Title 490 WAC  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, ALSO VOCATIONAL REHABILITATION  

Chapters  
490-04B Workforce training and education coordinating board.  
490-08B Practice and procedure.  
490-10 Organization.  
490-13 Designation of rules coordinator.  
490-105 Regulation of private vocational schools.  
490-276 Access to public records.  
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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE  

Chapter 490-02  INCORPORATION OF FEDERAL REGULATIONS BY REFERENCE  
490-02-010 Incorporation of federal regulations by reference. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-02-010, filed 1/16/79.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  

Chapter 490-03  AFFIRMATIVE ACTION POLICY  
490-03-010 Affirmative action policy. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-03-010, filed 1/16/79.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  

Chapter 490-04  AUTHORITY AND ORGANIZATION FOR COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION  
490-04-010 Name and legal authority. [Orders 72-3 and 72-4, § 490-04-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-04A-010.  
490-04-020 Organization. [Orders 72-3 and 72-4, § 490-04-020, filed 4/24/72.] Repelled by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-04A-020.  
490-04-030 Designation and authority of executive officer. [Orders 72-3 and 72-4, § 490-04-030, filed 4/24/72.] Repelled by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-04A-040.  
490-04-040 Designation and authority of state director. [Orders 72-3 and 72-4, § 490-04-040, filed 4/24/72.] Repelled by Order 75-4, filed 2/18/76.  
490-04-050 Administrative structure of the coordinating council for occupational education. [Orders 72-3 and 72-4, § 490-04-050, filed 11/1/73; Orders 72-3 and 72-4, § 490-04-050, filed 4/24/72.] Repelled by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-04A-050.  

Chapter 490-04A  AUTHORITY AND ORGANIZATION FOR COMMISSION FOR VOCATIONAL EDUCATION  
490-04A-010 Authority and designation of state board. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-04A-010, filed 1/16/79; Order 75-3, § 490-04A-010, filed 12/18/75.] Formerly WAC 490-04-010.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  
490-04A-020 Organization. [Order 75-3, § 490-04A-020, filed 12/18/75. Formerly WAC 490-04-020.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  

490-04A-040 Designation of executive officer. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-04A-040, filed 12/18/75. Formerly WAC 490-04-040.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  

Chapter 490-05  FULL-TIME PERSONNEL AND FUNCTIONS TO ELIMINATE SEX DISCRIMINATION AND SEX STEREOTYPING  
490-05-001 Full-time personnel and functions to eliminate sex discrimination and sex stereotyping. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-05-001, filed 1/16/79.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  
490-05-020 Studies to carry out functions. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-05-020, filed 1/16/79.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  

Chapter 490-06  RULES OF PRACTICE AND PROCEDURE  
490-06-010 Appeal procedures. [Orders 72-3 and 72-4, § 490-06-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-08A-010.  
490-06-020 Judicial review provisions. [Orders 72-3 and 72-4, § 490-06-020, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-08A-020.  

Chapter 490-08A  RULES OF PRACTICE AND PROCEDURE  
490-08A-001 Appeal procedures. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-08A-001, filed 1/16/79.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  
490-08A-010 Appeal procedures. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-08A-010, filed 12/18/75. Formerly WAC 490-08-010.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  
490-08A-020 Judicial review provisions. [Order 75-3, § 490-08A-020, filed 12/18/75. Formerly WAC 490-08-020.] Decodified under RCW 34.05.210(6), letter dated 8/30/91.  

(2005 Ed.)
Chapter 490 WAC: Work Force Training—Vocational Rehab.

Chapter 490-12
QUALIFICATIONS OF PERSONNEL

490-12-010 Qualifications of teachers of practical nursing. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-010.

490-12-020 Qualifications of teachers in trade and industrial extension classes—Shop and trade practice teachers. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-020.

490-12-022 Qualifications of teachers in trade and industrial extension classes—Related technical teachers. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-022.

