State School?

☐ Yes ☒ No

Ownership

How is the ownership of this institution structured?

☐ Sole Proprietorship ☐ General Partnership ☒ Limited Partnership ☐ Limited Liability Company ☐ C-Corporation ☐ S-Corporation

What is the school's profit type.

☒ For Profit ☐ Non Profit

Please upload a list of your current shareholders

To attach a file drag & drop here or click to choose

This school offers distance learning?

☐ Yes ☒ No

This school is approved to train veterans?

☒ Yes ☐ No

Please enter the facility code. 45672

Accreditations

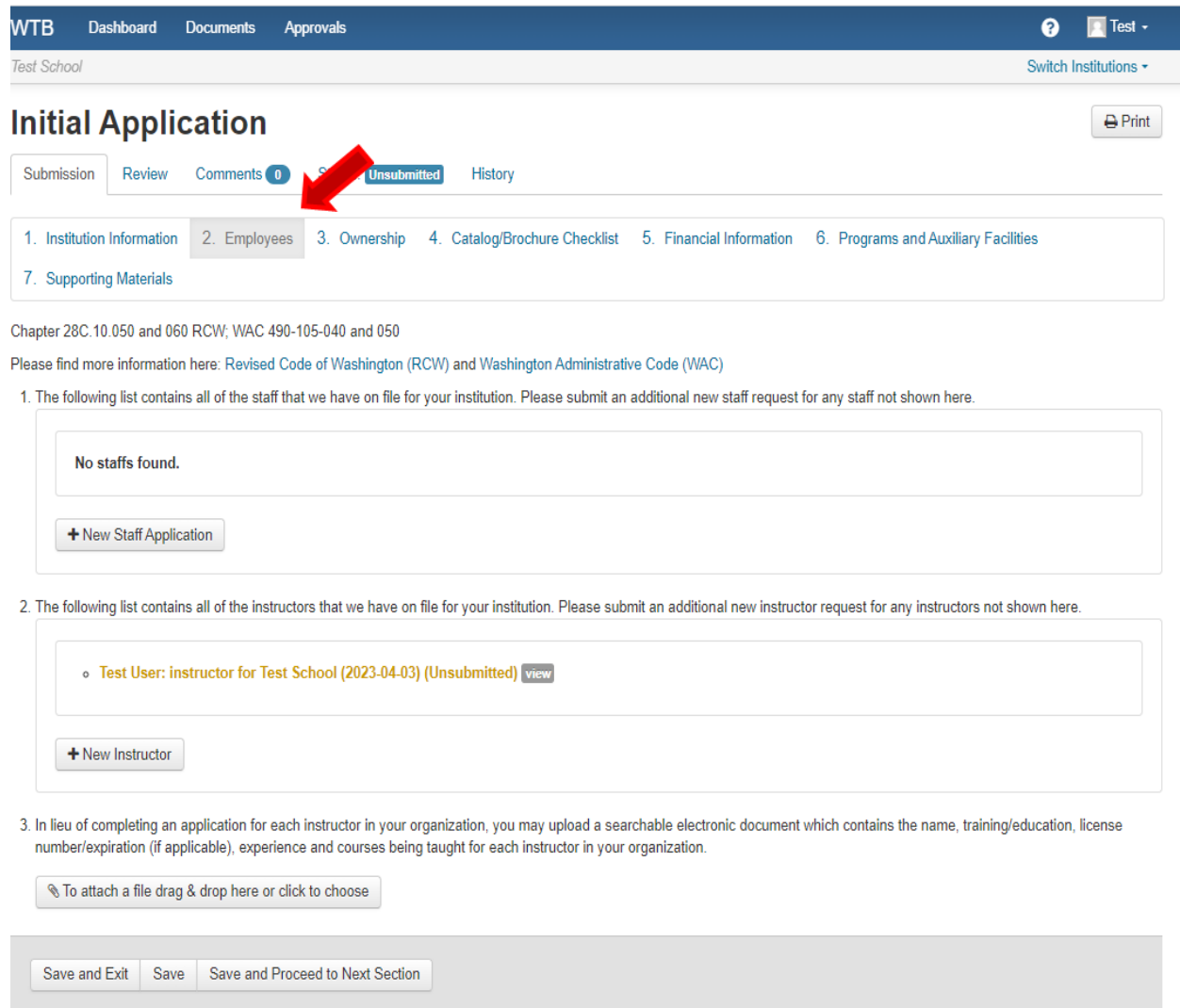
Is your school accredited by any accrediting bodies?

☐ Yes ☐ No

Save and Exit Save Save and Proceed to Next Section

Once you've completed this section, you can "Save and Exit", "Save", or "Save and Proceed to Next Section."

Section 2 Employees: This is the section designated for your staff, i.e. administrative staff, admissions staff etc. and instructors. For instructors, this section will allow you enter an application or to upload a searchable electronic document which contains the name, training/education, license number/expiration (if applicable), experience and courses being taught for each instructor in your organization.



