



Workforce Training and Education Coordinating Board

Consumer Protection Unit

Number of schools growing fast

- The Workforce Board oversees over 330 schools and the number is rising.
- Since 2010, the number of licensed schools has grown by 50 schools.

Consumer protection is key

Approximately 34,000 Washington residents enroll each year in private career schools to prepare for careers. Most pursue short-term certificates and diplomas.

Workforce Board licensing requirements help ensure schools are financially stable, adequately staffed, and provide viable, career-focused programs.

Private career school staff

The Workforce Board staffs a unit with five members, who work together to ensure schools meet and comply with licensing requirements.



Workforce Board staff members: Darlene Bartlett, Jim Parker, John Murray, and Russell Sonmore. Not pictured: Kamala Andrews and Patricia Spencer.

Licensed schools must meet requirements

New and renewing schools must provide a:

- Viable business plan
- Detailed/updated program descriptions
- Financial statement & credit score
- Student completion information

Veterans State Approving Agency

- The Workforce Board is contracted by the Department of Veteran Affairs as a State Approving Agency (SAA) to administer the GI Bill benefits for Washington State schools under Workforce Board's jurisdiction.
- Currently 191 schools approved.

We license, investigate & protect

The Workforce Board:

- Licenses and monitors Washington's private career schools.
- Focuses on programs that lead to certificates and diplomas (below the degree level).
- Investigates student complaints.
- Administers a fund that reimburses students affected by a school closure.
- Conducts on-site visits and provides technical assistance to schools.



Over half of students entered service sector jobs—a third of those in health services.

Tuition Recovery Trust Fund provides financial protection

The Workforce Board oversees a trust fund that helps protect students in the event of a sudden school closure.

Students can receive financial compensation should their program end before they are able to complete it.

Private career schools pay into the fund each year based on the total of number of students they serve and their gross tuition revenue collected per year.

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Workforce Training and Education Coordinating Board

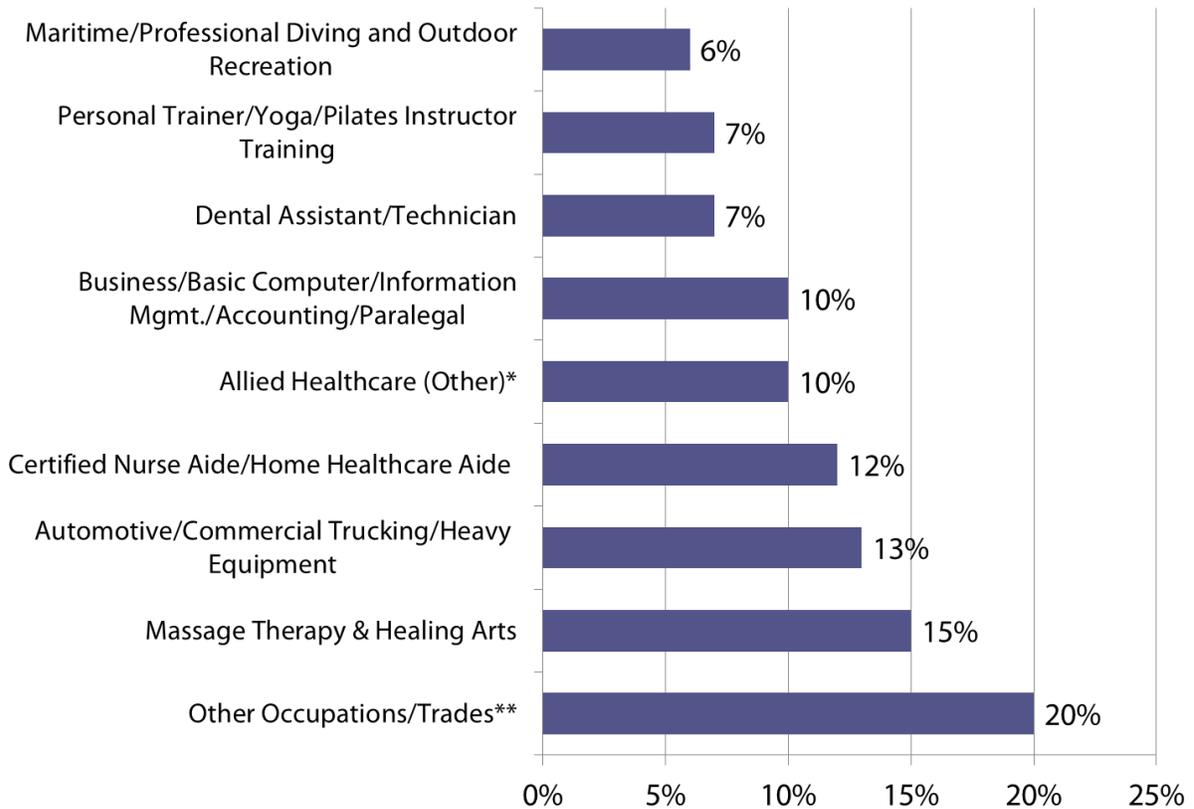
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Private Career Schools and Colleges by Training Type



