

# Private Vocational School Orientation





# Private Career Schools - History

- 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.
- The Workforce Board licenses and regulates more than 300 private career schools doing business in Washington. The agency also investigates student complaints and administers the Tuition Recovery Trust Fund (TRTF) that reimburses students affected by a school closure.
- These schools offer a variety of career and technical training programs, such as massage therapy, boat building, healthcare, information technology, truck driving, and many more.



# Private Career Schools – Steps to Licensing

- Find out if you meet the requirements to be a Private Career School by taking the “self test” - the license determination questionnaire
- Sign up for an online orientation
  - \*You cannot continue the application process until you complete an online orientation

Next steps after the orientation:

- Request a logon & password from staff
  - Complete your online application
  - Send in your initial license fee and TRTF deposit
  - Submit your application documents for review
  - An on-site visit from a program manager
- The process takes 60 days on average, but can take longer depending on the school’s response time to changes and amount of pending applications.



# Private Career Schools – The Law

- The first pieces of the packet are RCW 28C.10 and WAC 490-105. These are the rules and regulations that govern our Private Vocational School Act.

## **RCW 28C.10**

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28C.10>

## **WAC 490-105**

<http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105>

\*Tip: If you can't reach our office, these links are great resources to answer your questions.



# Let's get licensed!

## Initial License Checklist

This checklist is a step-by-step guide to complete the new school application process, and is a key element in the packet. It has everything that needs to be completed and submitted to our agency to open a Private Vocational School.

It contains six separate sections:

1. Business Plan
2. Training Programs
3. Catalog
4. Enrollment Agreement/Contract
5. Financials
6. Student Records-Data Collection



# Section 1 – Business Plan

You must submit a business plan including:

1. School description with photos
2. Management and operations
3. Marketing and sales strategies
4. Capital equipment and supply list
5. Market and competitive analysis
6. Loan information/credit line (if applicable)
7. Balance sheet
8. Breakeven analysis

Please submit a summary of each item, only 2-3 pages. We are looking for information on the sustainability of your proposed school.

\*If you are an Out-of-State school, please submit copies of license(s) or other documentation showing that the applicant school is legally authorized to conduct business as a private vocational school in the state in which it is located.



# Section 1 – Online Licensing System

Online Private Vocational School License Application System

Washington State Workforce Training and Education Coordinating Board  
Online Private Vocational School License Application System

Please enter all fields to login.

Logon Id:

Password:

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

Once you participate in an online orientation and receive the required documents, you must contact Workforce Board staff to request a logon and password to start your online application.

**\*Tip:** You will need to have all additional required documents prepared (like a catalog and financials) before applying online. You will need to provide these materials during the online application.



# Section 1 – Online Application

## Online Application requirements:

- School Contact Information
- Form of Ownership
- Accreditation Status
- Information on Current Staff
  - Administration and Instructor must have a combination of two years education/experience to qualify
- Ownership Information
- Catalog/Brochure Checklist
- Pro-Form Financial Statement
  - Applicants will estimate the Gross Tuition Revenue in non-degree programs- this will determine the initial license fee and Tuition Recovery Trust Fund deposit
- Program Information
- Auxiliary Site Information



# Section 1 – Auxiliary Sites

What is an Auxiliary Site?

- An auxiliary facility is an additional physical site operated by a licensed entity for one of the following purposes:
  - To absorb a temporary overload that the licensed facility cannot accommodate. (within a short distance from licensed facility)
  - 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. (Clinical and Externships)
  - 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.



## Section 2 – Training Programs

- You must submit a complete description of the proposed program(s) including:
  - Program title and specific program objective
  - Program outline showing the sequence of courses required to achieve the program objective
  - Number of clock or credit hours of instruction and how this is calculated
  - Method(s) of instruction, e.g., distance learning, classroom lecture, lab, computer-assisted
  - Training/instructional aids and facilities, including a sketch of the floor plan
  - Type of completion document, e.g., certificate, diploma

\*Tip: Please check to see if your program(s) need to have dual approval. If you need approval, please provide an letter from the agency (joint jurisdiction) that has curriculum oversight, if applicable for your type of program, i.e. Certified Nursing Assistant, Commercial Truck Driver).



