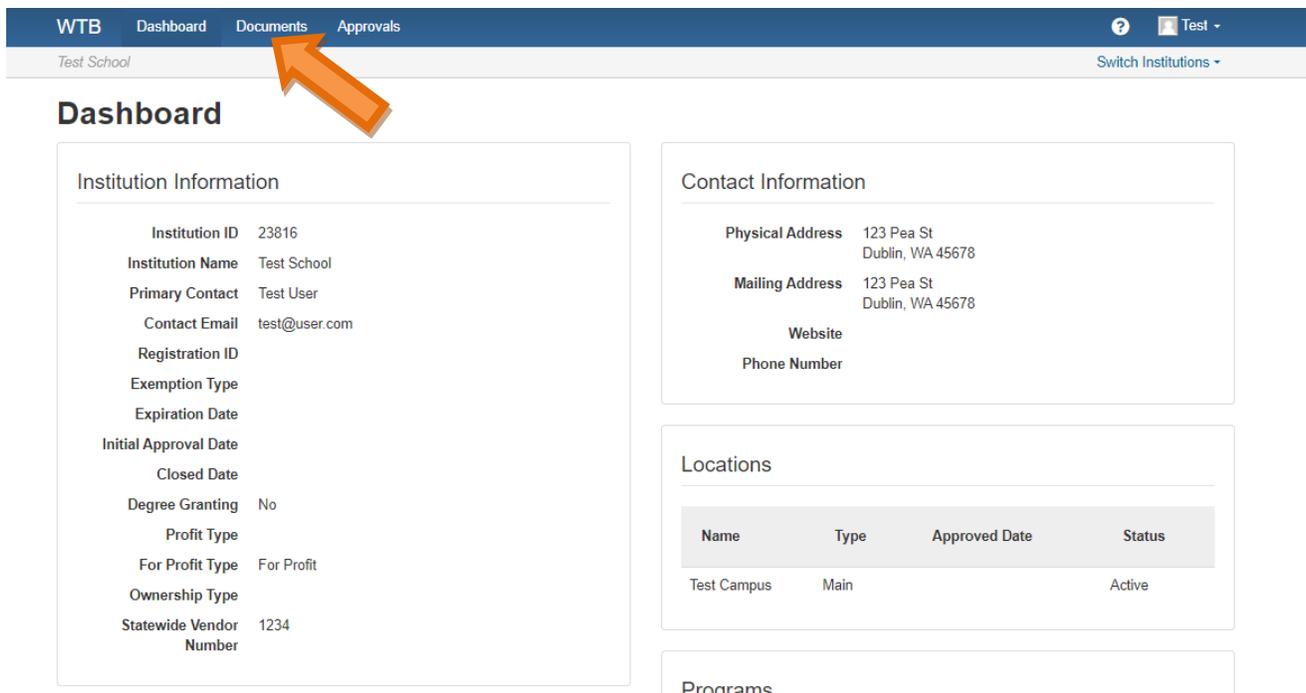# EDvera Private School Licensing Renewal Instructions

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.

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.

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).

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.

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

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. Anyone who interacts with students during their time at your school should be reported.

Renewal Application

🖨 Print

Submission   Review   Comments ⓪   Status: **Unsubmitted**   History

| 1. Institution 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 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 informatic
[ ]	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 complaints reg 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
[ ]	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
[ ]	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 milit 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 p
[ ]	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 fro 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.

◀ ▶

Save and Exit   Save   Save and Proceed to Next Section

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.

Test School   Switch Institutions ▾

Renewal Application

🖶 Print

| Submission | Review | Comments 0 | Status: Unsubmitted | History |

| 1. Institution Information | 2. Staff | 3. Catalog/Brochure Checklist | 4. Financial Information | 5. Programs and 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 Washington Administrative Code (WAC)

Washington State Minimum Standards

RCW 28C.10.50(2) The requirements adopted by the agency shall, at a minimum, require a private vocational school to:

(a) Disclose to the agency information about its ownership and financial position and demonstrate to the agency that the school is financially viable and responsible and that it has sufficient financial resources to fulfill its commitments to students. Financial disclosures provided to the agency shall not be subject to public disclosure under chapter 42.56 RCW;

WAC 490-105-041(2) (a) The school must submit information reflecting its financial condition at the close of its most recent fiscal year to demonstrate that it has sufficient financial resources to fulfill its commitments to students.

  i. Each accredited school must submit a reviewed or audited financial statement, whichever is required by its accrediting body.

  ii. Each non accredited school must submit a financial statement in a format supplied by the agency.

(b) If inadequate time exists to produce a financial statement in the interval between the ending date of the school's fiscal year and the due date of an application, the agency will adjust the school's license period to provide a reasonable interval

Fiscal Year End:	
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/cash (Previous Year Net Income):	
Measures 1, 2 or 3 must be OK:	Not OK

Profit Earned: Net Income (Loss) or Change in Net Assets WAC 490-105-175(1)(e) Measures the amount of money remaining after all operating expenses, interest, taxes, and dividends have been deducted from a company's total revenue. A positive Net Income or positive change in Net Assets means the company had more income revenue than expenses. A Net Loss or Negative Change in Net Assets means expenses exceeded revenue.

Explanation:

Measure 2 - Current Liquidity Ratio: (Current Assets/Current Liabilities)	
Current Assets:	
Current Liabilities:	
Measures 1, 2 or 3 must be OK:	Not OK

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:

Other - End of Year Cash or End of Year Net Assets	
Cash (EOY):	
Net Assets (EOY):	
Measures 1, 2 or 3 must be OK:	Not OK

End of Year Cash & End of Year Net Assets

Measures liquidity NOT profitability. Shows the inflows and outflows of cash and if the company generates enough cash to sustain the business.

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.

☐ I agree

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.

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.

New Program Application

Submission `Child`   Comments `0`   Status: `Unsubmitted`   History   Parent Submission ▾

Program Name	Being Awesome
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 ▾
Method of instruction	☐ Classroom ☐ Computer-Assisted ☐ Hybrid ☐ Lab
Catalog Page(s) can be found	
Proposed class schedule (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.

1. Provide the program description.

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2. Provide the program outline.

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3. Describe the Program/Occupational Objective.

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4. Describe the training/instructional aids and facilities.

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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 |

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.

WTB Dashboard Documents Approvals ❓ 🖼 Test ▾

Test School Switch Institutions ▾

New Auxiliary Site

Name Instructions

Name [   ]

Location Type [Annex   ▾]

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]

WTB Dashboard Documents Approvals ❓ 🖼 Test ▾

Test School Switch Institutions ▾

New Auxiliary Site

[🖨 Print]

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

Name [Peaceful Yurt   ]   Country [Choose a country ▾]

Location Type [Annex   ▾]   Street 1 [   ]

Phone Number [   ]   Street 2 [   ]

Memo [   ]   City [   ]

State [▾]

Zip [   ]

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.

Courses Offered at this Location

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

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[   ]

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

Additional information regarding the proposed programs for a new initial application must be submitted through the Programs tab within the Initial Application.

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]

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.

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

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Save and Exit | Save | 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.