*Other includes: Medical Assistant, Medical Office, Billing and Coding, Medical Transcription, Pharmacy Technician/Assistant, Paramedic EMT, Respiratory Therapist, Hypnotherapy

**Other includes: Aviation Electronics/Mechanic, Culinary, Sommelier, Montessori Teacher Training, Dog Grooming, Bartending & Gaming, Fashion, Graphic Design, Hospitality & Tourism, HVAC, Welding, Construction, Home Inspection, Farrier

The screenshot shows the Washington Career Bridge website. The header includes the logo and the tagline "Find the education & training you need to get the job you want". Navigation links include "Explore Careers", "View Job Trends", and "Find Education". Three main content boxes are visible: "Explore Careers" with a "TAKE A QUIZ" button, "View Job Trends" with a "FIND OUT MORE" button, and "Find Education" with a "START YOUR SEARCH" button. A "Printed guide available" link is also present. At the bottom, there is a "Training Provider Login" link and a footer with "Home", "Contact Us", "About Us", "Help Center", "Terms & Privacy", and "Access WA".

Washington Career Bridge

CareerBridge.wa.gov is a free, state website run by the Workforce Board that connects students to over 6,300 education programs. It features the following:

Performance Results—When data is available, shows expected return on investment:

- How many students completed a program?
- Did they get a job?
- How much did they earn?
- Which industry did they go to work in?

Training Provider Details—Shows key contacts in financial aid, admissions, worker retraining and veterans services at each institution.

Career quiz—Lets users discover what they like to do, see which careers line up with their interests, and dig deeper into labor market data and education programs.



Workforce Board Consumer Protection Unit

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Workforce Training and
Education Coordinating Board



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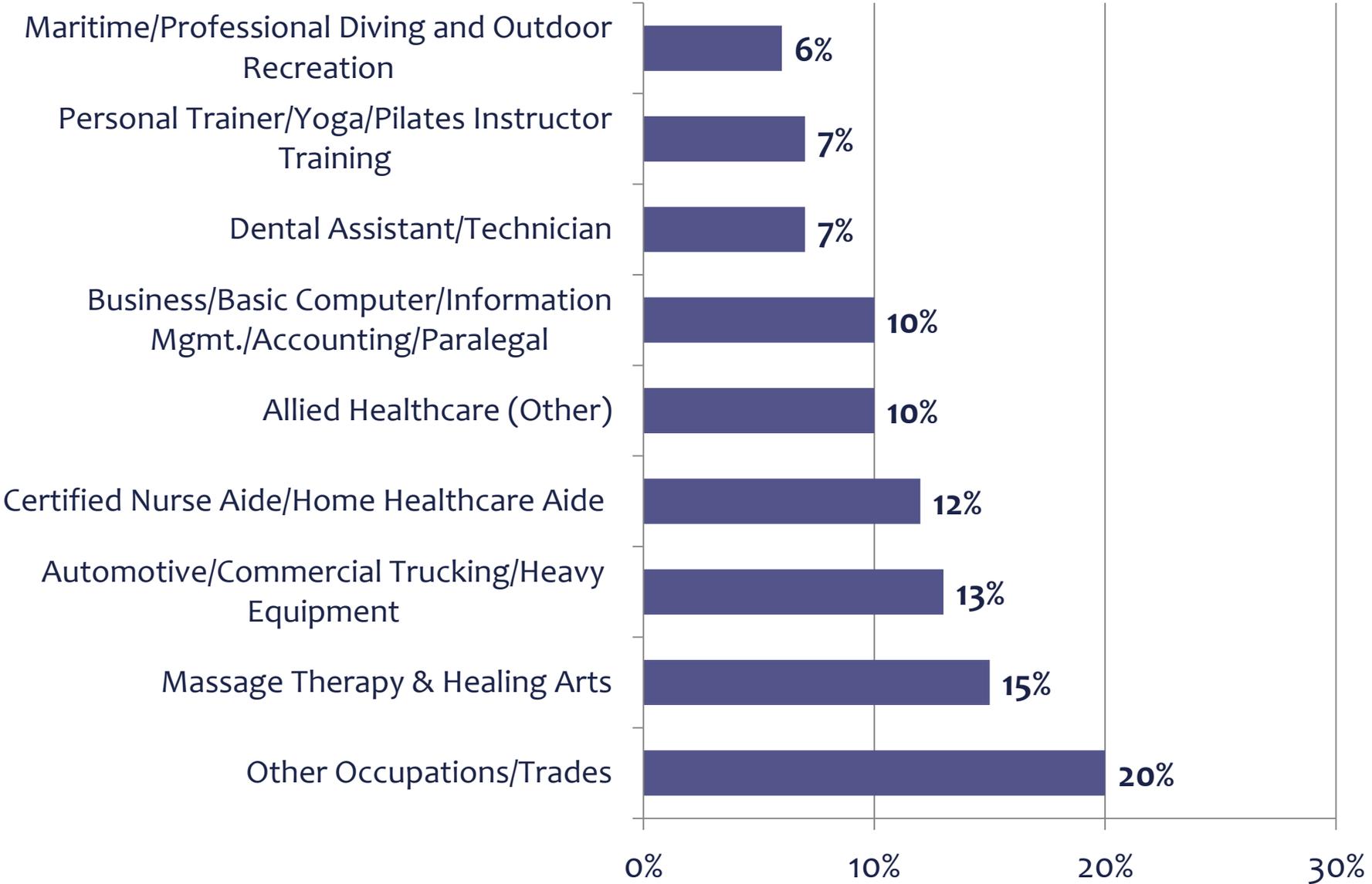
David Shulman - President

