



# SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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## WA Workforce Training and Education Coordinating Board

### Vertical Tabs

1. Agency and Contact Information

**1A1. Agency Name:**

Washington Workforce Training and Education Coordinating Board

**1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):**

Private vocational schools are licensed by the Workforce Training and Education Coordinating Board.

**1A3. Agency Contact - Please review and correct as necessary the contact information below:**

Jim Parker, Program Manager

Private Vocational School Licensing and Consumer Protection

Washington Workforce Training and Education Coordinating Board,

(360) 709-4625,

[jim.parker@wtb.wa.gov](mailto:jim.parker@wtb.wa.gov) [1].

**1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:**

Jim Parker, Program Manager

Private Vocational School Licensing and Consumer Protection

Washington Workforce Training and Education Coordinating Board,

(360) 709-4625,

[jim.parker@wtb.wa.gov](mailto:jim.parker@wtb.wa.gov) [1]

**1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:**

[Home Page](#) [2]

[Regulation of Private Vocational Schools](#) [3]

[Laws](#) [4]

**1C1. Other Agencies - According to our records, the following agencies also have responsibility for authorization in the state. Please correct, add to, or clarify this list of authorizing authorities as necessary. These agencies will also be requested to complete this survey:**

Washington Student Achievement Council

**1C2. If the division of responsibility among these agencies is not clear, please explain:**

The Workforce Training and Education Coordinating Board licenses private vocational schools that offer programs that lead to certificates and diplomas.

Washington Student Achievement Council is responsible for authorizing institutions to offer degrees in Washington.

## 2. Types of Educational Providers Authorized

**2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:**

Non-degree, not-for-profit institutions

Non-degree, for-profit institutions

**2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):**

No

**2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:**

No

**2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:**

Both Institutions and Programs

**2D2. Clarifying comments:**

The Workforce Board licenses private vocational schools and authorizes them to offer the programs they submit for approval.

**2E2a. Nursing:**

Yes

**2E2b. Name and Contact Information:**

Certified Nursing Assistant programs

Department of Social and Health Services/Residential Care Services Administration

[www.dshs.wa.gov](http://www.dshs.wa.gov) [5]

Department of Health

Health Professions Quality Assurance

[www.doh.wa.gov](http://www.doh.wa.gov) [6]

**2E4a. Counseling Psychology:**

Yes

**2E4b. Name and Contact Information:**

Department of Health  
[www.doh.wa.gov](http://www.doh.wa.gov) [6]

**2E5a. Allied Health Professions and Related Programs:**

Yes

**2E5b. Name and Contact Information:**

Pharmacy Technician, Licensed Massage Practitioner, Acupuncture, Emergency Medical Technician and Paramedic programs  
Department of Health  
[www.doh.wa.gov](http://www.doh.wa.gov) [6]

**2E6a. Others (please list):**

Yes

**2E6b. Name and Contact Information:**

Casino Dealer Programs  
Washington State Gambling Commission  
[www.wsgc.wa.gov](http://www.wsgc.wa.gov) [7]

Commercial Driver License Programs  
Department of Licensing  
[www.dol.wa.gov](http://www.dol.wa.gov) [8]

Mortgage Banking Programs  
Department of Financial Institutions  
[www.dfi.wa.gov](http://www.dfi.wa.gov) [9]

Cosmetology Program  
Washington State Department of Licensing <http://www.dol.wa.gov/business/cosmetology/> [10]

Real Estate Schools  
The Real Estate Commission  
<http://www.dol.wa.gov/business/realestate/realestateeducators.html> [11]

3. Exemptions

**3A1. General Exemptions - Are certain institutions or programs exempt by law or policy from your state authorization requirements:**

Yes

**3A2. If yes, to which institutions or programs does the exemption apply? How does it work (please describe)? If available, please provide any pertinent web links:**

<http://apps.leg.wa.gov/RCW/default.aspx?cite=28C.10.030> [12]  
<http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105> [3]

**3A3. If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.:**

Exemptions listed under RCW28C.10.030 are automatic; schools do not need to apply for those exemptions. Exemptions listed under WAC 490-105-030(1)(c) are not automatic. Schools must apply annually for those exemptions.

**3B. Other Requirements - If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.):**

Possibly.

