



March 23, 2020

**TEMPORARY SUSPENSION OF FEE COLLECTION EFFECTIVE IMMEDIATELY**

Attention School Administrators and Owners:

In response to the closure of Private Vocational Schools due to COVID 19, the Workforce Board will temporarily suspend collection of all application, renewal, and Tuition Recovery Trust Fund (TRTF) fees. This also includes a temporary suspension of fee collections paid under a payment plan agreement.

Schools will still need to submit the required application and annual renewal materials, as well as any other documentation required by the Private Vocational School Licensing program. These materials must be submitted electronically to your assigned program specialist by their regularly required due dates.

Schools will still be responsible for payment of any fees related to their application and licensing as a private vocational school once the temporary fee collection suspension has ended. Schools must submit payment within 30 days of the date they receive notification that fee collection has resumed. No late fees will be assessed during the temporary suspension of fee collection, as long as they are paid by the revised notice date.

Note: the online licensing system is automatic, and will continue to send out email notices during this time. *Please disregard any of the fees on these notices.*

Please contact us if you have any questions:

Jim Parker, Unit Manager, [jim.parker@wtb.wa.gov](mailto:jim.parker@wtb.wa.gov), 360-709-4625

Darlene Bartlett, Program Specialist, [darlene.bartlett@wtb.wa.gov](mailto:darlene.bartlett@wtb.wa.gov), 360-709-4605

Kamala Andrews, Program Specialist, [kamala.andrews@wtb.wa.gov](mailto:kamala.andrews@wtb.wa.gov), 360-709-4629

Anthony Collins, Administrative Assistant, [Anthony.collins@wtb.wa.gov](mailto:Anthony.collins@wtb.wa.gov), 360-709-4600