490-12-024 Qualifications of teachers in trade and industrial extension classes—Teachers of general continuation classes. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-024.

490-12-030 Qualifications of teachers of home economics education—Home economics teachers. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-030.

490-12-032 Qualifications of teachers of home economics education—Teacher for child development laboratory in the home economics program. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-032.

490-12-034 Qualifications of teachers of home economics education—Related subjects teacher. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-034.

490-12-036 Qualifications of teachers of home economics education—Qualifications of teachers for out-of-school group. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-036.


490-12A-050 Qualifications of teachers of agriculture—Regular teacher for all-day, day-unit, young farmer, adult farmer or combinations of the same. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-050.

490-12A-052 Qualifications of teachers of agriculture—Special teachers. [Rules (part), filed 3/23/60.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-12A-052.

Chapter 490-12A
QUALIFICATIONS OF PERSONNEL


490-12A-024 Qualifications of teachers in trade and industrial extension classes—Teachers of general continuation classes. [Order 75-3, § 490-12A-024, filed 12/18/75. Formerly WAC 490-12-024.] Repealed by 79-02-019 (Order 79-1, Resolution No. 78-32-3), filed 1/16/79. Statutory Authority: RCW 28C 04.060.

Chapter 490-15
OCCUPATIONAL TRAINING OF REHABILITATION CLIENTS—APPROVAL OF SCHOOLS


[Title 490 WAC—p. 2] (2005 Ed.)
CHAPTER 490-15A
OCCUPATIONAL TRAINING OF REHABILITATION CLIENTS—APPROVAL OF SCHOOLS

490-15A-001 Authorization. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-001.

490-15A-005 Importance of approval. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-005.

490-15A-008 Conditions required for approval. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-008.


490-15A-024 Duration of approval—Nontransferability. [Order 75-3, § 490-15A-024, filed 12/18/75. Formerly WAC 490-15-024.] Repealed by Order 75-3, § 490-16A-024, filed 12/18/75. Formerly WAC 490-16-024. Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-024.


CHAPTER 490-16
OCCUPATIONAL TRAINING OF VETERANS—APPROVAL OF SCHOOLS

490-16-001 Authorization. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-001.

490-16-005 Importance of approval. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-005.

490-16-008 Conditions required for approval. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-008.

490-16-010 Applicability of standards. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-010.

490-16-015 General standards—Prior operation. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-015.

490-16-020 General standards—Minimum number of nonveteran students required. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-020.

490-16-025 General standards—Prior accreditation or licensing. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-025.

490-16-030 General standards—Accredited and nonaccredited courses. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-030.

490-16-035 General standards—Approval by state board. [Rules (part), filed 8/12/66.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-16A-035.
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Title 490 WAC: Work Force Training—Vocational Rehab.