**3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:**

Yes

**3C2. If yes, are all religious institutions exempt (please describe):**

RCW28C.10.030(7) exempts “entities not otherwise exempt that are of a religious character, but only as to those educational programs exclusively devoted to religious or theological objectives and represented accurately in institutional catalogs or other official publications.”

**3C3. If yes, are religious institutions that award only religious degrees or certificates exempt (please describe):**

Yes with regard to certificates, please contact the Washington Student Achievement Council regarding religious degrees.

**3C4. If yes, are certain religious institutions exempt that meet other criteria (please describe):**

No.

#### 4. Authorization of Distance Education

**4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:**

No

**4B1. If not, does your agency determine whether an institution must be authorized based on a physical presence (“operating”) standard:**

Yes

#### 5. Physical Presence Policy – Common “Triggers”

**5A. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard:**

RCW28C.10.020(7) “Private vocational school” means any location where an entity is offering postsecondary education in any form or manner for the purpose of instructing, training, or preparing persons for any vocation or profession.

RCW28C.10.020(11) "To offer" includes, in addition to its usual meanings, to advertise or publicize. "To offer" also means to solicit or encourage any person, directly or indirectly, to perform the act described.

RCW28C.10.020(12) (12) "To operate" means to establish, keep, or maintain any facility or location where, from, or through which education is offered or educational credentials are offered or granted to residents of this state, and includes contracting for the performance of any such act.

#### INSTRUCTIONAL ACTIVITIES

**5B1a. Hosting short term, face-to-face, seminars or conferences in the state where students meet in person:**

Yes

**5B1b. Clarifying Comments:**

Only if the seminars are longer than three calendar days.

**5B2a. Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution:**

Yes

**5B2b. Clarifying Comments:**

Yes, if the internship, externship, field experience, etc. is located in Washington.

**5B2c. Does this apply only to distance education students or more generally:**

More Generally

**5B2d. Clarifying Comments:**

It would apply to any out of state school that required students to complete an internship, externship, field experience in Washington.

**5B3a. Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently:**

No

**5B3b. Clarifying Comments:**

The Workforce Board doesn't consider a field experience to be part of the program if it is arranged by the student acting independently and is not a required component of the program.

**5B3c. Does this apply only to distance education students or more generally:**

More Generally

#### PROPERTY IN THE STATE

**5B6a. Housing ONLY computer servers or other equipment at a physical location in the state:**

Yes

#### RECRUITING ACTIVITIES

**5B8a. Organized, consistent, on - the - ground recruiting of students in the state by employees or agents of the institution:**

Yes

**5B8c. What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs):**

Yes

#### THIRD PARTY AGREEMENTS/CONTRACTS

**5B9a. Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.):**

Yes

**5B10a. Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution:**

Yes

**5B11a. Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution:**

Yes

#### ADVERTISING

**5B12a. Advertising in local media sources that are largely viewed by residents of the state :**

Yes

**5B13a. Advertising in national media sources that can be accessed by residents of the state:**

No

#### EMPLOYMENT IN THE STATE

**5B14a. Employing full-time faculty in the state to provide instruction via distance education programs to students in the state:**

No

**5B14c. What about adjunct faculty:**

No

**5B15a. Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state:**

No

**5B15c. What about adjunct faculty:**

No

**5B16a. Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis:**

Yes

#### OTHER

**5C1. Combinations - Of the activities or conditions listed above that alone would not constitute a physical presence, are there any that, if combined, would create a physical presence:**

No

#### 6. Application Process

**6A. Description - Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:**

[http://www.wtb.wa.gov/PCS\\_StartingASchool.asp](http://www.wtb.wa.gov/PCS_StartingASchool.asp) [13]

**6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide**

**a typical range if appropriate:**

30 to 60 days.

**6C. Duration - What is the authorization duration:**

One year.

