


New School Application

Main Dashboard

Screen: This main dashboard screen contains general directory information about your school. Only the school's name and location will show at this point. You'll be able to add the other details by completing the Initial Application.

WTB Dashboard Documents Approvals ?  Test ▼

Test School Switch Institutions ▼

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

New School Application

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 Switch Institutions

Test School

Documents

In Progress Document Archive

Search by: Name or For



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...



New School Application

Continued: Then select **“Initial Application”** 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 or provide updates in the future.

The screenshot shows the 'Documents' page in the WTB system. The page has a navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, there are tabs for '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 with columns for 'Name' and 'For'. A dropdown menu is open over the table, showing options: 'Initial Application', 'New Accreditation Application', 'New Auxiliary Site', 'New Instructor', 'New Program Application', 'New Staff Application', 'PVSA License Determination Questionnaire', and 'Renewal Application'. An orange arrow points to the 'Initial Application' option. At the bottom of the page, there is a logo for EDvera.

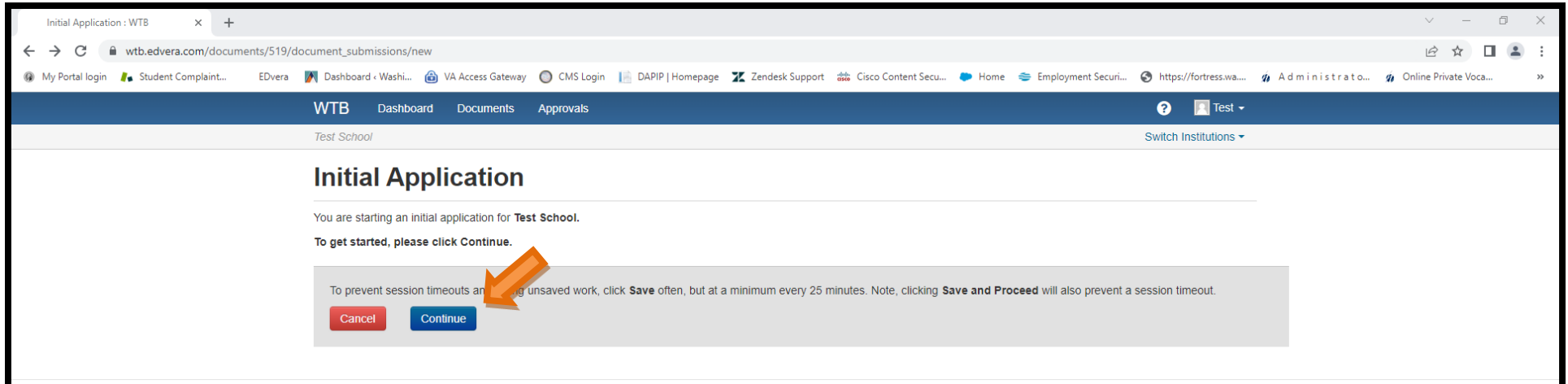
	Name	For	
<input type="checkbox"/>	New Accreditation Application	Accreditation issued by Washington Workforce Board: Test School (2023-04-03)	
<input type="checkbox"/>	New Auxiliary Site	Tester Program 4, Redmond, WA (Main) (2023-04-03)	
<input type="checkbox"/>	New Auxiliary Site	Test Campus, Dublin, 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...

New School Application

Continued: Click Continue. 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 session timeout.



Initial Application: You now have access to all sections of the initial application. There are seven sections. You will need to have your physical materials complete to finish the online application. The system has the capability to accept uploads for these materials. It will accept several types of documents, WORD, Excel, PDF's JPG's etc.

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

New School Application

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 system will allow you access the application until you have everything entered. Some sections will be shown as a separate pending events (child document) once submitted i.e. a new instructor or staff member, new program, etc. 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.

