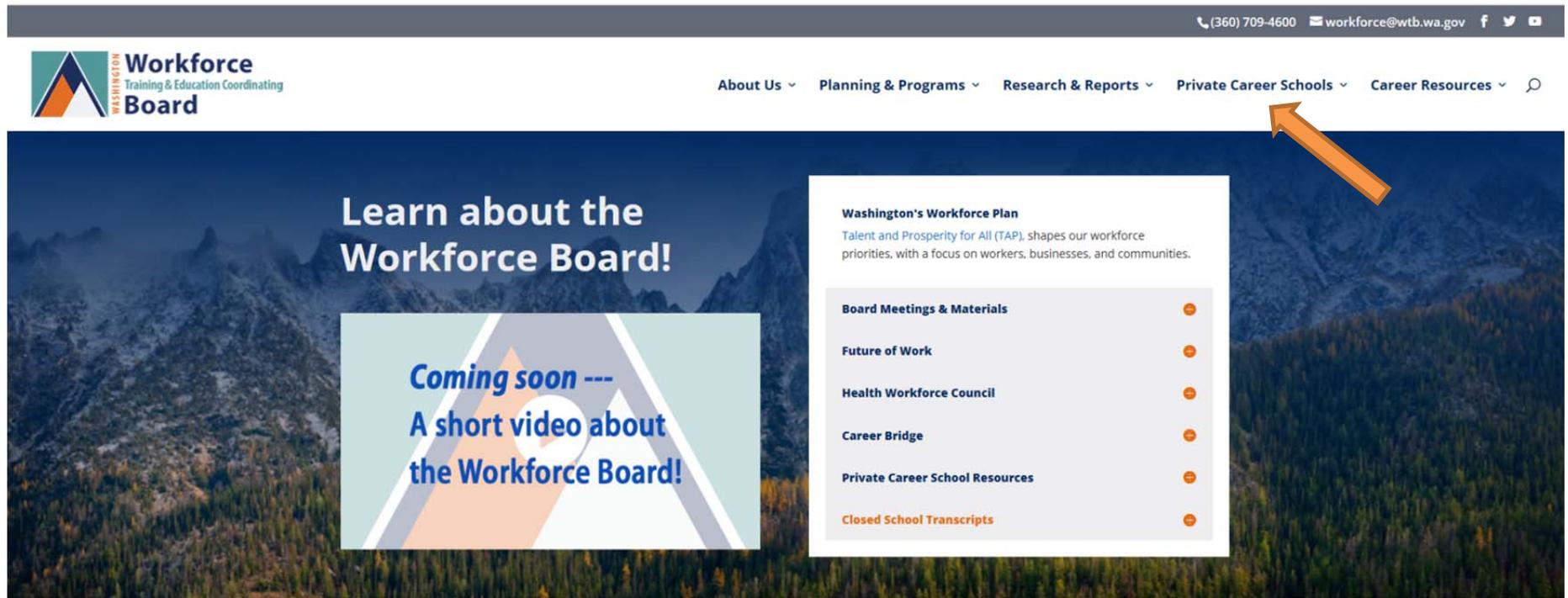


How to “Start your online licensing application”

Webpage: www.wtb.wa.gov



The screenshot shows the Washington Workforce Board website. The header includes the logo for the Washington Workforce Board (Training & Education Coordinating Board) on the left, and contact information (phone: (360) 709-4600, email: workforce@wtb.wa.gov) and social media icons on the right. The navigation menu includes: About Us, Planning & Programs, Research & Reports, Private Career Schools, and Career Resources. An orange arrow points to the 'Private Career Schools' dropdown menu. The dropdown menu is open, showing a list of links: Washington's Workforce Plan, Board Meetings & Materials, Future of Work, Health Workforce Council, Career Bridge, Private Career School Resources, and Closed School Transcripts. The main content area features a large banner with the text 'Learn about the Workforce Board!' and a smaller box that says 'Coming soon --- A short video about the Workforce Board!'.

If you select Private Career Schools for top right, you'll see this next.

From the drop down box, select "Open a Private Career School."



Learn about the Workforce Board!

Coming soon ---
A short video about
the Workforce Board!

Washington's Workforce Plan

Talent and Prosperity for All (TAP), shapes our workforce priorities, with a focus on workers, businesses, and communiti

Board Meetings & Materials

Future of Work

Health Workforce Council

Career Bridge

Private Career School Resources

Closed School Transcripts

Student Resources

School Administrators

Open a Private Career

School

Student Data Reporting



If you select Private School Resources, you'll see this next.

The screenshot shows the Workforce Board website with a navigation menu and a list of resources. The navigation menu includes: About Us, Planning & Programs, Research & Reports, Private Career Schools, and Career Resources. The main content area features a large banner with the text "Learn about the Workforce Board!" and a video placeholder that says "Coming soon --- A short video about the Workforce Board!". To the right, there is a list of resources with orange circular icons next to each item. An orange arrow points to the "Private Career School Resources" item.