490-16A-030 General standards—Accredited and nonaccredited courses. [Order 75-3, § 490-16A-030, filed 12/18/75. Formerly WAC 490-16-030] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-035 General standards—Approval by state board. [Order 75-3, § 490-16A-035, filed 12/18/75. Formerly WAC 490-16-035] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-040 General standards—Business organization and ethics. [Order 75-3, § 490-16A-040, filed 12/18/75. Formerly WAC 490-16-040] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-045 General standards—Admission requirements. [Order 75-3, § 490-16A-045, filed 12/18/75. Formerly WAC 490-16-045] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-050 General standards—Qualifications of instructors. [Order 75-3, § 490-16A-050, filed 12/18/75. Formerly WAC 490-16-050] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-055 General standards—Qualifications of instructors—Number of teachers and student load. [Order 75-3, § 490-16A-055, filed 12/18/75. Formerly WAC 490-16-055] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-060 General standards—Instructional content. [Order 75-3, § 490-16A-060, filed 12/18/75. Formerly WAC 490-16-060] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-065 General standards—Facilities. [Order 75-3, § 490-16A-065, filed 12/18/75. Formerly WAC 490-16-065] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-070 General standards—Equipment. [Order 75-3, § 490-16A-070, filed 12/18/75. Formerly WAC 490-16-070] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-080 Regulations—Advertising and/or publicizing. [Order 75-3, § 490-16A-080, filed 12/18/75. Formerly WAC 490-16-080] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-085 Regulations—Length of time of approval. [Order 75-3, § 490-16A-085, filed 12/18/75. Formerly WAC 490-16-085] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-090 Regulations—Limited and specific nature of approval. [Order 75-3, § 490-16A-090, filed 12/18/75. Formerly WAC 490-16-090] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-095 Regulations—Change of location or ownership. [Order 75-3, § 490-16A-095, filed 12/18/75. Formerly WAC 490-16-095] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-100 Regulations—Approvals are not precedents. [Order 75-3, § 490-16A-100, filed 12/18/75. Formerly WAC 490-16-100] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-105 Regulations—Reports. [Order 75-3, § 490-16A-105, filed 12/18/75. Formerly WAC 490-16-105] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-110 Regulations—Visitation. [Order 75-3, § 490-16A-110, filed 12/18/75. Formerly WAC 490-16-110] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-115 Regulations—Misrepresentation. [Order 75-3, § 490-16A-115, filed 12/18/75. Formerly WAC 490-16-115] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-120 Regulations—Supporting evidence. [Order 75-3, § 490-16A-120, filed 12/18/75. Formerly WAC 490-16-120] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-16A-130 Regulations—Procedures. [Order 75-3, § 490-16A-130, filed 12/18/75. Formerly WAC 490-16-130] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

Chapter 490-20
VOCATIONAL REHABILITATION

490-20-010 Standards for personnel providing services—General policies. [Regulation 17.1, filed 4/24/72, Regulation 17.1, filed 6/21/63] Repealed by Order 72-3, filed 4/24/72.

490-20-015 Standards for personnel providing services—Medical diagnosis and treatment. [Regulation 17.3 (part), filed 4/3/64, Regulation 17.2 (part), filed 6/21/63] Repealed by Order 72-3, filed 4/24/72.
Chapter 490-25
RULES AND REGULATIONS RELATING TO PUBLIC RECORDS OF THE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION

490-25-010 Purpose. [Order 73-1, § 490-25-010, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76; Later promulgation, see WAC 490-25A-010.]

490-25-015 Definitions. [Order 73-1, § 490-25-015, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76; Later promulgation, see WAC 490-25A-015.]

490-25-020 Description of central and field organization of CCOE. [Order 73-1, § 490-25-020, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-025 Public records available. [Order 73-1, § 490-25-025, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-030 Requests for public records. [Order 73-1, § 490-25-030, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-035 Copying. [Order 73-1, § 490-25-035, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-040 Exemptions. [Order 73-1, § 490-25-040, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-045 Review of denial of public records requests. [Order 73-1, § 490-25-045, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-050 Protection of public records. [Order 73-1, § 490-25-050, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-055 Records index. [Order 73-1, § 490-25-055, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

490-25-060 Adoption of form—Appendix A. [Order 73-1, § 490-25-060, filed 5/3/73; Repealed by Order 75-4, filed 2/18/76.]

Chapter 490-25A
RULES AND REGULATIONS RELATING TO PUBLIC RECORDS OF THE COMMISSION FOR VOCATIONAL EDUCATION


490-28A-010 Minimum qualifications of personnel. [Order 73-3, § 490-28A-010, filed 12/18/75. Formerly WAC 490-28A-010; Repealed by Order 79-2-019 (Order 79-1, Resolution No. 78-32-3), filed 1/16/79.]


