



**June 16, 2023**

**To:** Washington private career schools

**From:** Darlene Bartlett, Consumer Protection Manager

## **Workforce Board Launches New Private School Licensing System**

The Workforce Training and Education Coordinating Board will launch the new [EDvera licensing system](#) on July 1, 2023. This new system has been planned for some time and was delayed due to the pandemic.

### **What is EDvera?**

EDvera is a cloud-based workflow system developed by Cyanna Education Services. A cloud-based system allows access to your school's information from anywhere with an internet connection.

The workflow lets the system direct and automate inquiries and submissions' progress. For example, suppose you are completing an application for initial approval. In that case, you can examine the data and documents in the system to determine precisely where you are in the process. Once submitted, you can track the application and see when the department reviews and evaluates your request.

### **Does my school have to switch to EDvera?**

**Yes.** After July 1, all private career schools currently approved to operate in Washington must use the EDvera system for all renewal applications, staff updates, and program requests or changes. This rule also applies to private career schools that meet the definition of presence in Washington.

The following information has already been moved to the new system:

- School Name
- School address (physical & mailing)
- School phone number
- School website
- Primary contact person
- Primary contact person email
- Initial year licensed
- Gross Tuition Revenue history

**School administrators** must fill out the following information in the new system:

- Staff
- Programs

## What do I need to do?

The Workforce Board will send instructional materials in the next few days. For existing users, your current email on file (primary email address) will be your login. You can request a password by selecting "forgot password". You can log in any time *after* July 1 to update your school information or at your next renewal. The new system should be familiar if you've used the old system. The process has stayed the same, just the software has changed.

Coming soon: The Workforce Board will conduct informational webinars to show you how to use the new system.

## Information And Assistance

For general questions regarding this bulletin, please contact:

### Private Career Schools

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## Additional resources:

[License portal link](#)