WTB Dashboard Documents Approvals ? Test

Test School Switch Institutions

Initial Application

Print

Submission Review Comments 0 **Employees** Unsubmitted History

1. Institution Information 2. Employees 3. Ownership 4. Catalog/Brochure Checklist 5. Financial Information 6. Programs and Auxiliary Facilities 7. Supporting Materials

Chapter 28C.10.050 and 060 RCW; WAC 490-105-040 and 050

Please find more information here: [Revised Code of Washington \(RCW\)](#) and [Washington Administrative Code \(WAC\)](#)

1. The following list contains all of the staff that we have on file for your institution. Please submit an additional new staff request for any staff not shown here.

No staffs found.

+ New Staff Application

2. The following list contains all of the instructors that we have on file for your institution. Please submit an additional new instructor request for any instructors not shown here.

Test User: instructor for Test School (2023-04-03) (Unsubmitted) view

+ New Instructor

3. In lieu of completing an application for each instructor in your organization, you may upload a searchable electronic document which contains the name, training/education, license number/expiration (if applicable), experience and courses being taught for each instructor in your organization.

To attach a file drag & drop here or click to choose

Save and Exit Save Save and Proceed to Next Section

Select either New Staff Application or New Instructor, click the (+) and the hit continue.

If you only hit continue without selecting the (+), you'll receive an error message.

New Staff Application

The following errors prohibited this submission from being saved. Please fix the errors and try again.

- User must be present
- Role Assignment was not created

To get started, please select a user record for this administrator from the list below or click the 'plus' button to add a new one.

Select a User...

+

Cancel

Continue

WTB Dashboard Documents Approvals

Test School

Switch Institutions

New Staff Application

To get started, please select a user record for this administrator from the list below or click the 'plus' button to add a new one.

Select a User...

+

Cancel

Continue

WTB Dashboard Documents Approvals

Test School

Switch Institutions

New Staff Application / Add User

Back

Please enter the email address of the user you would like to add and click "Next" when you are ready to proceed.

testadmin@testschool.com

Next

Cancel

WTB Dashboard Documents Approvals

Test School

Switch Institutions

New Staff Application / Add User

Back

Email testadmin@testschool.com

Name Admin Test

Save

Cancel

* denotes required field

Enter their name and click save. For the instructor section you can also drag and drop a resume in lieu of individual entries.

Enter the staff member information.

WTB

Dashboard

Documents

Approvals

?

Test

Test School

Switch Institutions

New Staff Application

Print

Submission

Child

Comments

0

Status:

Unsubmitted

History

Parent Submission

Contact Information

First name

Admin

Last name

Test

Title

Phone number

Email

testadmin@testschool.com

Questionnaire

1. Please explain your role and responsibilities at the school. If you are an instructor, please include the classes you teach and the method of delivery.

Continued: The next two screens are representations of the employee information needed.

2. Please attach a copy of your most recent resume

To attach a file drag & drop here or click to choose

3. Does your position require a license?

☐ Yes ☐ No

4. Are you a high school graduate or have you passed a general education development (GED) test?

☐ Yes ☐ No

5. Have you been convicted of a misdemeanor or felony within the past seven (7) years that might unfavorably affect your fitness for this job?

☐ Yes ☐ No

Employment Experience

List most recent positions first.

From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours per week	<input type="text"/>
Employer and address	<input type="text"/>	Duties	<input type="text"/>

From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours per week	<input type="text"/>
Employer and address	<input type="text"/>	Duties	<input type="text"/>

From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours per week	<input type="text"/>
Employer and address	<input type="text"/>	Duties	<input type="text"/>

From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours per week	<input type="text"/>
Employer and address	<input type="text"/>	Duties	<input type="text"/>

Professional and/or Trade Licensure

Trade License #

Effective

License Issuer / Type

Expires

Trade License #

Effective

License Issuer / Type

Expires

Education

Please enter 'N/A' if an education level was not attained.

College Name and
Address

From

☐ Diploma or equivalent received

To

Graduate School Name
and Address

From

Degree Received

To

Major/Minor

Other School Name and
Address

From

Degree Received

To

Major/Minor

Attestation

I certify the above information pertaining to this administrator's education or work experience is true and correct.

☐ I agree

Save and Exit

Save

Submit



The final screen has an attestation that the employee education and/or work experience is true and correct. Please also remember that if your school is under joint jurisdiction with another state agency, you'll need to maintain synchronous approval with the Workforce Board. After each entry, you'll be able to return to the list of current documents by selecting "Save" or "Submit" (Saving will allow you come back to the staff application and submit will release it to the Workforce Board for review) returning to the documents tab and selecting which the "Initial application" document and the tab you need next.

Continued: The instructor screen follows the same process.

WTB Dashboard Documents Approvals Test ?
Test School Switch Institutions ▾

New Instructor

To get started, please select a the user record for this instructor from the list below or click the 'plus' button to add a new one.

Select a User... +

Cancel Continue

WTB Dashboard Documents Approvals Test ?
Test School Switch Institutions ▾

New Instructor / Add User < Back

Please enter the email address of the user you would like to add and click "Next" when you are ready to proceed.

testinstructor@testschool.com Next Cancel

WTB Dashboard Documents Approvals Test ?
Test School Switch Institutions ▾

New Instructor / Add User < Back

Email testinstructor@testschool.com

Name Instructor Test

Save Cancel * denotes required field

Continued: The only difference is in the information collected.