(2005 Ed.)
Chapter 490-29 VOCATIONAL EDUCATION PERSONNEL TRAINING


Chapter 490-30 STATE PLAN ADOPTED PURSUANT TO FEDERAL LAW

[Sections 1 through 26, 6/27/69. ] Repealed by Order 77-3, filed 11/29/77. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

Chapter 490-31 APPRENTICESHIP PROGRAMS

490-31-001 Apprenticeship programs. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-31-001, filed 12/18/75. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

Chapter 490-32 DEFINITIONS FOR TERMS COMMONLY USED IN VOCATIONAL EDUCATION ACTIVITIES

490-32-010 Definitions for terms commonly used in vocational education activities. [Orders 72-3 and 72-4, § 490-32-010, filed 4/24/72. Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-32A-010.

Chapter 490-32A DEFINITIONS FOR TERMS COMMONLY USED IN VOCATIONAL EDUCATION ACTIVITIES

490-32A-001 Definitions for terms commonly used in vocational education activities. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-32A-001, filed 12/18/75. Later promulgation, see WAC 490-32A-010.

Chapter 490-33 CO-OP EDUCATION

490-33-001 Cooperative education. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-33-001, filed 12/18/75. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-33-010 Assurances. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-33-010, filed 11/16/79. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

Chapter 490-34 PROGRAM EVALUATION AND COMPLIANCE AUDITING

490-34-001 Program evaluation and compliance auditing. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-34-001, filed 11/16/79. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-34-010 Evaluation schedule. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-34-010, filed 11/16/79. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

Chapter 490-36 CONDITIONS FOR APPROVAL OF LOCAL EDUCATIONAL AGENCY PROGRAMS

490-36-010 Requirement for conformance to standards. [Orders 72-3 and 72-4, § 490-36-010, filed 4/24/72. Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-36A-010.

490-36A-001 Advisory councils and committees. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-36A-001, filed 11/16/79. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-36A-010 Requirement for conformance to standards. [Orders 75-3, § 490-36A-010, filed 12/18/75. Formerly WAC 490-36-010, filed 11/16/79. Decodified under RCW 34.05.210(6), letter dated 8/30/91.


490-36A-030 Local advisory councils. [Statutory Authority: RCW 28C.04.060. 81-09-073 (Order 81-2, Resolution No. 81-45-6), § 490-36A-030, filed 4/22/81; Order 79-1, Resolution No. 78-32-3, § 490-36A-020, filed 11/16/79. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-36A-040 Local program/craft advisory committees. [Statutory Authority: RCW 28C.04.060. 83-10-003 (Order 83-1, Resolution No. 82-54-122), § 490-36A-040, filed 4/21/83. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

Chapter 490-37 ADJUDICATION AND REVIEW RULES AND PROCEDURES

490-37-001 Purpose. [Order 76-1, § 490-37-010, filed 7/11/76. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-37-020 Scope. [Orders 76-1, § 490-37-020, filed 7/11/76. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-37-030 Standing. [Order 76-1, § 490-37-030, filed 7/11/76. Decodified under RCW 34.05.210(6), letter dated 8/30/91.


490-37-032 Decisions on new or expanded programs—Factors to be considered. [Orders 77-3, § 490-37-032, filed 11/29/77. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

490-37-040 Program standards issues. [Order 76-1, § 490-37-040, filed 7/11/76. Decodified under RCW 34.05.210(6), letter dated 8/30/91.

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490-38-010 Purpose. [Order 76-1, § 490-37-010, filed 7/1/76] Repealed by 80-05-062 (Order 80-1, Resolution No. 80-40-4), § 490-38-100, filed 4/22/80. Statutory Authority:  Chapter 28C.04 RCW.

Chapter 490-39

PROCEDURES FOR VOCATIONAL EDUCATION PROGRAM DEVELOPMENT AND SERVICES UNDER CONTRACTS AND AGREEMENTS

490-40-010 Vocational education program development contracts and agreements. [Orders 72-3 and 72-4, § 490-40-010, filed 4/24/72] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-40A-010.

490-40-030 Programs, services and activities undertaken by local educational agencies. [Order 73-1, § 490-40-030, filed 11/1/73; Orders 72-3 and 72-4, § 490-40-030, filed 4/24/72] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-40A-030.