The screenshot shows the 'Initial Application' page in a web browser. The top navigation bar includes 'WTB', 'Dashboard', 'Documents', and 'Approvals'. The page title is 'Initial Application' with a 'Print' button. Below the title is a progress bar with steps: 1. Institution Information (highlighted with an orange arrow), 2. Employees, 3. Ownership, 4. Catalog/Brochure Checklist, 5. Financial Information, 6. Programs and Auxiliary Facilities, and 7. Supporting Materials. The 'Status' is 'Unsubmitted'. Below the progress bar, there is a reference to 'Chapter 28C.10.050 and 070 RCW; WAC 490-105-070' and a link to 'Revised Code of Washington (RCW) and Washington Administrative Code (WAC)'. The form is divided into three main sections: 'General', 'Physical Address', and 'Mailing Address'. The 'General' section contains fields for Name, Phone number, Fax number, Web address, Email, Federal Tax ID, UBI Number, Statewide Vendor Number, and Dun & Bradstreet Number. The 'Physical Address' section contains fields for Country, Street 1, Street 2, City, State, and Zip. The 'Mailing Address' section contains fields for Country, Street 1, Street 2, City, State, and Zip. The 'Contacts' section contains fields for Primary Contact, Designated Admin, and another Designated Admin.

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) +

New School Application

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.

Accreditations

Is your school accredited by any accrediting bodies?

Yes No

 Save and Exit Save Save and Proceed to Next Section

New School Application

Section 2 Employees: This is the section designated for your staff, i.e. administrative staff, admissions staff, 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. Select either **“New Staff Application”** or **“New Instructor”**, click the **“+”** and the hit continue.

WTB Dashboard Documents Approvals Test ? 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 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.

No instructors found.

+ 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

New School Application

Continued:

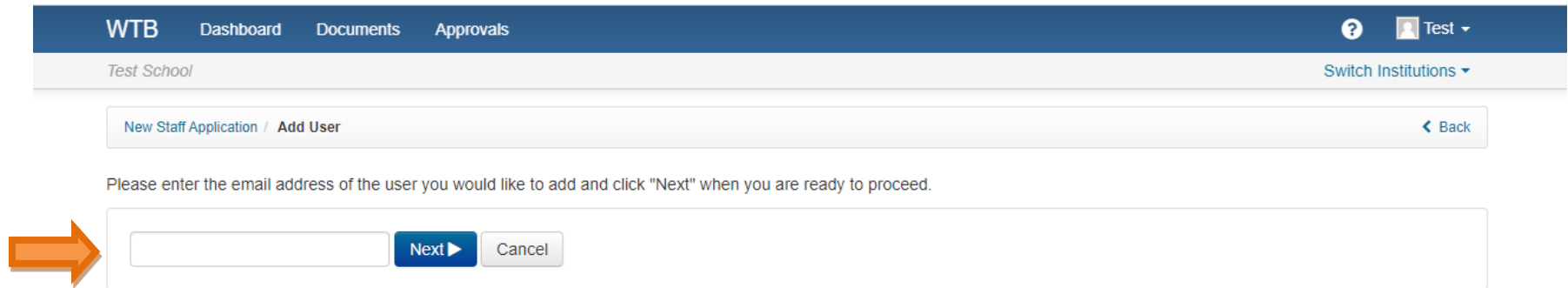
The screenshot shows the 'New Staff Application' form. At the top, there is a navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below this, the text 'Test School' is visible. The main heading is 'New Staff Application'. Below the heading, there is a instruction: 'To get started, please select a user record for this administrator from the list below or click the 'plus' button to add a new one.' Below this instruction is a dropdown menu labeled 'Select a User...' with a plus sign button to its right. An orange arrow points to the plus sign button. Below the dropdown and plus button is a grey box containing the text: '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.' At the bottom of this grey box are two buttons: 'Cancel' (red) and 'Continue' (blue). An orange arrow points to the 'Continue' button.

If you only try to continue without selecting the "+", you'll receive an error message.