New Instructor

 Print

Submission **Child** Comments **0** Status: **Unsubmitted** History Parent Submission 


Contact Information

First name Last name
Title Phone number
Email

Questionnaire

1. Please list all education, training, and licences related to this position. Please include the institution's name and address, the course you completed, the total clock or semester hours completed, and the license, certificate or degree you were awarded for each item.

2. Please attach a copy of your most recent resume

 To attach a file drag & drop here or click to choose

3. Please list all subjects to be taught by this instructor. Please include the subject name, clock hours, semester hours, and quarter hours for each subject.

Employment Experience

List most recent positions first.

From	<div></div>	Position	<div></div>
To	<div></div>	Hours per week	<div></div>
Employer and address	<div></div>	Duties	<div></div>
From	<div></div>	Position	<div></div>
To	<div></div>	Hours per week	<div></div>
Employer and address	<div></div>	Duties	<div></div>
From	<div></div>	Position	<div></div>
To	<div></div>	Hours per week	<div></div>
Employer and address	<div></div>	Duties	<div></div>
From	<div></div>	Position	<div></div>
To	<div></div>	Hours per week	<div></div>
Employer and address	<div></div>	Duties	<div></div>

Section 2: Employees continued

Professional and/or Trade Licensure

Trade License #

Effective

License Issuer / Type

Expires

Trade License #

Effective

License Issuer / Type

Expires

Education

Please enter 'N/A' if an education level was not attained.

College Name and
Address

From

☐ Diploma or equivalent received

To

Graduate School Name
and Address

From

Degree Received

To

Major/Minor

Other School Name and
Address

From

Degree Received

Attestation

I certify the above information pertaining to this instructor's education or work experience is true and correct.

☐ I agree

Save and Exit

Save

Submit

Section 3 - Ownership: This section gathers information on the school ownership. Please enter all owners that have a 10% or more stake in the school. You'll be able to enter additional owners by selecting, "Save" and returning to the documents tab and selecting "Initial application and ownership" again.

WTB

Dashboard

Documents

Approvals

?

Test

Test School

Switch Institutions

Initial Application

Print

Submission

Review

Comments 0

Status: Unsubmitted

History

1. Institution Information

2. Employees

3. Ownership

4. Catalog/Brochure Checklist

5. Financial Information

6. Programs and Auxiliary Facilities

7. Supporting Materials

Names of current Owners, Shareholders, Trustees, Members, Corporate Directors, Corporate Officers:

Name

Test Donaldson (cyndi.don...)

+

x

Ownership %

100

▼

Ownership Role

Corporate Agent

▼

Prior school affiliation, if any: (List most recent first)

Name Of School 1

A School

Title 1

Owner

Name of School

Title

Name of School

Title

Have you been convicted of a misdemeanor or felony within the past seven (7) years that might unfavorably affect your fitness for this job?

☐ Yes ☒ No

+ Add another

Save and Exit

Save

Save and Proceed to Next Section

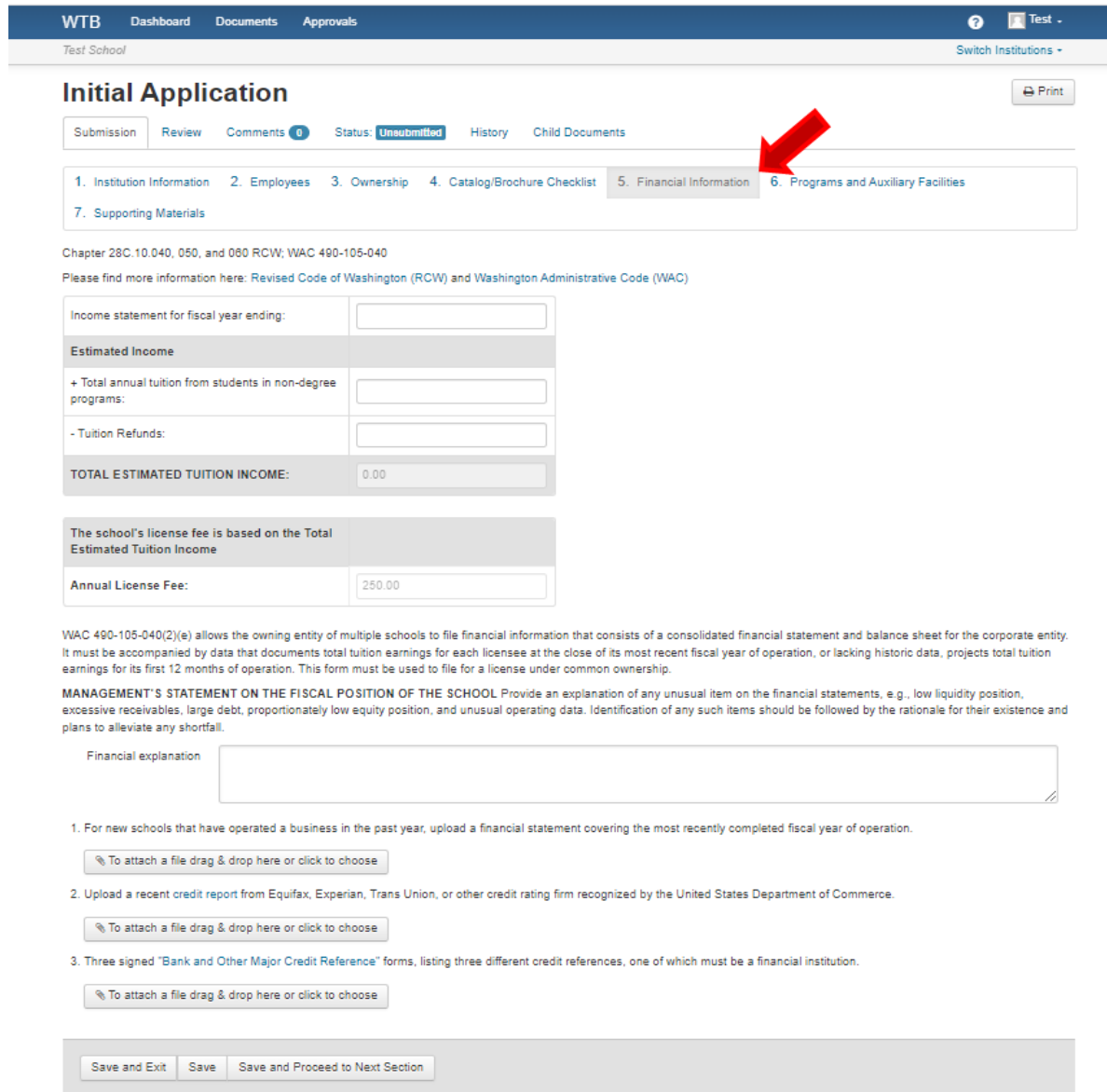
Section 4 Catalog/Brochure Checklist: This section allows you to enter the catalog year and volume number, both are needed to track version control, along with the page numbers to where the minimum requirement can be located.