Private Career Schools

- Washington's Private Vocational Schools Act was passed as a consumer protection law in 1986. The law protects students who enroll in private career school programs offering credentials below the degree level.
- Private career schools are for-profit and non-profit businesses that offer non-degree programs that provide career-focused education and training.
- Degree programs are regulated by the Washington Student Achievement Council and the State Board for Community and Technical College.
- Accreditation is not required for non-degree programs.
- Program length is typically short – generally less than 12 months for certificate programs.
- The Workforce Board currently oversees approximately 330 private career schools and 34,000 students annually.



Private Career Schools and Colleges by Training Type



School Licensing Requirements

- Demonstrated financial viability and stability.
 - Scored credit report and credit references.
 - Audited financial statement or current tax filing.
- Detailed business plan.
- Description of programs offered, student conduct policies, admission requirements, and academic progress.
- Review of school catalog and enrollment contract.
- Regular inspection of school facilities, equipment, records, and faculty.
- Ongoing technical assistance for schools.



Licensing fees

If the school's total annual tuition revenue is:	Its Annual License Fee is:
\$0 - \$25,000	\$250
\$25,001 - \$50,000	\$500
\$50,001 - \$100,000	\$600
\$100,001 - \$250,000	\$750
\$250,001 - \$500,000	\$1,000
\$500,001 - \$1,000,000	\$1,500
\$1,000,001 - \$2,500,000	\$2,000
\$2,500,001+	\$2,500

Student Data Reporting System

- Each year, private career schools are required to report their student data.



WORKFORCE
Training & Education Coordinating
BOARD

Data Reporting System

Log In to Report Your Student Data

Welcome to the Workforce Board's secure data reporting system.

Not currently registered? Email us at datareporting@wtb.wa.gov or call (360) 709-4600.

Already registered? Log in below.

Account Information

Email:

Password:

[Forgot your password?](#)

Log In

Need help? Get [step-by-step instructions](#), or contact us at datareporting@wtb.wa.gov or (360) 709-4600 and we'll be happy to help.

[Contact Us](#) [Help Center](#) [Workforce Board](#) [Terms & Privacy](#)

Build 2.18

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Eligible Training Provider List

- Workforce Innovation and Opportunity Act (WIOA) requirement
- Must meet employment, earnings and completion standards
- Provide consumer information
- 55 percent licensed schools on ETP list

Performance results for programs

Washington
Career Bridge
Search for education programs
 Eligible Training Provider approved i
Sign in / Register

Back
Find Education
Education Search
Education Details

[Explore Careers](#)
[View Job Trends](#)
[Find Education](#)
[Pay for School](#)
[Eligible Training Provider List](#)

Education Details

Electrical Technology

Award type: Certificate of Completion

Perry Technical Institute

Program Details
Training Provider Details
Performance Results
Student Characteristics

Consumer Report Card

Employment, wages and completion for Electrical Technology | Certificate of Completion at Perry Technical Institute i

Program Type: Electrician

Number of Graduates	104
Completion Rate i	85%
Number with Reported Employment i	91
Employment Rate i	87%
Typical (Median) Annual Earnings	\$41,472.40