The screenshot shows the 'New Staff Application' form after an error. At the top, there is a navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below this, the text 'Test School' is visible. The main heading is 'New Staff Application'. Below the heading, there is a red error message box containing the text: 'The following errors prohibited this submission from being saved. Please fix the errors and try again.' Below this error message are two bullet points: '• User must be present' and '• Role Assignment was not created'. Below the error message is the instruction: '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.' Below this instruction is a dropdown menu labeled 'Select a User...' with a plus sign button to its right. The dropdown menu and plus sign button are circled in orange. Below the dropdown and plus button is a grey box containing the text: '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.' At the bottom of this grey box are two buttons: 'Cancel' (red) and 'Continue' (blue).

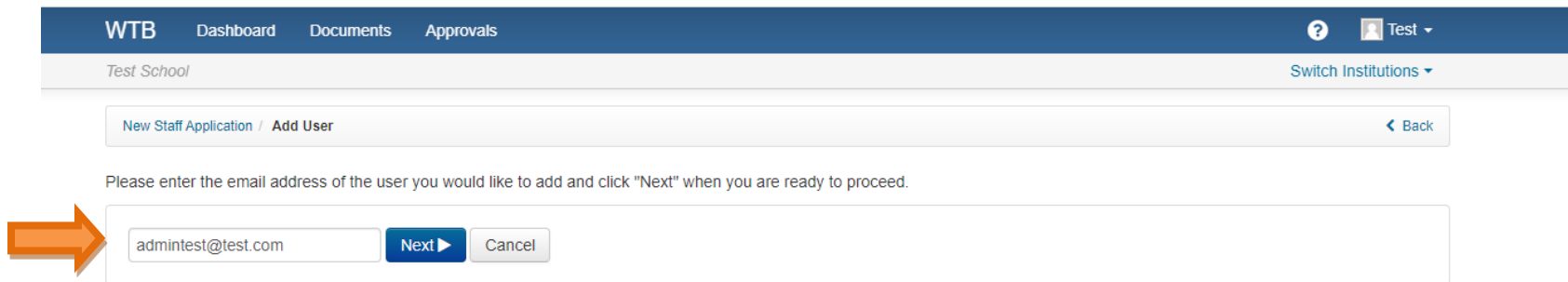
New School Application

Continued: Click the "+" to add a new user, the individual being entered will need a unique email address.



The screenshot shows the top navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals' on the left, and a user profile 'Test' on the right. Below the navigation bar is a breadcrumb trail 'New Staff Application / Add User' and a 'Back' button. The main content area contains the instruction: 'Please enter the email address of the user you would like to add and click "Next" when you are ready to proceed.' Below this is a form with an empty text input field, a blue 'Next' button with a right-pointing triangle, and a grey 'Cancel' button. A large orange arrow points to the empty input field.

Enter the staff or instructor's email and click "**Next**".



This screenshot is identical to the one above, but the text input field now contains the email address 'admintest@test.com'. The orange arrow now points to the text within the input field.

New School Application

Add the staff member's name and click **"Save"**. This will open the next section. For the instructor section you can also drag and drop a resume in lieu of individual entries.

WTB Dashboard Documents Approvals Test ?
Test School Switch Institutions

New Staff Application / Add User < Back

Email adminitest@test.com

Name Tester Admin

Save Cancel

* denotes required field

WTB Dashboard Documents Approvals Test ?
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... +

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.

Cancel Continue

New School Application

Continued: The next few screens are representations of the employee information needed. We need to be able to verify your staff's fitness. Instructors must have two years of education, two years of experience or a combination of either. Please include any credentials as well. Staff can also be uploaded on a CSV file. We need to have their name, contact information, at least two years of past employment, education, credentials/license numbers as well as whether they've been convicted of a misdemeanor or felony in the last seven years. More information can be found at WAC 490-105-044

WTB Dashboard Documents Approvals ? Test

Test School Switch Institutions

New Staff Application

Print

Submission Comments 0 Status: Unsubmitted History

Contact Information

First name: Test Last name: User

Title: Phone number:

Email: test@user.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.