Workforce Board
Training & Education Coordinating Board

(360) 709-4600 workforce@wtb.wa.gov

About Us Planning & Programs Research & Reports Private Career Schools Career Resources

Learn about the Workforce Board!

Coming soon ---
A short video about the Workforce Board!

Washington's Workforce Plan

Talent and Prosperity for All (TAP), shapes our workforce priorities, with a focus on workers, businesses, and communities.

- Board Meetings & Materials
- Future of Work
- Health Workforce Council
- Career Bridge
- Private Career School Resources
- Closed School Transcripts

Select "Open a Private Career School"

The screenshot shows the homepage of the Workforce Training & Education Coordinating Board. The header includes the logo and navigation links: About Us, Planning & Programs, Research & Reports, Private Career Schools (highlighted), and Career Resources. The main content area features a breadcrumb trail (Home » Private Career Schools) and a section titled "Private Career Schools" with a brief description and a list of services. Below this are four circular icons: "For Students", "For School Administrators", "Open a Private Career School" (highlighted with an orange arrow), and "Veterans Programs". The footer contains various utility links such as Site Map, Privacy, Contact Us, and Register to Vote.

Workforce Training & Education Coordinating Board

(360) 709-4600 workforce@wtb.wa.gov

About Us Planning & Programs Research & Reports **Private Career Schools** Career Resources

Home » Private Career Schools

Private Career Schools

We license and regulate more than 300 private career schools in Washington. The Workforce Board staffs a unit of five members, who work to ensure schools comply with licensing requirements. The scope of our work includes:

- Licensing and monitoring private career schools,
- Investigating student complaints,
- Administering a fund that reimburses students affected by a school closure,
- Conducting annual on-site visits and evaluations, and
- Providing technical assistance to schools.

For Students

For School Administrators

Open a Private Career School

Veterans Programs

Site Map Privacy Contact Us Closed School Transcripts Work for WA Jobseekers Access WA WA Counts 2020 Register to Vote

Either way will get you to this page.

Workforce Training & Education Coordinating Board

(360) 709-4600 workforce@wtb.wa.gov

About Us Planning & Programs Research & Reports Private Career Schools Career Resources

Home Private Career Schools Open a Private Career School

Steps to Become a Licensed School

If you are planning to open a business that offers a training program that prepares an individual to enter a licensed occupation in the State of Washington, you must first apply for a private career school license with us - the Workforce Training and Education Coordinating Board, a Governor-appointed agency whose mission includes regulation of Private Career Schools throughout Washington.

The application review process takes an average of 60 days from the time a completed application and fees have been received.

- Does your School Need to be Licensed?
- New School Orientations
- Start your Application
- Ownership Change

Site Map Privacy Contact Us Closed School Transcripts Work for WA Jobseekers Access WA WA Counts 2020 Register to Vote

Select "Start your Application"

Once this section is expanded, select “Start online application here.”

The screenshot shows the website for the Workforce Training & Education Coordinating Board. The page title is "Steps to Become a Licensed School". The breadcrumb trail is "Home » Private Career Schools » Open a Private Career School". The main content area is divided into three sections: "Does your School Need to be Licensed?", "New School Orientations", and "Start your Application". The "Start your Application" section is expanded, showing the next step: "Apply to be a Private Career School in Washington". It includes instructions on how to start the online application and submit materials, and provides contact information for the PVS Licensing Unit. A callout box on the right states: "The application review process takes an average of 60 days from the time a completed application and fees have been received." A large orange arrow points to the "Start your online application here" link in the "Online application" section.

Workforce Training & Education Coordinating Board

(360) 709-4600 workforce@wtb.wa.gov

About Us Planning & Programs Research & Reports Private Career Schools Career Resources

Home » Private Career Schools » Open a Private Career School

Steps to Become a Licensed School

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Does your School Need to be Licensed?

New School Orientations

Start your Application

Next Step: Apply to be a Private Career School in Washington

After you've completed the license determination questionnaire, you've attended the orientation webinar, and you've contacted program staff for a logon and password you can start your online application and submit your complete materials and fees to the Workforce Board.

Checks should be made payable to the Washington State Treasurer.

Mail your completed application to:
Workforce Training and Education Coordinating Board
Attn: PVS Licensing Unit
PO Box 43105
Olympia, WA 98503-43105

Contact the PVS staff at (360) 709-4600 for assistance.

Online application

Start your [online application](#) here. Please use **Internet Explorer**, other browsers (Google Chrome, Safari) will cause errors.

The application review process takes an average of 60 days from the time a completed application and fees have been received.

Washington State Workforce Training and Education Coordinating Board

Online Private Vocational School License Application System

Logon Id:

Password:

Please enter all fields to login.



Logon

Clear Form

Internet Explorer 10 or less is the most compatible browser to use in accessing and completing the online application and other required forms.

Please note: the online application works best with *Internet Explorer as the browser*. Google Chrome, Firefox, and Safari users may encounter errors while maneuvering through the application pages.

Please Call

**Consumer Protection Staff to
request a logon and password,**

360-709-4600