490-40-020 Agreements with other state agencies. [Orders 72-3 and 72-4, § 490-40-020, filed 4/24/72] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-40A-020.


Chapter 490-40

Vocational Education Program Development and Services under Contracts and Agreements


490-38-120 Vocational-technical institute service areas defined. [Statutory Authority: Chapter 28C.04 RCW 80-05-062 (Order 80-1, Resolution No. 80-40-4), § 490-38-120, filed 4/22/80] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-40A-020.

490-38-110 Operation of programs beyond district boundaries. [Statutory Authority: Chapter 28C.04 RCW 80-05-062 (Order 80-1, Resolution No. 80-40-4), § 490-38-110, filed 4/22/80] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-40A-010.

490-38-100 Compliance auditing. [Statutory Authority: Chapter 28C.04 RCW 80-05-062 (Order 80-1, Resolution No. 80-40-4), § 490-38-100, filed 4/22/80] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-40A-020.
Title 490 WAC: Work Force Training—Vocational Rehab.

Chapter 490-40A

PROCEDURES FOR VOCATIONAL EDUCATION PROGRAM DEVELOPMENT AND SERVICES UNDER CONTRACTS AND AGREEMENTS


Chapter 490-44

ALLOCATION OF FUNDS

490-44-010 Allocation of funds among educational agencies. [Orders 72-3 and 72-4, § 490-44-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-010.

490-44-020 Allocation of funds to local educational agencies for programs, services and activities—Content of local applications. [Orders 72-3 and 72-4, § 490-44-020, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-020.

Chapter 490-44A

ALLOCATION OF FUNDS

490-44A-010 Allocation of funds among educational agencies. [Order 75-3, § 490-44A-010, filed 12/18/75. Formerly WAC 490-44-010, filed 11/1/73.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-010.

490-44A-020 Allocation of funds to local educational agencies for programs, services and activities—Content of local applications. [Order 75-3, § 490-44A-020, filed 12/18/75. Formerly WAC 490-44-020, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-020.

490-44A-030 Construction requirements. [Orders 72-3 and 72-4, § 490-44-030, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-030.

490-44A-040 Procedures for processing local applications for construction. [Order 73-1, § 490-44A-040, filed 11/1/73.] Orders 72-3 and 72-4, § 490-44-040, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-040.

490-44A-050 Maintenance of effort. [Orders 72-3 and 72-4, § 490-44A-050, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-050.

490-44A-060 Overall state matching. [Orders 72-3 and 72-4, § 490-44A-060, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-060.

490-44A-070 Reasonable tax effort. [Orders 72-3 and 72-4, § 490-44A-070, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-070.

490-44A-080 Criteria for determining relative priority of local applications. [Orders 72-3, § 490-44A-080, filed 11/1/73.] Orders 72-3 and 72-4, § 490-44A-080, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-44A-080.

Chapter 490-48

VOCATIONAL YOUTH ORGANIZATIONS

490-48-010 Vocational student organizations. [Orders 73-1, § 490-48-010, filed 11/1/73.] Orders 72-3 and 72-4, § 490-48-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-48A-010.

490-48A-010 Vocational student organizations. [Statutory Authority: RCW 28C.04.060. 79-02-019 (Order 79-1, Resolution No. 78-32-3), § 490-44-010, filed 12/18/75. Formerly WAC 490-44-010, filed 12/18/75. Formerly WAC 490-44-010] Decodified under RCW 34.05.210(6), letter dated 8/30/91.

[Title 490 WAC—p. 8]

(2005 Ed.)
Chapter 490-52
EVALUATION AND RESEARCH
490-52-010 State research coordinating unit. [Order 73-1, § 490-52-010, filed 11/17/73; Orders 72-3 and 72-4, § 490-52-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-52A-010.

490-52-020 Effective use of results of program and experience. [Orders 72-3 and 72-4, § 490-52-020, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-52A-020.