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

New School Application

Continued:

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"/>
<hr/>			
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"/>
<hr/>			
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"/>

Please ensure you've clicked the attestation and submitted the employee, if you only click "Save", it will stay in an unsubmitted status.

New School Application

Professional and/or Trade Licensure

Trade License #	<input type="text"/>	Effective	<input type="text"/>
License Issuer / Type	<input type="text"/>	Expires	<input type="text"/>
Trade License #	<input type="text"/>	Effective	<input type="text"/>
License Issuer / Type	<input type="text"/>	Expires	<input type="text"/>

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



New School Application

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, **" + Add another"** at the bottom of the page. After you've entered all owners, please **"Save and Proceed to Next Section"**.

WTB Dashboard Documents Approvals ? Test Test School Switch Institutions

Initial Application Print

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

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

Name + x

Ownership %

Ownership Role

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

Name Of School 1 Title 1

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

New School Application

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 requirements can be located. You will need to have your catalog completed to enter the correlating page numbers.

WTB Dashboard Documents Approvals
? Test

Test School
Switch Institutions

Initial Application Print

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.10.050, 060, and 110 RCW; WAC 490-105-040 and 130

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

Catalog year

Volume number

Date of publication

Page #	The catalog/brochure must contain the following. If any of the following items do not appear in the catalog, a reference to other documents where the informati
<input style="width: 30px;" type="text"/>	Organizations that accredit the school or its programs (if applicable)
<input style="width: 30px;" type="text"/>	The following statement on either the first or last printed page or inside the front or back cover. This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints req may be made to the: Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105; wtb.wa.gov; 360-709-4600; pvsa@wtb.wa.gov
<input style="width: 30px;" type="text"/>	Academic calendar including hours of operation, holidays, enrollment periods, and the beginning and ending dates of terms, courses, or programs as may be appropriate.(see
<input style="width: 30px;" type="text"/>	Names of owners with 10% or more equity ownership and officers including governing body and administration. (see WAC 490-105-040(2))
<input style="width: 30px;" type="text"/>	Name, address, and telephone number of the school's administrative offices and auxiliary facilities. (see WAC 490-105-042(2))
<input style="width: 30px;" type="text"/>	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))
<input style="width: 30px;" type="text"/>	Description of facilities and training equipment (including ADA access 490-105-150(d)), maximum class size, and student/teacher ratio
<input style="width: 30px;" type="text"/>	Ability to benefit policy/admissions standards (see WAC 490-105-140(5)(f))

New School Application


Continued:

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

<input type="checkbox"/>	Ability to benefit policy/admissions standards (see WAC 490-105-140(3)(i))
<input type="checkbox"/>	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)
<input type="checkbox"/>	The method used to report student grades
<input type="checkbox"/>	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 105-200)
<input type="checkbox"/>	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 military 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"
<input type="checkbox"/>	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)
<input type="checkbox"/>	School's policy relative to tardiness, absences, makeup work, and interruptions for unsatisfactory performance. WAC 490-105-042(10) Is the religious accommodation policy part of the policy?
<input type="checkbox"/>	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 from filing a complaint at any time with a concern or complaint."
<input type="checkbox"/>	Total cost of training including tuition, fees, deposits, and other charges necessary for a student to complete the program. WAC 490-105-042(13)
<input type="checkbox"/>	Financial aid, if any. WAC 490-105-042(19)
<input type="checkbox"/>	Placement assistance, if any. WAC 490-105-042(7)
<input type="checkbox"/>	Refund policy in compliance with WAC 490-105-130
<input type="checkbox"/>	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 clock hours, include a statement describing the contact hour conversion formula (see WAC 490-105-042(14))
<input type="checkbox"/>	A statement indicating the educational credential awarded upon completion of program
<input type="checkbox"/>	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.