**6D. Maintenance - What does an institution need to do to maintain authorization:**

Continue to meet minimum licensing standards described in RCW28C.10.050;

<http://apps.leg.wa.gov/RCW/default.aspx?cite=28C.10.050> [14]

**6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:**

Institutions must:

- file the qualifications of staff within 30 days of hire
- submit revisions to catalog, enrollment agreement and other written materials describing their course offerings prior to their use
- follow a statewide uniform cancellation and refund policy
- measure each applicant's ability to benefit against current pre-requisites for successfully completing the program and qualifying for employment in the field
- submit an annual financial statement
- pay an annual license fee and tuition recovery trust fund payment based on annual tuition revenue
- submit an annual student data report including student demographic information, enrollment status and social security numbers. This information is used to determine graduation rates, employment rates, and wages of graduates. This information is published on [careerbridge.wa.gov](http://careerbridge.wa.gov) for schools that have their programs listed on the state's Eligible Training Provider List for WIA purposes.

**6F. Loss of Status - Can an institution lose its authorized status? If so, how?:**

Yes. If a school fails to meet minimum standards.

**6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:**

No.

**6Gb. Would multi-institution public systems be treated the same as multi-location for-profit institutions:**

The WTECB does not regulate public institutions.

**6H. Distinctive Features - What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment):**

None.

**6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:**

No

7. Fees Associated with Authorization

**7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:**

[http://www.wtb.wa.gov/Documents/FeeSchedule\\_000.doc](http://www.wtb.wa.gov/Documents/FeeSchedule_000.doc) [15]

**7B. Other Costs - Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):**

<http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105-070> [16]

**7C. Renewal Costs - What are the costs, if any, to renew authorization:**

See 7a

**7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:**

None

8. Interstate Reciprocity

**8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:**

No

**8B. What is the process, if any, to obtain a reciprocal agreement with your state:**

N/A

**8C. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements:**

N/A

**8D. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate:**

no

9. Consumer Protection and Student Complaints

**9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs?:**

Yes

**9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:**

[http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp) [17]

**9A3a. If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions):**

No

**9A4. If available, please provide a web link to the complaint form:**

[Complaint Form](#) [18]

**9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:**

Patricia Spencer  
Program Manager  
360-709-4641  
[pspencer@wtb.wa.gov](mailto:pspencer@wtb.wa.gov) [19]

10. Enforcement

**10A. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action:**

The Workforce Board sends a letter alerting the institution that it needs a license. If it does not respond it is issued a Cease and Desist Order. If the school still doesn't respond, it is turned over to the Office of the Attorney General for legal action.

**10B. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies:**

<http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105-190> [20]

11. Legislative or Regulatory Changes

**11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:**

No

**11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations:**

No

**11C1. Other Changes - Is your agency or state legislature making any other changes in your**

## state regulations or statutes with regard to state authorization:

No

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**Source URL:** [http://sheeo.org/sheeo\\_surveys/user/78](http://sheeo.org/sheeo_surveys/user/78)

### Links

- [1] <mailto:jim.parker@wtb.wa.gov>
- [2] <http://www.wtb.wa.gov/pcs.asp>
- [3] <http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105>
- [4] <http://apps.leg.wa.gov/RCW/default.aspx?cite=28C.10>
- [5] <http://www.dshs.wa.gov>
- [6] <http://www.doh.wa.gov>
- [7] <http://www.wsgc.wa.gov>
- [8] <http://www.dol.wa.gov>
- [9] <http://www.dfi.wa.gov>
- [10] <http://www.dol.wa.gov/business/cosmetology/>
- [11] <http://www.dol.wa.gov/business/realstate/realstateeducators.html>
- [12] <http://apps.leg.wa.gov/RCW/default.aspx?cite=28C.10.030>
- [13] [http://www.wtb.wa.gov/PCS\\_StartingASchool.asp](http://www.wtb.wa.gov/PCS_StartingASchool.asp)
- [14] <http://apps.leg.wa.gov/RCW/default.aspx?cite=28C.10.050>
- [15] [http://www.wtb.wa.gov/Documents/FeeSchedule\\_000.doc](http://www.wtb.wa.gov/Documents/FeeSchedule_000.doc)
- [16] <http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105-070>
- [17] [http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)
- [18] [http://www.wtb.wa.gov/PCS\\_ComplaintForm.asp](http://www.wtb.wa.gov/PCS_ComplaintForm.asp)
- [19] <mailto:pspencer@wtb.wa.gov>
- [20] <http://apps.leg.wa.gov/WAC/default.aspx?cite=490-105-190>