## **EDvera Private School Licensing Renewal Instructions**

Once you have completed the initial licensing application in the EDvera system and been approved, you'll submit annual renewals. Renewals are *due one month before* the license certificate expires per RCW 28C.10.060(4), so if you are unsure of the date, please check your certificate, email your program specialist, or give our administrative assistant a call, 360-709-4600.

Please make sure to save often. If the system has no activity within 10 minutes, it will automatically log you out and any progress on that page may not be saved.

st School )ashboard					Switch Institutions
Institution Informat	ion	Contact Info	rmation		
Institution ID	23816	Physical A	ddress 123 F	ea St	
Institution Name	Test School		Dubli	n, WA 45678	
Primary Contact	Test User	Mailing A	ddress 123 F Dubli	ea St n WA 45678	
Contact Email	test@user.com	v	Vehsite	1, 11/1-0010	
Registration ID		Phone	lumber		
Exemption Type					
Expiration Date					
Initial Approval Date					
Closed Date		Locations			
Degree Granting	No				
Profit Type		Name	Туре	Approved Date	Status
For Profit Type	For Profit				
Ownership Type		Test Campus	Main		Active
Statewide Vendor	1234				

To start the renewal process, from your dashboard, select documents.

This screen shows you any documents in process or those achieved. You can check here before starting a new document. As you can see the renewal was started but not submitted in the example below.

Docu	Imei	nts				
In Progres	ss Do	cument Archive				
Search by	y: Name o	or For Q	CReset Refine Search		No available actions -	+ Start Document -
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		<b>▼</b> Name		<b>♦ For</b>	∳ Status	
	=	Initial Application		Test School (2023-09-12)	Unsubmitted	
		PVSA License Determ	nination Questionnaire	Test School (2023-11-22)	Program Staff Rev	iew
	a a a a a a a a a a a a a a a a a a a	Renewal Application		Test School (2024-01-25)	Unsubmitted	
Displaying a	II 3 docu	ment/submission/chang	ge requests			Download

Click on the renewal application to open the document that is already started. If you don't already have a renewal application started, then click on +Start Document and select renewal (alphabetical list).

Test School				Swi	itch Institutions -	
Docu In Progress		nts cument Archive				
Search by:	Name	or For Q 2 Reset Refine Search		No available actions -	+ Start Document -	
				Change of Address		
		▼ Name	♦ For	Change of Name		
0				Initial Application		
	≡	Initial Application	Test School (2023-09-12)	New Accreditation Applicatio	n	
	≡	PVSA License Determination Questionnaire	Test School (2023-11-22)	New Auxiliary Site		
	≡	Renewal Application	Test School (2024-01-25)	New Instructor		
Displaying <b>al</b>	I 3 docu	ment/submission/change requests		New Program Application		
				New Starr Application		
				Plogram Change Application		
				Penewal Application	in Questionnaire	
				ReflewarApplication		

Once you click on renewal application, the next screen will open, click the blue continue box.



This will open the renewal application so that you can update any previously approved information, including address, staff, and programs. If you change locations outside your renewal period, you must send \$25 for the change review. If you make the change within the renewal application, you don't have to send the change fee, only your regular licensing fee. Please note, late fees are calculated on the postmark of the mailing envelope, the late fee is \$25 per day past your due date, up to \$750 per occurrence. Please reach out to the agency if you have any questions.

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1. Institution Information       2. Staff       3. CatalogBrochure Checklet       4. Financial Information       5. Programs and Auxiliary Facilities       6. 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         Velb address       www.edvera.com         Faderal Tax ID       3465         UBI Number       9075         Statewide Vendor       1234         Number       9987         Das Bradstreet       9987         Das Bradstreet       1098         Primary Contat       Test User (more index dominion or index or index dominion or index dominion or index dominion or index or index dominion or index domin	🔒 Print			bmitted Hist				Rei
Chapter 28Ct 10 050 and 070 RCW, WAC 490-105-701 Prese find more information here: Revised Code of Washington (RCW) and Washington Administrative Code (WAC) General Name Test School Phone number 614-555-5555 Web address www.edvera.com Email Info@edvera.com Email Info@edvera.com Bardin		6. Supporting Materials	n 5. Programs and Auxiliary Facilities	re Checklist 4	3. Catalog/Brochur	n 2. Staff	itution Informatio	1. In
Please find more information here: Revised Code of Washington (RCW) and Washington Administrative Code (WAC) Ceneral Name Fest School Phone numble: 614-555-5555 Fax numble: 614-555-5555 Fax numble: 614-555-5555 Web address www.edvera.com Email info@edvera.com Federal Tax ID 3456 UBI Numble: 9076 Statewide Verdor 1224 Numble: 0887 Dun & Bradstreet 0887 Prinary Contact More (wel@war.com) • • • • • • • • • • • • • • • • • • •						2. 0.00		
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Please make sure to click one of the options to progress to the next screen or save your updated information.