Save and Exit Save Save and Proceed to Next Section 

New School Application

Section 5- Financial Information: This section gathers information on your revenue. The license and Tuition Recovery Trust fund (TRTF) fees are calculated from this estimate. For the application year, you'll estimate your gross tuition revenue for the calendar year. Gross Tuition Revenue (GTR) is total annual tuition from self-paid or agency-paid student minus any refunds, this does not include business-paid or contract-paid students, i.e. The school reports \$24,500 after refunds for the first year (or anticipates receiving \$25,000 in tuition for the first year in operation). This would make your license \$250 and your initial Tuition Recovery Trust Fund contribution \$305. The system will automatically calculate the fee. Please upload the supporting documentation, which allows us to verify and assess risk.

WTB Dashboard Documents Approvals ? Test ▼

Test School Switch Institutions ▼

Initial Application Print

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:	<input type="text"/>
Estimated Income	
+ Total annual tuition from students in non-degree programs:	<input type="text"/>
- Tuition Refunds:	<input type="text"/>
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.

New School Application

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



We'll need three credit references, using the accompanying form that can be accessed on our website. On the form, please complete the grey shaded area and sign. At least one should be from the bank or other financial institution you do business with and two other entities that the agency may consult as financial reference. We are looking for credit worthiness and timely made payments. We'll send them to the references you identified.

If you haven't operated a business in the last year, we'll need a tax return. More information about an initial application can be found in [WAC 490-105-040](#)

New School Application

Section 6 - Programs and Auxiliary Facilities: To add a new program, select the “+New Program Application” and enter the program name as you list it in the catalog (they should always match).



WTB Dashboard Documents Approvals Test ? Test

Test School Switch Institutions

Initial Application

Print

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

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.

No programs found.

+ New Program Application

Auxiliary Facilities

Please add all auxiliary facilities your institution would like approved.