[View statewide earnings and employment trends for jobs related to programs of this type.](#)

Industry of employment for Electrical Technology | Certificate of Completion at Perry Technical Institute i

Program Type: Electrician

Industry	Percent of all students who completed the program(s) and are employed	Number of all students who completed the program(s) and are employed
Construction	36%	33

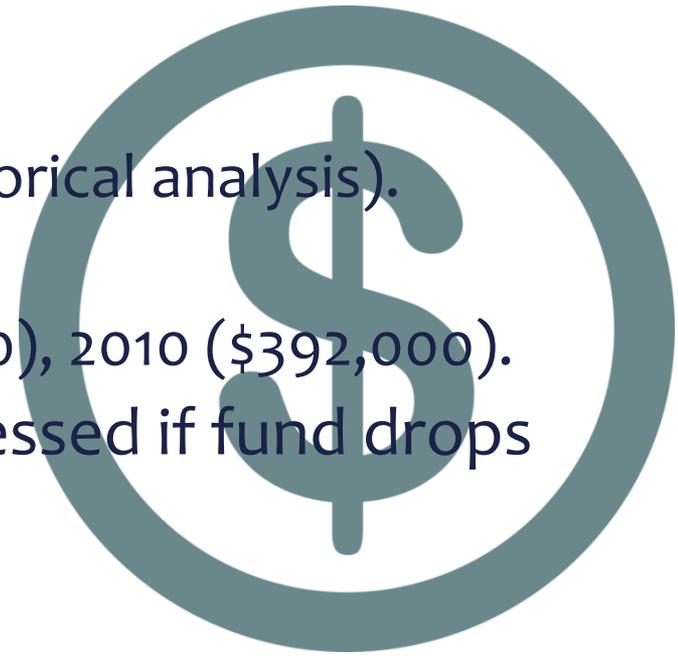
[Back to Search Results](#) i
[Print](#) i

Workforce Board's Licensing & Monitoring Program Responsibilities

- Statutory role to license vocational programs that lead to certificates and diplomas (non-degree).
- Monitor schools for policies or actions that would constitute unfair business practices (RCW 28C.10.110).
- Investigate student complaints.
- Administer a fund that reimburses students impacted by a school closure (Tuition Recovery Trust Fund).
- Custodian of student transcripts for closed schools, and provide certified copies upon request.

Tuition Recovery Trust Fund

- Exclusively funded by licensed schools.
- Risk pool to protect students from unanticipated school closure, and restitution to student for finding of violation of an unfair business practice.
- Average payout:
 - \$211,000 annually (from 10-year historical analysis).
 - \$63,000 over the last two years.
 - High payment years: 2008 (\$617,000), 2010 (\$392,000).
- Fund solvency – schools are re-assessed if fund drops below \$1M threshold.



Student Complaint Process

- Schools are **required** to include language in their catalog and enrollment contract of student's right to file an inquiry or complaint with the Workforce Board.
- Complaints may be filed by a student enrolled in a licensed private career school within one year from the last date of attendance of program.
- If finding is that a school is (or has been) engaging in an unfair business practice:
 - Agency will issue a cease and desist order.
 - Possible restitution from the school for a student who was harmed by the unfair business practice.
 - Require a corrective action plan.

Common Unfair Business Practices

- Deceptive and misleading advertising and recruitment.
- Failure to comply with the terms of a student enrollment contract.
- Making false statement or claims regarding employment opportunities.
- Offering unapproved programs or using unqualified instructional staff.
- Misrepresent to students the potential amount of federal financial aid available.

VA Education Programs

- The Workforce Board is contracted by the Department of Veteran Affairs as a State Approving Agency (SAA) to administer the GI Bill benefits for Washington State schools under Workforce Board's jurisdiction.
- The SSA determines the qualifications of schools and approves programs of education and training for veterans and their beneficiaries.
- Currently manages 191 schools that are approved for VA education benefits and monitored through onsite reviews.

Labor and Industry Partnership

- **Legislation in 2014 allowing Private Career School students whose tuition is paid for by a state agency or business to file a complaint with the Workforce Board.**
- **L&I's Private School Collaborative Project**
 - A 12 month project to assess the efficacy of private vocational schools in making injured workers ready to reenter the job market.
- **Project objectives**
 - Collaborate with the Workforce Board to learn the licensing and oversight vocational training programs.
 - Identify gaps in the vocational retraining process for injured workers. Identify solutions to address those gaps.
 - Create best practices to ensure injured workers receive quality training.

Questions?

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