

**WAC 490-105-040 Initial school licensure requirements.** (See RCW 28C.10.050 and 28C.10.060.) An entity wishing to operate a private vocational school must apply for a license according to instructions provided by the agency. If the agency determines an application is deficient, the applicant will be notified. The applicant must correct the deficiencies within thirty days of notification. If that fails to occur, the application may be returned to the applicant. The license application fee will not be refunded. The agency's executive director or designee may deny a license application for just cause.

The application must include, along with the licensing fees, the following information attested to by the school's chief administrative officer:

- (1) An identification of owners, shareholders, and directors:
  - (a) Complete legal name, personal telephone number, and home mailing address of the owner, shareholders, and directors;
  - (b) The form of ownership; e.g., sole proprietorship, partnership, limited partnership, or corporation;
  - (c) Names, addresses, personal phone numbers, email addresses, and prior school affiliations if any, of all individuals with ten percent or more ownership interest;
  - (d) A school that is a corporation or a subsidiary of another corporation must submit:
    - (i) Current evidence that the corporation is registered with the Washington secretary of state's office; and
    - (ii) The name, address, and telephone number of the corporation's registered agent.
- (2) A proposed operating budget for the initial twelve months of operation. The proposed operating budget must be completed in a format supplied by the agency. If the applicant operated another business within the last year it must submit, in addition to the proposed operating budget:
  - (a) A financial statement for that business. The financial statement must cover the existing business' most recently completed fiscal year and be prepared by a certified public accountant or be certified by the business' chief administrative officer.
  - (b) A Dunn and Bradstreet (or similar entity) identification number.
- (3) The school must furnish the names of at least one bank or other financial institution and two other entities that the agency may consult as financial references. A statement must be included authorizing the agency to obtain those financial information from the references.
- (4) A scored credit report from TransUnion, Experian, Equifax, or other nationally recognized credit bureau for each person owning ten percent of the business or more.
- (5) A school that is a corporation or a subsidiary of another corporation must submit:
  - (a) Current evidence that the corporation is registered with the Washington secretary of state's office;
  - (b) The name, address, and telephone number of the corporation's registered agent.
- (6) Schools under common ownership:
  - (a) May designate a single location as the principal facility for recordkeeping via written notice to the agency.
  - (b) Will be assigned the same licensing year for renewal purposes.

(7) If leasing a space, a copy of the rental agreement with the name, address, telephone number of the leasing firm or owner, and the name of contact person.

(8) A catalog in accordance with WAC 490-105-042.

(9) An enrollment agreement/contract in accordance with WAC 490-105-043.

(10) A list of instructional and administration staff in accordance with WAC 490-105-044.

(11) A list of registered sales agent(s) in accordance with WAC 490-105-050.

(12) Requirements for student refund and cancellation policy in accordance with WAC 490-105-130.

(13) A description of programs and course offerings in accordance with WAC 490-105-150.

(14) The school must furnish proof that they provide adequate liability coverage for students.

(15) Any other information that the agency deems necessary.

[Statutory Authority: RCW 28.10.040 [28C.10.040]. WSR 15-24-088, § 490-105-040, filed 11/30/15, effective 12/31/15; WSR 08-04-110, § 490-105-040, filed 2/6/08, effective 3/8/08. Statutory Authority: RCW 28C.10.040. WSR 00-21-037, § 490-105-040, filed 10/12/00, effective 11/12/00. Statutory Authority: RCW 28C.10.040(2). WSR 98-22-033, § 490-105-040, filed 10/29/98, effective 11/29/98.]