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

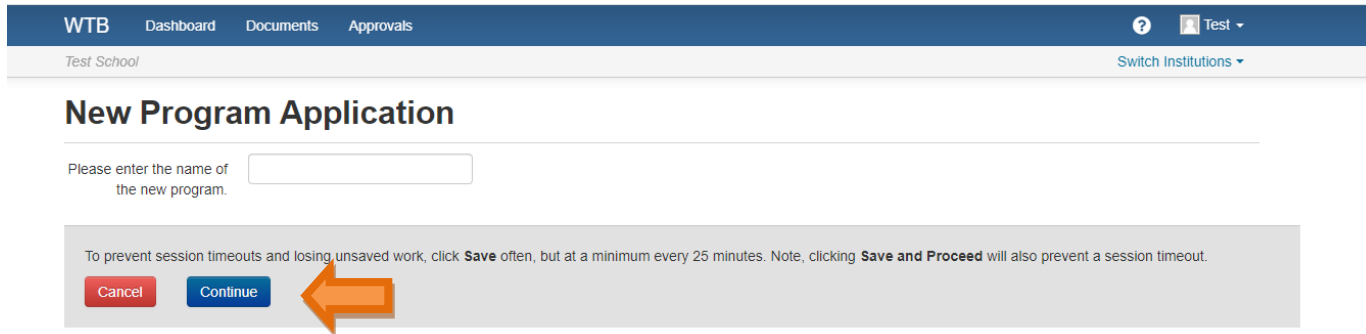
+ New Auxiliary Site

Save and Exit Save Save and Proceed to Next Section



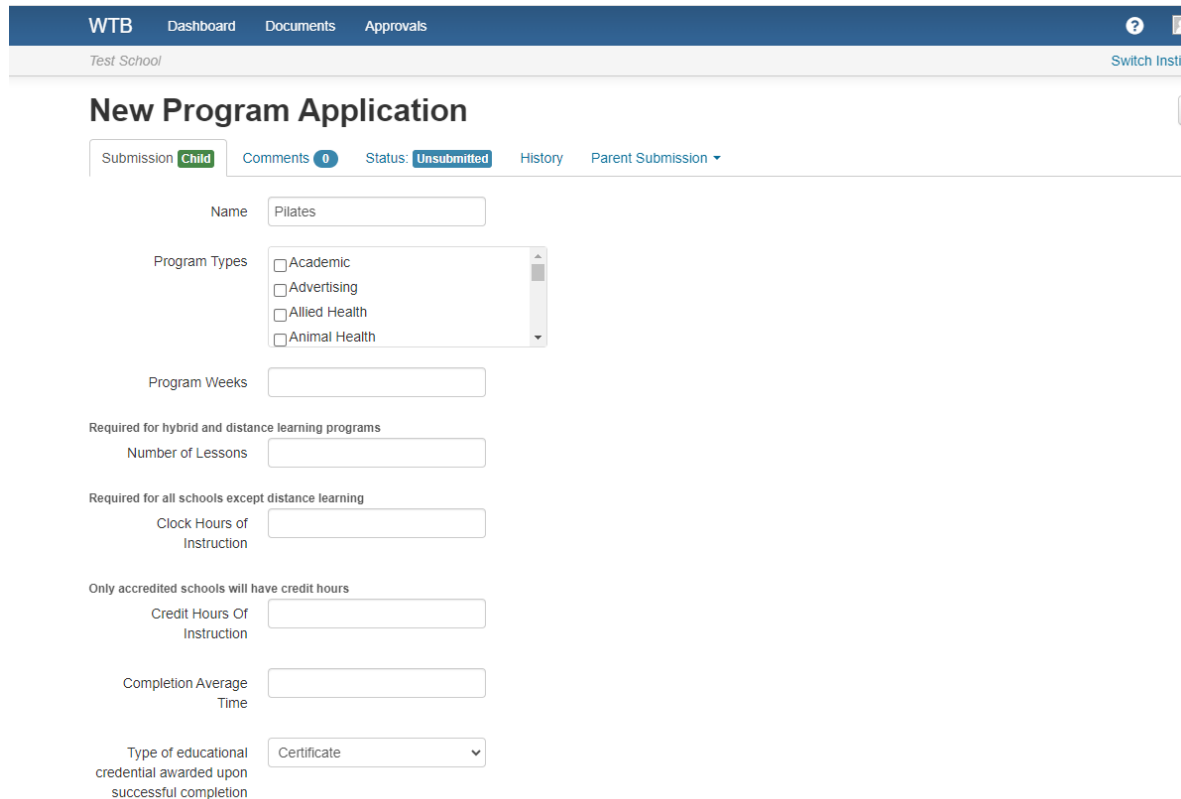
New School Application

Continued: Enter the name and select "Continue".



The screenshot shows the top navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, the page title is 'New Program Application'. A text input field is present with the prompt 'Please enter the name of the new program.' Below this, a grey box contains a warning: '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.' At the bottom of this box are two buttons: 'Cancel' (red) and 'Continue' (blue). An orange 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 hours. 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:

- Submission: Child
- Comments: 0
- Status: Unsubmitted
- History
- Parent Submission
- Name: Pilates
- Program Types: Academic, Advertising, Allied Health, Animal Health
- Program Weeks
- Required for hybrid and distance learning programs: Number of Lessons
- Required for all schools except distance learning: Clock Hours of Instruction
- Only accredited schools will have credit hours: Credit Hours Of Instruction
- Completion Average Time
- Type of educational credential awarded upon successful completion: Certificate