Much like the initial application, there are specific tabs for you to enter information.

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

Test School			Swi	ch Institutions
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Please find more 1. The following No st	e information g list contain affs found.	here: Revise s all of the st	ed Code of Washington (RCW) and Washington Administrative Code (WAC) aff that we have on file for your institution. Please submit an additional new staff request for any staff not shown here.	
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If you have already completed Staff and Instructor Applications for your existing staff and have no new employees to report, the system will already have those saved to your file. Please only add any new employees or let us know if an employee has left your institution and we can make the appropriate edits. Schools do not have the ability to remove staff. EDvera should reflect your current (and past, if applicable) staff. <u>Anyone who interacts with students during their time at</u> <u>your school should be reported.</u>

Test School	Switch Instituti	lions +
Rene	wal Application	→ Print
Submissior	n Review Comments 0 Status Unsubmitted History	
1. Instituti	ion Information 2. Staff 3. Catalog/Brochure Checklist 4. Financial Information 5. Programs and Auxiliary Facilities 6. Supporting Materials	
Chapter 28C.	.10.050, 060, and 110 RCW; WAC 490-105-040 and 130	
Please find m	nore information here: Revised Code of Washington (RCW) and Washington Administrative Code (WAC)	
(	Catalog year	
Vol	lume number	
Date c	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 inf	formatic
	Organizations that accredit the school or its programs (if applicable)	
	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 complemate being and to the: Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105; wtb.wa.gov; 360-709-4600; pvsa@wtb.wa.gov	laints reç
	Academic calendar including hours of operation, holidays, enrollment periods, and the beginning and ending dates of terms, courses, or programs as may be appropri-	riate.(see
	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, co dismissed for unsatisfactory progress. WAC 490-105-042(11)	onditions
	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 school 105-200)	ools kee
	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, vet 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"	teran or i
	The school must provide a statement explaining the procedure to be used by a student with a disability to request a reasonable accommodation. WAC 490-105-04	42(22)
	School's policy relative to tardiness, absences, makeup work, and interruptions for unsatisfactory performance. WAC 490-105-042(10) Is the religious accommodation of the second	ation poli
	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 360-709-4600 at any time with a concern or complaint."	e studen
	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 can a statement describing the contact hour conversion formula (see WAC 490-105-042(14)	lculated
	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.	
4		

Please include the Catalog page numbers where these required statements can be found. This should not be URLs to your website, etc. The catalog should be a standalone document, with version control. Any updated catalogs must be approved by WTB before implementation.

WTB Dashboard Documents Approv	als				<b>?</b> 🕅 S
Test School					Switch Institution
Renewal Application					⊖ P
Submission Review Comments S	atus Unsubmitted History				
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1. Institution Information 2. Staff 3. Cata	og/Brochure Checklist 4. Finar	ncial Information	5. Programs ar	nd Auxiliary Facilities	6. 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 Washingto	on Administrative C	ode (WAC)		
Washington State Minimum Standards	······		,		
RCW 28C.10.50(2) The requirements adopted by th	e agency shall at a minimum requi	ire a private vocatio	onal school to:		
(a) Disclose to the agency information about its own	ership and financial position and de nts. Financial disclosures provided	monstrate to the agency shall	gency that the scl I not be subject to	hool is financially viable o public disclosure under	and responsible and that it has suffic r chapter 42.56 RCW;
WAC 490-105-041(2) (a) The school must submit in to fulfill its commitments to students.	ormation reflecting its financial cond	dition at the close of	of its most recent	fiscal year to demonstra	te that it has sufficient financial resou
i. Each accredited school must submit a reviewed	or audited financial statement, whic	chever is required h	by its accrediting	body.	
ii. Each non accredited school must submit a finan	cial statement in a format supplied I	by the agency.			
(b) If inadequate time exists to produce a financial st	atement in the interval between the	ending date of the	e school's fiscal ye	ear and the due date of a	an application, the agency will adjust
school's license period to provide a reasonable inter	/al				
Fiscal Year End:					
Paviaw Data:					
Review Date.					
INCOME					
+ Total annual tuition from WA students in non- degree programs:					
- Refunds:					
GROSS TUITION REVENUE:	0.00				
The school's license fee is based on the Gross Tuition Revenue					
Annual License Fee:	250.00				
Measure 1- Profit Earned: Net Income (Before Taxes) or Change in Net Assets					
Net Income (loss):					
Change in Net Asset/cach /Drevious Vear Not					
Income):					
Measures 1, 2 or 3 must be OK:	Not OK				
Measures 1, 2 of 5 must be off.	Notok				
Profit Earned: Net Income (Loss) or Change in N	et Assets WAC 490-105-175(1)(e)	Measures the amo	ount of money rem	naining after all operating	g expenses, interest, taxes, and divid
Negative Change in Net Assets means expenses ex	ceeded revenue.	change in Net Ass	sts means the cor	mpany nad more income	revenue than expenses. A Net Loss
Explanation:					
					/i)
Measure 2 - Current Liquidity Ratio: (Current					
Assets/Current Liabilities)					
Current Assets:					
Current Liabilities:					
Maggurag 1, 2 or 2 must be OK:	Nat OK				
weasures 1, 2 or 3 must be UK:	NOT UK				