# Joint Jurisdiction Contacts

Program	Contact
<b>Acupuncture</b>	Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Vicki Brown: (360) 236-4865, <a href="mailto:vicki.brown@doh.wa.gov">vicki.brown@doh.wa.gov</a>
<b>Animal Massage</b>	Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Megan Maxey: (360) 236-4945, <a href="mailto:megan.Maxey@doh.wa.gov">megan.Maxey@doh.wa.gov</a>
<b>Asbestos Removal or any kind of HAZMAT</b>	Department of Labor and Industries – <a href="http://www.lni.wa.gov">www.lni.wa.gov</a> (360) 902-5435
<b>Casino Dealers</b>	Gambling Commission – <a href="http://www.wsgc.wa.gov">www.wsgc.wa.gov</a> Adam Teal (360) 486-3475, <a href="mailto:adam.teal@wsgc.wa.gov">adam.teal@wsgc.wa.gov</a>
<b>Commercial Truck Driver Training</b>	Department of Licensing-CDL Program – <a href="http://www.dol.wa.gov">www.dol.wa.gov</a> Anita Moritz: (360) 902-3939, <a href="mailto:anita.mortiz@dol.wa.gov">anita.mortiz@dol.wa.gov</a> Federal Motor Carrier Safety Administration (FMCSA) – <a href="http://www.fmcsa.dot.gov">www.fmcsa.dot.gov</a> Traci Johnson: (360) 753-9429
<b>Emergency Medical Technician</b>	Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Dawn Felt: (360) 236-2842 <a href="mailto:dawn.felt@doh.wa.gov">dawn.felt@doh.wa.gov</a>
<b>Long-Term Care Worker</b>	Department of Social & Health Services – <a href="http://www.dshs.wa.gov">www.dshs.wa.gov</a> Paul Riedel: (360) 725-2546, <a href="mailto:paul.riedel@dshs.wa.gov">paul.riedel@dshs.wa.gov</a> (Long Term Care Program Administrator) Deb Cary: (360) 725- 2540, <a href="mailto:deb.cary@doh.wa.gov">deb.cary@doh.wa.gov</a> (Adult Family Home Program Administrator)



# Joint Jurisdiction Contacts

Program	Contact
<b>Maritime Programs</b>	National Maritime Center for the Coast Guard Jeffrey Brandt: (304) 433-3719
<b>Massage Therapy/Reflexology</b>	Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Kris Waidely: (360) 236-4847 Megan Maxey (360) 236-4845
<b>Medical Assisting</b>	Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Tracy Drake: (360) 236-4766, <a href="mailto:tracy.drake@doh.wa.gov">tracy.drake@doh.wa.gov</a>
<b>Nursing Assistant - Certified</b>	Department of Social & Health Services – <a href="http://www.dshs.wa.gov">www.dshs.wa.gov</a> Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Kathy Moisio: (360) 236-4712, <a href="mailto:kathy.moisio@doh.wa.gov">kathy.moisio@doh.wa.gov</a> Stephanie Bryant: (360) 236-4792, <a href="mailto:stephanie.bryant@doh.wa.gov">stephanie.bryant@doh.wa.gov</a> Anne Richter: (360) 725-2596, <a href="mailto:anne.richter@dshs.wa.gov">anne.richter@dshs.wa.gov</a> Department of Social and Health Services – DSHS/ALTA/RCS
<b>Pharmacy Technician</b>	Department of Health – <a href="http://www.doh.wa.gov">www.doh.wa.gov</a> Irina Tiginyanu: (360) 236-4827, <a href="mailto:irina.tiginyany@doh.wa.gov">irina.tiginyany@doh.wa.gov</a>



## Section 3 - Catalog

- We've provided a sample catalog with all the required elements you'll need to be compliant with the State of Washington.
  - If you plan to use your own catalog, please use the provided catalog checklist to verify the required elements are present.
    - Our program managers use this when reviewing your catalog.
- \*Tip: Remember all materials must be vetted with the Workforce Board before using them with students.



## Section 4 – Enrollment Agreement

- We've provided a sample enrollment agreement/student contract with all the required elements you'll need to be compliant with Washington State.
- If you plan to use your own enrollment agreement/student contract, please use the provided checklist to verify the required elements are present.
- The language provided is mandatory including the terms of the refund policy.
- \*Tip: Many schools forget to provide the Notice of Financial Obligation and the Student Complaint Disclosure. These forms are directed by the Legislature.