New School Application

Method of instruction

- Classroom
- Computer-Assisted
- Hybrid
- Lab

Catalog Page(s) can be found

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

1. Provide the program description.

B I U S [List icons] [Undo] [Redo] [Link] [Unlink] [Table] [Image] [Code] [Full Screen]

p Words: 0

2. Provide the program outline.

B I U S [List icons] [Undo] [Redo] [Link] [Unlink] [Table] [Image] [Code] [Full Screen]

p Words: 0

3. Describe the Program/Occupational Objective.

B I U S [List icons] [Undo] [Redo] [Link] [Unlink] [Table] [Image] [Code] [Full Screen]

p Words: 0

4. Describe the training/instructional aids and facilities.

B I U S [List icons] [Undo] [Redo] [Link] [Unlink] [Table] [Image] [Code] [Full Screen]

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](#)



New School Application

After submitting your program, you can return to the initial application by selecting the Parent Submission at the top of the screen. You can select the tab you need to work on or you can save and enter another program.

The screenshot displays the 'New Program Application' interface. At the top, there is a navigation bar with 'WTB', 'Dashboard', 'Documents', and 'Approvals'. Below this, a header area shows 'Test School' and a 'Switch Institution' button. The main title is 'New Program Application'. Below the title, there are several tabs: 'Submission' (with a 'Child' indicator), 'Comments' (with a '0' indicator), 'Status: Unsubmitted', 'History', and 'Parent Submission'. The 'Parent Submission' tab is highlighted with an orange arrow. Below the tabs, there is a 'Name' field containing 'Pilates'. To the right of the 'Name' field, there is a dropdown menu showing 'Initial Application (2023-07-21)'. Below the 'Name' field, there is a 'Program Types' section with a list of checkboxes: 'Academic', 'Advertising', 'Allied Health', and 'Animal Health'. The 'Submission' section shows 'Child' selected.

***You can enter as many programs as you need. Make sure the program name and hours align with the catalog. This is important for when you enter your annual student data report.**

New School Application

Section 6 Auxiliary: You can enter the auxiliary location using this same section. Make sure the name matches the catalog entry. Each Auxiliary location fee is an additional \$25. To add an auxiliary location. Select “+ **Auxiliary Site**”. This section is for overflow sites, or clinical or intern/externship sites.

The screenshot shows the 'Initial Application' page in the WTB system. The navigation bar includes 'WTB', 'Dashboard', 'Documents', and 'Approvals'. The user is logged in as 'Test' and is viewing the 'Test School' application. The page title is 'Initial Application' with a 'Print' button. The application status is 'Unsubmitted'. The progress bar shows seven sections: 1. Institution Information, 2. Employees, 3. Ownership, 4. Catalog/Brochure Checklist, 5. Financial Information, 6. Programs and Auxiliary Facilities (highlighted), and 7. Supporting Materials. Below the progress bar, there are links for 'Programs' and 'Auxiliary Facilities'. The 'Programs' section contains one entry: 'Pilates (2023-07-21) (Unsubmitted)' with a 'view' button and a '+ New Program Application' button. The 'Auxiliary Facilities' section contains one entry: 'Test Campus, Dublin, WA (Main) (2023-04-03) (Pending approval)' with a 'view' button and a '+ New Auxiliary Site' button. An orange arrow points to the '+ New Auxiliary Site' button. At the bottom, there are three buttons: 'Save and Exit', 'Save', and 'Save and Proceed to Next Section'.

New School Application

New Auxiliary Site

Name Instructions



Name

Location Type

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.

Cancel

Continue

Enter the site name and type, click "**Continue**".

New Auxiliary Site

Name Instructions

Name

Location Type

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.

Cancel

Continue



New School Application

Continued: For each auxiliary location, a school should maintain file with an affiliation agreement and post the certificate at the site.

WTB Dashboard Documents Approvals ? Test ▼
Test School Switch Institutions ▼

New Auxiliary Site

Print

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

Name	<input type="text" value="ABC Clinical Site"/>	Country	<input type="text" value=""/>
Location Type	<input type="text" value="Annex"/>	Street 1	<input type="text" value=""/>
Phone Number	<input type="text" value=""/>	Street 2	<input type="text" value=""/>
Memo	<input type="text" value=""/>	City	<input type="text" value=""/>
		State	<input type="text" value=""/>
		Zip	<input type="text" value=""/>

- Check One:
- 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.