## Current Liquidity Ratio WAC 490-105-175(1)(d)

Measures the company's ability to pay back its short-term liabilities (debt and payables) with its short-term assets (cash, inventory, receivables). The higher the current ratio, the more capable the company is of paying its obligations. A ratio under 1 suggests that the company would be unable to pay off its obligations if they came due at that point without additional

Measure 3 - Positive Net Worth: Total Assets > Total Liabilities	
Total Assets:	
Total Liabilities:	
Measures 1, 2 or 3 must be OK:	Not OK

## Positive Net Worth

Measures the organization's ability to pay back debt and obligations with assets. Negative Net worth means the organization owes more than they own.

Explanation:

ther - End of Year Cash or End of Year Net ssets		
ash (EOY):		
et Assets (EOY):		
easures 1, 2 or 3 must be OK:	Not OK	

## Explanation:

Management Explanation for measures outside of target:

For additional "At-Risk" conditions, please refer to WAC 490-105-175.

I attest that I am the authorized representative of the above named school and that the fiscal information I am submitting is true and correct and in accordance with RCW 28C.10.505 and WAC 490-105-041. I have reviewed and become familiar with the Private Vocational School Act, RCW 28C.10 and with WAC 490-105, misrepresentation shall be grounds for the agency, at its discretion, to deny or revoke a license.
Save and Exit Save Save and Proceed to Next Section

Please include your tuition from self-pay and agency pay students in Section 5. Your tuition must be verified by the Financial Statement you provide in the Supporting Material Section. The system will generate your license fee based on your tuition. If we cannot verify the tuition you report, your entire income may be utilized to calculate your fee. If you receive income in other ways than tuition for the programs under WTB oversight, please include that on your Financial Statements as "other Income". This will help determine your financial viability, without overpaying your fees. You will also be asked to provide your Net Income, Assets vs Liabilities, End of Year Cash, etc. If the system flags that the ratio is Not OK, please provide an explanation in the text boxes.

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1. Institutio	on Information	n 2. Staff	3. Catalog/B	rochure Checklis	st 4. Financia	I Information	5. Programs and	Auxiliary Facilities	6. Suppo	rting Materials	
Programs: Ch	apter 28C.10	.050 RCW; WA	C 490-105-040	I							
Auxiliary Facil	lities: Chapte	28C.10.050 ar	nd 060 RCW; V	/AC 190-105-04	06						
Please find m	ore information	on here: Revise	d Code of Was	hington (RCW) a	nd Washington A	dministrative 0	Code (WAC)				
Programs	5										
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Please add al	l programs yo	our institution w	ould like approv	ved.							
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+ New F	Program Appl	cation	_								
Auxiliary	Facilities										
Please add all	r auxiliary fac	inues your insu	ution would like	approved.							
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• 165	st Campus, L		,								
+ New A	Auxiliary Site										
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WTB Test School New Please en the To prev Canc	er Program ter the name of e new program rent session tin ter Co	ram Ap	plicatio	CON	, but at a minimum	n every 25 minu	ites. Note, clicking Sc	ve and Proceed wi	ll also prevent a	Switch Institution	ns ▼

Your programs (and auxiliary sites if applicable) should auto-populate from the Programs you entered during the Initial Application. you will not be required to re-enter that information.

However, you are also able to enter a new program or new auxiliary site here.