The screenshot displays the WTB (Workforce Training Board) Dashboard. The top navigation bar includes links for WTB, Dashboard, Documents, and Approvals. A 'Test School' dropdown menu is located on the right. Below the navigation bar, a series of tabs are visible: 1. Institution Information, 2. Employees, 3. Ownership, 4. Catalog/Brochure Checklist (highlighted with a red arrow), 5. Financial Information, 6. Programs and Auxiliary Facilities, and 7. Supporting Materials. The main content area contains a list of 20 items, each with a checkbox and a description of a requirement. The items are as follows:

- ☐ Names of owners with 10% or more equity ownership and officers including governing body and administration. (see WAC 490-105-040(2))
- ☐ Name, address, and telephone number of the school's administrative offices and auxiliary facilities. (see WAC 490-105-042(2))
- ☐ Names and qualifications of faculty or information to school's website or addendum with faculty information. (see WAC 490-105-042(4) for minimum qualifications))
- ☐ Description of facilities and training equipment (including ADA access 490-105-150(d)), maximum class size, and student/teacher ratio
- ☐ Ability to benefit policy/admissions standards (see WAC 490-105-140(5)(f))
- ☐ Standards of progress including grading system, minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades, probationary period, conditions dismissed for unsatisfactory progress. WAC 490-105-042(11)
- ☐ The method used to report student grades
- ☐ Procedures students must follow to request copies of their academic transcripts and the length of time student records are maintained (state law requires that schools keep re 105-200)
- ☐ The school must provide a statement that it does not "discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or mili presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability"
- ☐ The school must provide a statement explaining the procedure to be used by a student with a disability to request a reasonable accommodation. WAC 490-105-042(22)
- ☐ School's policy relative to tardiness, absences, makeup work, and interruptions for unsatisfactory performance. WAC 490-105-042(10) Is the religious accommodation policy i
- ☐ School's policy regarding student conduct, including causes for dismissal and conditions for readmission. WAC 490-105-042(8), "Nothing in the policy prevents the student fr 360-709-4600 at any time with a concern or complaint."
- ☐ Total cost of training including tuition, fees, deposits, and other charges necessary for a student to complete the program. WAC 490-105-042(13)
- ☐ Financial aid, if any. WAC 490-105-042(19)
- ☐ Placement assistance, if any. WAC 490-105-042(7)
- ☐ Refund policy in compliance with WAC 490-105-130
- ☐ Program description including program objective, sequence of courses, number of clock or credit hours of instruction, and method of instruction. If instruction is calculated in c a statement describing the contact hour conversion formula (see WAC 490-105-042(14)
- ☐ A statement indicating the educational credential awarded upon completion of program
- ☐ Review of the school's website to ensure online materials are up-to-date with catalog. Changes must be approved by Workforce Board before use with students.

At the bottom of the form, there are three buttons: 'Save and Exit', 'Save', and 'Save and Proceed to Next Section' (highlighted with a red arrow).

Section 5- Financial Information This section replaces the Proforma Financial Section in the old system. The license and Tuition Recovery Trust fund fees are still calculated from the Total Annual Tuition entered on this page; you'll also be able to upload your supporting documentation directly into the system.