New School Application

Courses Offered at this Location

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

B I U S [List Icons] [Undo] [Redo] [Text Color] [Background Color] [Table] [Image] [Link] [Code] <>

p Words: 0

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** 

Please make sure to click “Submit” when you are done entering information.

New School Application

Section 7 – Supporting Materials: The system allows you to upload materials directly, instead of emailing or mailing them. Only fees, including the license fee, auxiliary site fees, sales agent/name change (if applicable) or Tuition Recovery Trust Fund fees, will need to be mailed. Future upgrades will include acceptance of electronic payments. In the interim, please mail your check(s): Payable to the Washington State Treasurer and mail to the Workforce Board, PO Box 43105, Olympia, WA 98504-3105. Please ensure your school's name is clearly identified on the check. If you have more than one fee type, please provide a breakdown for our fiscal department.

WTB Dashboard Documents Approvals ? Test ▼

Test School Switch Institutions ▼

Initial Application Print

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

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

1. Upload a business plan, containing, at a minimum, descriptions of:

- a. the school and its management and operations.
- b. capitol equipment and supplies.
- c. market and competitive analyses.
- d. advertising and sales strategies.
- e. loan information and credit line (if applicable.)
- f. breakeven analysis.

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

2. 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

3. Copies of the school's draft Catalog

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

4. 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


5. Upload a [Transcript](#)

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

New School Application

Continued:

6. Upload a [Student Data Collection Form](#)

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


7. 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


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



New School Application

Continued:

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.

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Save and Exit Save Submit



New School Application

WTB Dashboard Documents Approvals Test ? Test

Test School Switch Institutions

Documents

In Progress Document Archive

Search by: Name or For [Reset] [Refine Search] [No available actions] + Start Document

<input type="checkbox"/>	Name	For	Status
<input type="checkbox"/>	Initial Application	Test School (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Auxiliary Site	Test Campus, Dublin, WA (Main) (2023-04-03)	Pending Approval
<input type="checkbox"/>	New Auxiliary Site	ABC Clinical Site (Annex) (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Program Application	Pilates (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Staff Application	Tester Admin: administrator for Test School (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Staff Application	Test User: administrator for Test School (2023-07-21)	Unsubmitted

Displaying all 6 document/submission/change requests [Download...]

WTB Dashboard Documents Approvals Test ? Test

Test School Switch Institutions

Approvals

[Reset] [Refine Search] [No available actions]

No items matched your search criteria.
Click "Reset" to see all results again.


No entries found [Download...]

After your initial updates are approved, you'll be able to use the Documents Tab to access other child documents such as program and staff updates or additions. Please remember to click "**Submit**" when you are done entering information.

You'll be able to check a status of your application or approvals. You may receive messages or comments from agency staff within the licensing system.

Most screens allow you to filter your search results. Look for the Refine Search button.

New School Application

Search by: Name or For 

WTB Dashboard Documents Approvals

Documents

In Progress Document Archive

Keyword:

Filters

Archived? is False

Columns

<input type="checkbox"/>	Name	For	Status
<input type="checkbox"/>	Initial Application	Test School (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Auxiliary Site	Test Campus, Dublin, WA (Main) (2023-04-03)	Pending Approval
<input type="checkbox"/>	New Auxiliary Site	ABC Clinical Site (Annex) (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Program Application	Pilates (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Staff Application	Tester Admin: administrator for Test School (2023-07-21)	Unsubmitted
<input type="checkbox"/>	New Staff Application	Test User: administrator for Test School (2023-07-21)	Unsubmitted

Displaying all 6 document/submission/change requests

If you have questions or concerns about the application, please reach out to our PVS unit administrative assistant, Hannah.bartlett@wtb.wa.gov, 360-709-4600.