WTB Dashboard	Documents Approvals			? 📃 Test 🗸
Test School				Switch Institutions -
New Progra	m Application			⊖ Print
Submission Child Co	omments 0 Status: Unsubmitted	History	Parent Submission +	
Program Name	Being Awesome			
Program Types	Academic Advertising Allied Health Animal Health	*		
Program Weeks				
Required for hybrid and distar Number of Lessons	nce learning programs			
Required for all schools excep	ot distance learning			
Clock Hours of Instruction				
Only accredited schools will h	ave credit hours			
Credit Hours Of Instruction				
Completion Average				
Type of educational credential awarded upon successful completion	Certificate 🗸			
Method of instruction	Classroom Computer-Assisted Hybrid Lab	*		
Catalog Page(s) can be found				
Proposed class schedulle (e.g., 2-4p, Mon thru Thurs)				

All Program Types must complete the name, program weeks, completion average time, type of credential awarded, method, catalog pages, class schedule, and questions 1-5. If you offer the same program in more than one format, please enter a separate program for each, i.e. Data Science (Classroom only), Data Science (Hybrid), or Data Science (Online only).

Distance Education courses must also include Number of Lessons. This is for refund purposes.

In-person or Hybrid courses must also include Clock Hours, also for refund purposes.

Only Accredited Programs will submit Credit Hours. Please don't include a credit hour, if your program is not accredited.

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Information included in your Program Application must match your Catalog, including the name. If your Program is "Certified Nursing Assistant Program" in your Catalog, Program Applications saying "CNA Program" will be reverted for edits.

If you have updated your program since completing a Program Application, please complete a Program Change Application indicating what changes were made and attach an updated catalog.

Once you hit submit, the system will create a new child document for the program, you'll need to select the renewal application to go back to the application.

				Switch Institutions -
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Instructions				
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prevent session timeouts and losin	unsaved work, click Save often, but at a minimur	m every 25 minutes. Note, clicking Sa	ve and Proceed will also prevent a	session timeout.
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New Auxiliary Applications can be completed from this section as well. If it is an existing site that has already been reported to EDvera, you do not need to complete this application again. Please ensure that the auxiliary site is entered in the licensing portal and in the school catalog. You should also post the auxiliary certificate at the location so students know it's an approved location.

New Auxiliary locations must be reported to the WTB within 30 days and carry a \$25 per site fee.

If you are no longer using an Auxiliary site that was previously approved within EDvera, please inactivate it or let your Program Specialist know and they will inactivate it.

WTB Dashboard Documents Approvals	? 📃 Sh 🗸
Test School	Switch Institutions -
Renewal Application	De Print
Submission Review Comments  O Status: Unsubmitted History	
1. Institution Information 2. Staff 3. Catalog/Brochure Checklist 4. Financial Information 5. Programs and Auxiliary Facilities	6. Supporting Materials
Please find more information here: Revised Code of Washington (RCW) and Washington Administrative Code (WAC)	
1. If you do not require a diploma or General Education Equivalency, please upload your placement or indicate which standardized test the school	ol uses
𝗞 To attach a file drag & drop here or click to choose	
2. Copies of the school's draft Catalog	
𝗞 To attach a file drag & drop here or click to choose	
<ol> <li>Enrollment Agreement with the Debt Acknowledgement Notice. (Click here to see an enrollment agreement checklist, sample enrollment agree template).</li> </ol>	ement, and debt acknowledgment
$\operatorname{\mathfrak{N}}$ To attach a file drag & drop here or click to choose	
4. Upload Business License.	
𝗞 To attach a file drag & drop here or click to choose	
5. Upload Evidence of Liability Insurance.	
𝔊 To attach a file drag & drop here or click to choose	
6. 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 communicati staff will conduct annual audits of student records to ensure compliance.	on of the loan information provided. Agency
7. Please upload any other supporting documentation (profit and loss, balance sheet, tax return, or other document that the agency can use to visection).	erify the information entered in the financial
% To attach a file drag & drop here or click to choose	

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Certification
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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 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.
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 Tuttion 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 DRCW 28C-10.000)
Save and Exit Sav Submit

Please attach the documents required for your renewal application including ATB Test (if applicable), Catalog, Enrollment Agreement, Business License, Evidence of Liability Insurance, and a Financial Statement that verifies the information collected in Section 4. We must be

Make sure to complete the two Attestations (above) and click Submit.

The agency cannot access the submission for review until you've submitted it. Please don't hesitate to reach out if you have any questions, 360-709-4600.