WTB Dashboard Documents Approvals Test School Switch Institutions

Initial Application

Submission Review Comments 0 Status: Unsubmitted History Child Documents

1. Institution Information 2. Employees 3. Ownership 4. Catalog/Brochure Checklist 5. Financial Information 6. Programs and Auxiliary Facilities 7. Supporting Materials

Chapter 28C.10.040, 050, and 060 RCW; WAC 490-105-040
Please find more information here: Revised Code of Washington (RCW) and Washington Administrative Code (WAC)

Income statement for fiscal year ending:	
Estimated Income	
+ Total annual tuition from students in non-degree programs:	
- Tuition Refunds:	
TOTAL ESTIMATED TUITION INCOME:	0.00

The school's license fee is based on the Total Estimated Tuition Income	
Annual License Fee:	250.00

WAC 490-105-040(2)(e) allows the owning entity of multiple schools to file financial information that consists of a consolidated financial statement and balance sheet for the corporate entity. It must be accompanied by data that documents total tuition earnings for each licensee at the close of its most recent fiscal year of operation, or lacking historic data, projects total tuition earnings for its first 12 months of operation. This form must be used to file for a license under common ownership.

MANAGEMENT'S STATEMENT ON THE FISCAL POSITION OF THE SCHOOL Provide an explanation of any unusual item on the financial statements, e.g., low liquidity position, excessive receivables, large debt, proportionately low equity position, and unusual operating data. Identification of any such items should be followed by the rationale for their existence and plans to alleviate any shortfall.

Financial explanation

1. For new schools that have operated a business in the past year, upload a financial statement covering the most recently completed fiscal year of operation.

To attach a file drag & drop here or click to choose

2. Upload a recent credit report from Equifax, Experian, Trans Union, or other credit rating firm recognized by the United States Department of Commerce.

To attach a file drag & drop here or click to choose

3. Three signed "Bank and Other Major Credit Reference" forms, listing three different credit references, one of which must be a financial institution.

To attach a file drag & drop here or click to choose

Save and Exit Save Save and Proceed to Next Section

If you are an already approved school, you will not need to upload a credit report or bank /credit references.

Section 6 - Programs and Auxiliary Facilities: Similar to other documents, you'll need to select (+) to open the child document. To add a new program, select the (+) and enter the program name as you list it in the catalog (they should always match).

WTB

Dashboard

Documents

Approvals

?

Test

Test School

Switch Institutions

Initial Application

Print

Submission

Review

Comments 0

Status: Unsubmitted

History

1. Institution Information

2. Employees

3. Ownership

4. Catalog/Brochure Checklist

5. Financial Information

6. Programs and Auxiliary Facilities

7. Supporting Materials

Programs: Chapter 28C.10.050 RCW; WAC 490-105-040

Auxiliary Facilities: Chapter 28C.10.050 and 060 RCW; WAC 190-105-0406

Please find more information here: [Revised Code of Washington \(RCW\)](#) and [Washington Administrative Code \(WAC\)](#)

Programs

Please add all programs your institution would like approved.

- Interior Design (2023-04-03) (Unsubmitted)

view
- Test Interior Design (2023-04-03) (Pending payment)

view
- Test Program - Associates (2023-04-03) (Unsubmitted)

view

+ New Program Application

Auxiliary Facilities

Please add all auxiliary facilities your institution would like approved.

- Test Campus, Dublin, WA (Main) (2023-04-03) (Pending payment)

view
- Tester Program 4, Redmond, WA (Main) (2023-04-03) (Unsubmitted)

