

Private Vocational School Orientation





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 Washington. The agency also investigates student complaints and administers the Tuition Recovery Trust Fund (TRTF) 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 – Steps to Licensing

- Find out if you meet the requirements to be a Private Career School by submitting the License Determination Questionnaire. You can access the document through the online licensing portal or by clicking [HERE](#)
- After submitting your completed LDQ, a Program Specialist will review your answers and determine if your institution requires licensure.
- If licensure is required, you can request to attend the online orientation by contacting our Administrative Assistant.

*You cannot continue the application process until you complete an online orientation and provide the Host with your school name, location, and contact information.



Private Career Schools - Orientation

After attending the New School Orientation and providing your contact information, please contact us to request log in information.

Next steps after the orientation:

- Complete your online application
 - Upload your application documents for review
 - Send in your initial license fee and Tuition Recovery Trust Fund (TRTF) deposit
 - Complete on-site visit from a Program Manager
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- The process takes 60 days on average but can take longer depending on the school's response time to changes and the number of pending applications.



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, as well as our website at <https://wtb.wa.gov/>.



Let's get licensed!

Initial License Checklist

This checklist is a step-by-step guide to completing the new school application process and is a critical element of the packet. It has everything that needs to be completed and submitted to our agency to open a Private Vocational School. Access the checklist on our website or [HERE](#)

It contains six separate sections:

1. Business Plan
2. Training Programs
3. Catalog
4. Enrollment Agreement/Contract
5. Financials
6. Student Records-Data Collection



Section 1 – Business Plan

You must submit 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 analysis
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 – Online Licensing System

Once you participate in an online orientation and receive the required documents, you must contact Workforce Board staff to request a logon and password to start your online application.

You will not be able to continue next steps without log in info.

***Tip:** You will need to have all additional required documents prepared (like a catalog and financials) before applying online. You will need to provide these materials during the online application.

The screenshot shows the sign-in interface for the Workforce Board. At the top right is the logo for the Washington Workforce Training & Education Coordinating Board. Below the logo is a 'Sign in' header with a lock icon and a help icon. A 'New User?' section contains a bullet point: '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.' Below this are input fields for 'Email' and 'Password'. There is a 'Remember me' checkbox and a 'Forgot your password?' link. A blue 'Sign in' button is at the bottom. The EDvera logo is visible at the bottom right of the page.



Section 1 – Online Application

Online Application requirements:

- School Contact Information
- Form of Ownership
- Accreditation Status
- Information on Current Staff
 - Administration and Instructor must have a combination of two years education/experience to qualify
- Ownership Information
- 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 – Auxiliary Sites

What is an Auxiliary Site?

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

- You must submit a complete description of the proposed program(s) including:
 - Program title and specific program objectives
 - Program outline showing the sequence of courses required to achieve the program objectives
 - Number of clock or credit hours of instruction and how this is calculated
 - Method(s) of instruction, e.g., distance learning, classroom lecture, lab, computer-assisted
 - Training/instructional aids and facilities, including a sketch of the floor plan
 - Type of completion document, e.g., certificate, diploma

*Tip: Please check to see if your program(s) need to have dual approval. If you need approval, please provide a letter from the agency (joint jurisdiction) that has curriculum oversight, if applicable for your type of program (i.e. Certified Nursing Assistant, Commercial Truck Driver).



Joint Jurisdiction Contacts

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 Megan Maxey: (360) 236-4945, megan.Maxey@doh.wa.gov
Asbestos Removal or any kind of HAZMAT	Department of Labor and Industries – www.lni.wa.gov (360) 902-5435
Casino Dealers	Gambling Commission – www.wsgc.wa.gov Adam Teal (360) 486-3475, adam.teal@wsgc.wa.gov
Commercial Truck Driver Training	Department of Licensing – www.dol.wa.gov CDL Program Compliance: (360) 902-0159 Jamie Carlson-Crump jcarlson@dol.wa.gov Federal Motor Carrier Safety Administration (FMCSA) – www.fmcsa.dot.gov Washington Division (360) 753-9875
Emergency Medical Technician	Department of Health – www.doh.wa.gov Dawn Felt: (360) 236-2842 dawn.felt@doh.wa.gov
Long-Term Care Worker	Department of Social & Health Services – www.dshs.wa.gov Paul Riedel: (360) 725-2546, paul.riedel@dshs.wa.gov (Long Term Care Program Administrator) Deb Cary: (360) 725- 2540, deb.cary@doh.wa.gov (Adult Family Home Program Administrator)



Joint Jurisdiction Contacts

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 Megan Maxey (360) 236-4845
Medical Assisting	Department of Health – www.doh.wa.gov Tracy Drake: (360) 236-4766, tracy.drake@doh.wa.gov
Nursing Assistant - Certified	Department of Social & Health Services – www.dshs.wa.gov Department of Health – www.doh.wa.gov Kathy Moisio: (360) 236-4712, kathy.moisio@doh.wa.gov Alana Llacuna: (360) 236-3782, alana.llacuna@doh.wa.gov Anne Richter: (360) 725-2596, anne.richter@dshs.wa.gov Department of Social and Health Services – DSHS/AL TSA/RCS
Pharmacy Technician	Department of Health – www.doh.wa.gov Irina Tiginyanu: (360) 236-4827, irina.tiginyany@doh.wa.gov

Full List can be accessed [HERE](#)



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
- You can access the Sample Catalog and Checklist on our website or [HERE](#)

*Tip: Remember all materials must be vetted with the Workforce Board before using them with students or posting online on your website



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 Sample Enrollment Agreement and Contract Checklist can be accessed on our website or [HERE](#)
- *Tip: Many schools forget to provide the Notice of Financial Obligation and the Student Complaint Disclosure. These forms are directed by the Legislature.
- WA Law requires you to meet the outlined Minimum Requirements for a Student Refund.



Section 5 – Financial Information

The financial section must include:

- **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**

- Must come 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 from 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). You can access that form on our website or [HERE](#).
- **License fee and Tuition Recovery Trust Fund fee**
 - Make check 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)

The Fee Schedule can be found online on our website or [HERE](#)



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, but they must incorporate the same criteria, just remember to submit them for approval by the Workforce Board before use with students.

- Licensing renewals are contingent on the previous year's Student Data Report submission; don't forget to get it uploaded.

- Student data reports are due in the summer for the previous fiscal year (July 1-June 30.) Instructional webinars are available [HERE](#).

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



Site Visit

- To ensure compliance and provide technical assistance, we will conduct a site visit at each new school.
- This visit may be done prior to licensure or after, depending on schedules and coordination with other agencies.
- The agency needs to verify the school has adequate equipment, facilities, etc. to meet the program standards.



Apply for Statewide Payee Registration

- In order to receive payment for services or products provided to a state agency, you must register with the Statewide Payee Desk. When you register, you may choose to have your payments directly deposited to your bank or mailed to you as a check.
- For additional details:
<https://des.wa.gov/services/contracting-purchasing/doing-business-state/receiving-payment-state>

The form can be accessed online at our website or [HERE](#)

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