490-52-030 Research grant application procedures. [Orders 72-3 and 72-4, § 490-52-030, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-52A-030.

Chapter 490-52A
EVALUATION AND RESEARCH


Chapter 490-53
PROGRAM IMPROVEMENT


Chapter 490-56
EXEMPLARY PROGRAMS AND PROJECTS
490-56-010 Federal funding of state plan. [Orders 72-3 and 72-4, § 490-56-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-56A-010.

490-56-020 Application procedures. [Orders 72-3 and 72-4, § 490-56-020, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-56A-020.

490-56-030 Program or project requirements. [Orders 72-3 and 72-4, § 490-56-030, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-56A-030.

Chapter 490-56A
EXEMPLARY PROGRAMS AND PROJECTS


Chapter 490-60
HOME AND FAMILY LIFE EDUCATION
490-60-010 Consumer and homemaking education. [Orders 72-3 and 72-4, § 490-60-010, filed 4/24/72.] Repealed by Order 75-4, filed 2/18/76. Later promulgation, see WAC 490-60A-010.

490-60-020 Establishing and operating programs. [Order 74-2, § 490-60-020, filed 9/18/74; Order 73-1, § 490-60-020. (2005 Ed.)]
Work Force Training—Vocational Rehab.  

Title 490


490-100-100  


(2005 Ed.)

[Title 490 WAC—p 11]
Title 490 WAC: Work Force Training—Vocational Rehab.


490-100-200

490-100-210

Title 490 WAC—p. 12
Chapter 490-325

COMMISSION FOR VOCATIONAL EDUCATION

Chapter 490-500

VOCATIONAL REHABILITATION AND SERVICES FOR INDIVIDUALS WITH DISABILITIES

490-500-005 Definitions. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.]

490-500-010 Application for services. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.]

490-500-015 Initial interview. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.]
490-500-077 Certification for extended evaluation to determine rehabilitation potential. [Order 1050, § 490-500-077, filed 8/29/75.] Repealed by 95-04-050 (Order 3830), filed 8/29/75, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.


490-500-095 Extended evaluation—Duration and scope of services. [Order 1050, § 490-500-095, filed 8/29/75; Order 715, § 490-500-095, filed 3/1/73.] Repealed by 95-04-050 (Order 3830), filed 8/29/75, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-100 Extended evaluation—Assessment. [Order 1050, § 490-500-100, filed 8/29/75; Order 775, § 490-500-100, filed 3/1/73.] Repealed by 95-04-050 (Order 3830), filed 8/29/75, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-105 Extended evaluation—Termination. [Statutory Authority: RCW 74 29 025, 9-5-04-050 (Order 3830), § 490-500-105, filed 8/29/75; Order 775, § 490-500-105, filed 3/1/73.] Repealed by 95-04-050 (Order 3830), filed 8/29/75, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-110 Certification of termination of extended evaluation and notice. [Statutory Authority: RCW 74 29 025, 9-5-04-050 (Order 3830), § 490-500-110, filed 8/29/75; Order 775, § 490-500-110, filed 3/1/73.] Repealed by 95-04-050 (Order 3830), filed 8/29/75, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-140 Accepted for regular services. [Order 1050, § 490-500-140, filed 8/29/75; Order 775, § 490-500-140, filed 3/1/73.] Repealed by 95-04-050 (Order 3830), filed 8/29/75, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.


490-500-360 Vocational rehabilitation services—Vocational rehabilitation services provided—Evaluation and diagnosis. [Order 775, § 490-500-360, filed 3/17/73.] Repealed by Order 1050, filed 8/29/75. Later promulgation, see chapter 388-890 WAC.