view

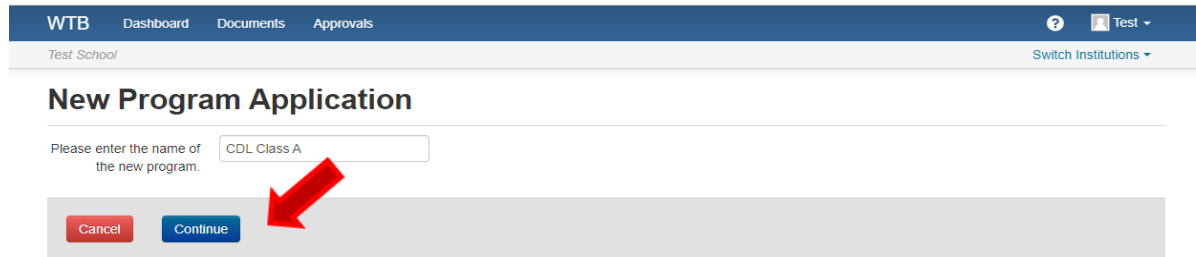
+ New Auxiliary Site

Save and Exit

Save

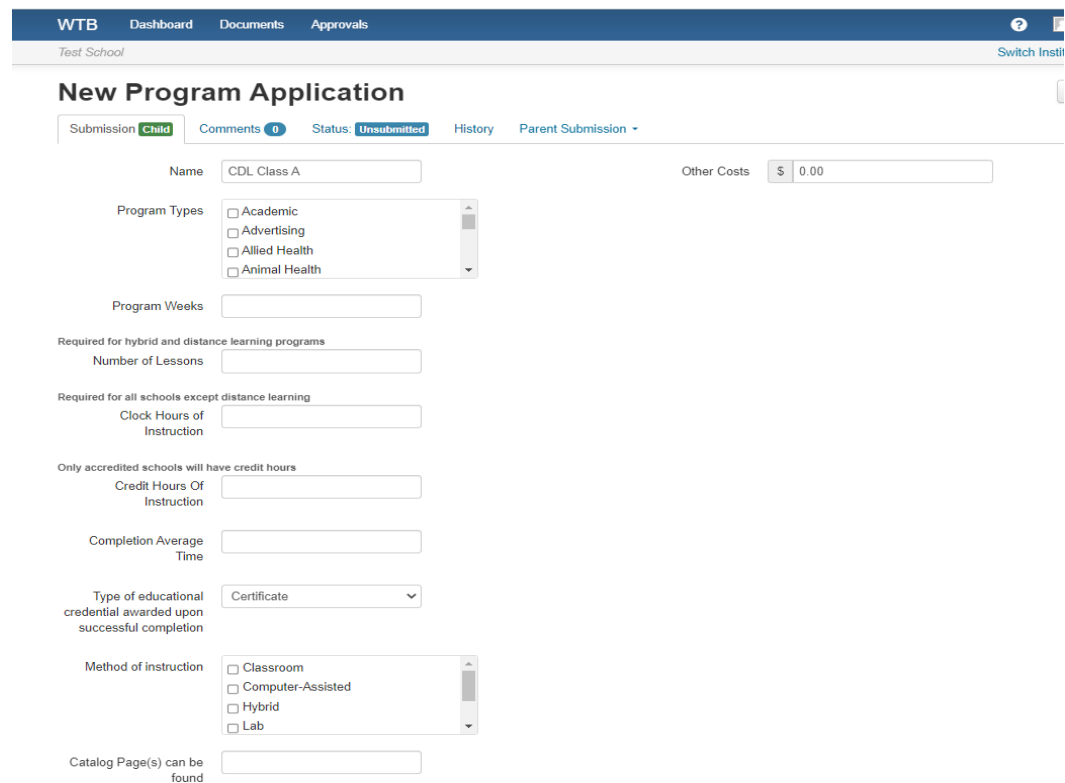
Save and Proceed to Next Section

Continued: Enter the name and select continue.



The screenshot shows the top navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below it is a sub-header with 'Test School' and a 'Switch Institutions' link. The main heading is 'New Program Application'. A text input field contains 'CDL Class A'. Below the input field are two buttons: 'Cancel' (red) and 'Continue' (blue). A red arrow points to the 'Continue' button.

Please select the type of program from the drop down, if you are unable to find the exact program type, please select a general category. Make sure to enter the program or lesson. Credit hours are reserved for accrediting schools. This information should align with the catalog and Career Bridge. If your program is hybrid or fully offered in distance education (online), you'll need to include lessons.



The screenshot shows the 'New Program Application' form with the following fields and options:

- Name:** CDL Class A
- Other Costs:** \$ 0.00
- Program Types:** A dropdown menu with options: Academic, Advertising, Allied Health, and Animal Health.
- Program Weeks:** A text input field.
- Required for hybrid and distance learning programs:** A text input field.
- Number of Lessons:** A text input field.
- Required for all schools except distance learning:** A text input field.
- Clock Hours of Instruction:** A text input field.
- Only accredited schools will have credit hours:** A text input field.
- Credit Hours Of Instruction:** A text input field.
- Completion Average Time:** A text input field.
- Type of educational credential awarded upon successful completion:** A dropdown menu with 'Certificate' selected.
- Method of instruction:** A dropdown menu with options: Classroom, Computer-Assisted, Hybrid, and Lab.
- Catalog Page(s) can be found:** A text input field.

Proposed class schedule
(e.g., 2-4p, Mon thru
Thurs)

1. Provide the program description.

B I U S **☰ ☷ ☹ ☺** **↶ ↷** **Ix** **🔄 🔗** **📅 📷 📺** **<>**

p Words: 0

2. Provide the program outline.

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p Words: 0

3. Describe the Program/Occupational Objective.

B I U S **☰ ☷ ☹ ☺** **↶ ↷** **Ix** **🔄 🔗** **📅 📷 📺** **<>**

p Words: 0

4. Describe the training/instructional aids and facilities.

B I U S **☰ ☷ ☹ ☺** **↶ ↷** **Ix** **🔄 🔗** **📅 📷 📺** **<>**

p Words: 0

5. Is this program approved by another jurisdiction?

☐ Yes ☒ No

Accreditations

Please add all accreditations for your program. Please note, WTB is not an accreditor, it is a regulatory body.

No accreditations found.