# Section 5 – Financial Information

The financial section must include:

- **Financial Statement**

- For new schools that have operated another business during the past year, a financial statement for that business; Audited Financial Statement or Last Year's Tax Return. The financial statement must cover the most recently completed fiscal year of operation.

- **Scored Credit Report/Dun and Bradstreet Report**

- **A recent scored credit report**

- Must come from Equifax, Experian, Trans Union, or other credit rating firm recognized by the United States Department of Commerce or a Dun and Bradstreet Report must be provided.

\*Tip: Remember we are looking for the fiscal viability of your potential school.



## Section 5 - Continued

- **Credit References (total of 3)**
  
- **Three Financial Reference forms**
  - One must be from your bank. Complete the shaded section, signed, and return to the Workforce Board (The Workforce Board will send these out for your references to complete and return directly to us.)
  
- **License fee and Tuition Recovery Trust Fund fee**
  - Make check payable to the Washington State Treasurer.
  - This amount is based on the Gross Tuition Revenue (GTR) for non-degree programs that the applicant school enters on the online application. (Separate checks preferable)



# Section 5 – Continued

**FEE SCHEDULE**  
28C.10.070 RCW, 28C.10.084 RCW  
WAC 490-105-070

## Annual License Fee

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

\*Tip: Licensing fees are based on your estimated Gross Tuition Revenue (GTR)



# Section 5 – Continued

## ■ Tuition Recovery Trust Fund (TRTF)

If the school's total annual tuition revenue is:	The school must make an initial deposit to the fund of:	The school will be billed the following amount semi-annually for the first five years it is licensed:	The school will be billed the following amount semi-annually for the second five years it is licensed:
\$0 - \$50,000	\$305	\$122	\$61
\$50,001 - \$75,000	\$457	\$183	\$92
\$75,001 - \$100,000	\$609	\$244	\$122
\$100,001 - \$150,000	\$914	\$366	\$183
\$150,001 - \$200,000	\$1,219	\$487	\$487
\$200,001 - \$250,000	\$1,523	\$609	\$609
\$250,001 - \$350,000	\$2,133	\$853	\$853
\$350,001 - \$500,000	\$3,046	\$1,219	\$1,219
\$500,001 - \$750,000	\$4,570	\$1,828	\$1,828
\$750,001 - \$1,000,000	\$6,093	\$2,437	\$2,437
\$1,000,001 - \$1,250,000	\$7,616	\$3,046	\$3,046
\$1,250,001 - \$1,500,000	\$9,139	\$3,656	\$3,656
\$1,500,001 - \$1,750,000	\$10,663	\$4,265	\$4,265
\$1,750,001 - \$2,000,000	\$12,186	\$4,874	\$4,874
\$2,000,001 - \$2,250,000	\$13,710	\$5,483	\$5,483
\$2,250,001 - \$2,500,000	\$15,233	\$6,092	\$6,092
\$2,500,001+	\$16,757	\$6,702	\$6,702

\*Tip: Every school pays into the TRTF for 10 years, payments are every 6 months



# Section 6: Student Records–Data Collection

We've provided you samples of the:

- Student Data Collection Form
  - Student Transcript
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- You can always use your own version of these forms but they must incorporate the same criteria, just remember to submit them for approval by the Workforce Board before use with students.
  - Licensing renewals are contingent on the previous year's Student Data Report submission; don't forget to get it uploaded.
  - Student data reports are due in the summer for the previous fiscal year (July 1-June 30.) Instructional webinars are available.

**\*Tip: State law requires that schools keep records for 50 years.**



# Site Visit

- To ensure compliance and provide technical assistance, we will conduct a site visit at each new school.
- This visit may be done prior to licensure or after, depending on schedules and coordination with other agencies.
- The agency needs to verify the school has adequate equipment, facilities, etc. to meet the program standards.



# Apply for Statewide Payee Registration

- In order to receive payment for services or products provided to a state agency, you must register with the Statewide Payee Desk. When you register, you may choose to have your payments directly deposited to your bank or mailed to you as a check.
- For additional details:  
<https://des.wa.gov/services/contracting-purchasing/doing-business-state/receiving-payment-state>



# Staff Contact Information

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