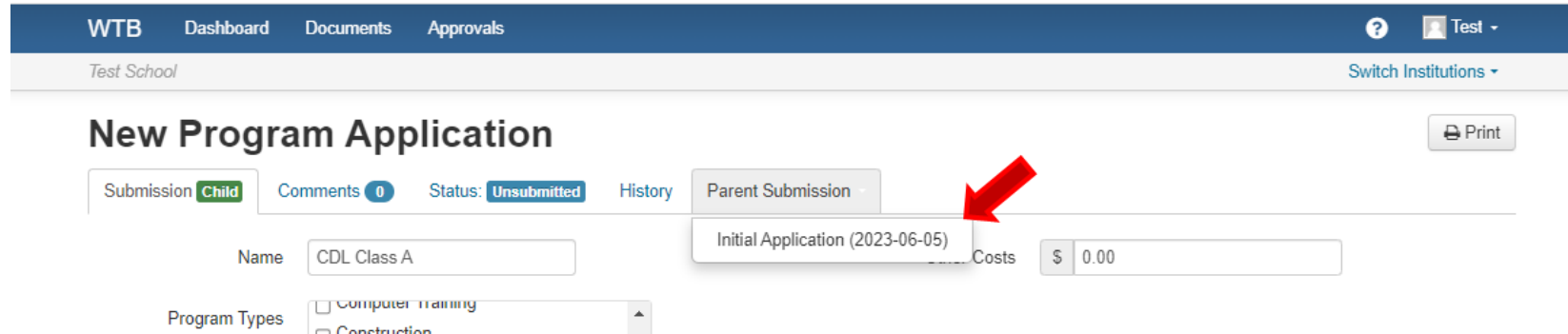
+ New Accreditation Application

Save and Exit Save Submit



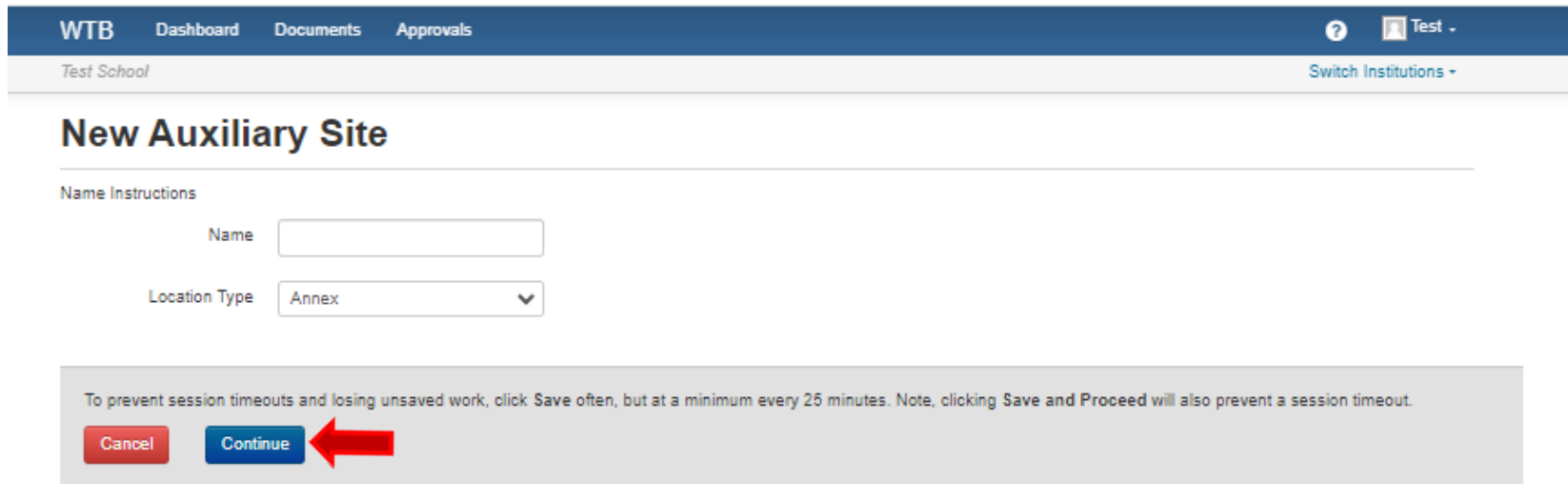
Click Save and Exit, Save, or Submit. You can add as many programs as you need to just make sure that they match your catalog.

After submitting your program, you can return to the initial application by selecting the Parent Submission at the top of the screen.



The screenshot shows the 'New Program Application' form. At the top, there is a navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below this is a sub-header 'Test School' and a 'Switch Institutions' link. The main title is 'New Program Application'. Below the title, there are tabs: 'Submission' (with a 'Child' badge), 'Comments' (with a '0' badge), 'Status: Unsubmitted', 'History', and 'Parent Submission'. A red arrow points to the 'Parent Submission' dropdown menu, which is open and shows 'Initial Application (2023-06-05)'. Below the tabs, there is a 'Name' field with 'CDL Class A' and a 'Program Types' dropdown menu with 'Computer Training' and 'Construction' options. To the right of the 'Name' field, there is a 'Costs' field with a '\$' symbol and '0.00'. A 'Print' button is located in the top right corner.

Section 6 Auxiliary: You can enter the auxiliary location using this section. Make sure the name matches the catalog entry. Each Auxiliary location fee is an additional \$25.



The screenshot shows the 'New Auxiliary Site' form. At the top, there is a navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below this is a sub-header 'Test School' and a 'Switch Institutions' link. The main title is 'New Auxiliary Site'. Below the title, there is a 'Name Instructions' section. Under this, there is a 'Name' field and a 'Location Type' dropdown menu with 'Annex' selected. At the bottom of the form, there is a gray box containing a warning message: 'To prevent session timeouts and losing unsaved work, click Save often, but at a minimum every 25 minutes. Note, clicking Save and Proceed will also prevent a session timeout.' Below this message are two buttons: 'Cancel' and 'Continue'. A red arrow points to the 'Continue' button.

 Print

Comments 0

Status: **Unsubmitted**

History

Parent Submission ▾

Country

Street 1

Street 2

City

State	
-------	--

Zip

☐ Initial Application

☐ Extension of existing auxiliary site authorization

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

Check one of the following:

☐ To absorb a temporary overload that the licensed facility cannot accommodate.

☐ 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.

☐ 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.

The authorization term for an auxiliary facility cannot exceed the time stated on the school's license. Application for extension of an auxiliary authorization must be made annually at the time of license renewal.

Courses Offered at this Location

Please list the courses to be offered at the extension site.

B *I* U **S** [List Icon] [List Icon] [Table Icon] [Undo] [Redo] I_x [Link] [Grid] [Image] [Media] [More]

p Words:

 To attach a file drag & drop here or click to choose

Payment Information

Applications or renewals will remain incomplete and pending until the agency receives the license fee. In addition, the school may also have payments due for the Tuition Recovery Trust Fund, auxiliary sites, out-of-state sales agents, or late fees (\$25 per day past the due date). Late fees are calculated based on the envelope postmark.

New applications will expire after 60 days of submission if a license fee and Tuition Recovery Trust Fund fee have yet to be received.

Please see our [Fee Schedule](#) for instructions on calculating your payment amount. All payments should be in the form of a check made payable to: Washington State Treasurer and mailed via USPS to the following:

Workforce Training and Education Coordinating Board
PO Box 43105
Olympia, WA 98504-3105

Please ensure the school's name and campus location is on your check.

No right to a license or registration is established or implied through the payment of fees. (See [RCW 28C.10.060](#))

Save and Exit	Save	Submit
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Section 7 – Supporting Materials: The new system allows you to upload materials directly, instead of emailing or mailing them. The only item you will need to mail is the license fee or Tuition Recovery Trust Fund fee.

If you are already an approved institution these materials are not needed.

WTB

Dashboard

Documents

Approvals

?

Test

Test School

Switch Institutions

Initial Application

Print

Submission

Review

Comments0

Status: Unsubmitted

History

Child Documents

1. Institution Information

2. Employees

3. Ownership

4. Catalog/Brochure Checklist

5. Financial Information

6. Programs and Auxiliary Facilities

7. Supporting Materials

Please find more information here: [Revised Code of Washington \(RCW\)](#) and [Washington Administrative Code \(WAC\)](#)

- Upload a business plan, containing, at a minimum, descriptions of:
 - the school and its management and operations.
 - capitol equipment and supplies.
 - market and competitive analyses.
 - advertising and sales strategies.
 - loan information and credit line (if applicable.)
 - breakeven analysis.

To attach a file drag & drop here or click to choose
- If you do not require a diploma or General Education Equivalency, please upload your placement or indicate which standardized test the school uses

To attach a file drag & drop here or click to choose
- Copies of the school's draft Catalog

To attach a file drag & drop here or click to choose
- Enrollment Agreement with the Debt Acknowledgement Notice. (Click [here](#) to see an enrollment agreement checklist, sample enrollment agreement, and debt acknowledgment template.)

To attach a file drag & drop here or click to choose
- Upload a [Transcript](#)

To attach a file drag & drop here or click to choose
- Upload a [Student Data Collection Form](#)

To attach a file drag & drop here or click to choose
- Upload copies of other state licenses or other documentation verifying the applicant school is legally authorized to conduct business as a private vocational school if the school's physical location is not Washington.

To attach a file drag & drop here or click to choose

WTB

Dashboard

Documents

Approvals

?

Test

Test School

Switch Institutions

1. Institution Information

2. Employees

3. Ownership

4. Catalog/Brochure Checklist

5. Financial Information

6. Programs and Auxiliary Facilities

7. Supporting Materials

8. Upload lease or statement of property ownership.

To attach a file drag & drop here or click to choose

9. Upload Business License.

To attach a file drag & drop here or click to choose

10. Upload Evidence of Liability Insurance.

To attach a file drag & drop here or click to choose

11. Does your institution/school offer Federal Financial Aid and/or private student loans, including in-house payment plans with accruing interest?

☐ Yes ☒ No

Please be advised your institution/school is required to email students with student loan information, and maintain a record of the communication of the loan information provided. Agency staff will conduct annual audits of student records to ensure compliance.

Certification

I attest that I am the authorized representative of the above named school and that I am submitting this application for approval by the Workforce Training and Education Coordinating Board in that capacity. I have reviewed and become familiar with the Private Vocational School Act, RCW 28C.10 and with Washington's Administrative Code, Chapter 490-105.

☐ I agree

I have reviewed the minimum standards for licensure, and understand that this application will not be considered if it is incomplete. I understand that a future site visit may be required. I further understand that once licensed, any modification(s) to the application must be reported to the Workforce Training and Education Coordinating Board prior to implementation. I certify, under penalty of perjury that the submitted information is true and accurate.

☐ I agree

Payment Information

Applications or renewals will remain incomplete and pending until the agency receives the license fee. In addition, the school may also have payments due for the Tuition Recovery Trust Fund, auxiliary sites, out-of-state sales agents, or late fees (\$25 per day past the due date). Late fees are calculated based on the envelope postmark.

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Olympia, WA 98504-3105

Please ensure the school's name and campus location is on your check.

No right to a license or registration is established or implied through the payment of fees. (See [RCW 28C.10.060](#))

Save and Exit

Save

Submit

After your initial updates are approved, you'll be able to use the Documents Tab to access other child documents