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Vocational rehabilitation services—Transportation. [Order 1050, § 490-500-410, filed 8/29/75; Order 775, § 490-500-415, filed 3/1/73; Repealed by 95-04-050 (Order 3830) filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-415 Vocational rehabilitation services—Transportation materials. [Order 1050, § 490-500-415, filed 5/22/90, effective 6/22/90; Order 3830, filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 490 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-417 Vocational rehabilitation services—Independent living. [Order 2982, § 490-500-415, filed 5/22/90, effective 6/22/90; Order 3830, filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-418 Vocational rehabilitation services—Vocational rehabilitation services—Training—Shel-

490-500-420 Vocational rehabilitation services—Additional living expenses. [Order 1050, § 490-500-420, filed 1/25/95, effective 2/25/95; Order 3830, filed 8/29/75; Order 775, § 490-500-425, filed 3/1/73; Repealed by 95-04-050 (Order 3830) filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-425 Vocational rehabilitation services—Placement. [Order 1050, § 490-500-425, filed 8/29/75; Order 775, § 490-500-430, filed 3/1/73; Repealed by 95-04-050 (Order 3830) filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.

490-500-430 Vocational rehabilitation services—Occupational licenses, tools, equipment, and initial stocks and supplies. [Order 1050, § 490-500-430, filed 8/29/75; Order 775, § 490-500-435, filed 3/1/73; Repealed by 95-04-050 (Order 3830) filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 74 29 025. Later promulgation, see chapter 388-890 WAC.


490-500-440 Vocational rehabilitation services—On-the-job or other related personal assistance. [Order 1050, § 490-500-440, filed 1/25/95, effective 2/25/95. Statutory Authority: RCW 74 29 025, 74 08 090 and chapter 74 29 CRW, Rehabilitation Act of 1973 as amended in August 1998. Later promulgation, see chapter 388-890 WAC.

Work Force Training—Vocational Rehab.


490-500-540 Completion of vocational rehabilitation program. [Statutory Authority: RCW 74.29.025, § 490-500-540, filed 8/29/95; Order 775, § 490-500-540, filed 3/1/73.] Repealed by 95-04-050 (Order 3830), filed 12/5/95, effective 2/25/95.


490-500-550 Confidental information—Disclosure. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.

490-500-555 Administrative review. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.

490-500-560 Fair hearing—Adjudicative proceeding. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.

490-500-570 Confidential information—Disclosures. [Statutory Authority: RCW 74.29.025. Later promulgation, see chapter 388-890 WAC.


Rehabilitation Act of 1973 as amended in August 1998. Later promulgation, see chapter 388-890 WAC.


EDUCATIONAL SERVICES REGISTRATION

Chapter 490-660

[Title 490 WAC—p. 18]
**WAC 490-08B-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250 are adopted for use by the workforce training and education coordinating board. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted by the board, the model rules prevail.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-010, filed 2/18/93, effective 2/18/93.]

**WAC 490-08B-020 Appointment of presiding officers.** The board's executive director or his/her designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the executive director or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, the executive director or his/her designee shall designate one person to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-020, filed 2/18/93, effective 2/18/93.]

**WAC 490-08B-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available under the model rules of procedure.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-030, filed 2/18/93, effective 2/18/93.]

**WAC 490-08B-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: Building 17, Airdustrial Park, Olympia, Washington.

Written application for an adjudicative proceeding should be submitted to P.O. Box 43105, Olympia, Washington, 98504-3105 within twenty days of the agency action giving rise to the application unless provided for otherwise by statute or rule.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-040, filed 2/18/93, effective 2/18/93.]

**WAC 490-08B-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are adopted by reference. Brief adjudicative procedures shall be used in all matters related to adjudicative appeals filed under RCW 28C 10.120.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-050, filed 2/18/93, effective 2/18/93.]

**WAC 490-08B-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall refer to the civil rules of procedure. The presiding officer may control the frequency and nature of discovery permitted and order discovery conferences to discuss discovery issues.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-060, filed 2/18/93, effective 2/18/93.]

**WAC 490-08B-070 Procedure for closing parts of hearings.** Any party may apply for a protective order to close part of a hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed and state the reasons in writing within twenty days of receiving the request.

[Statutory Authority: Chapter 28C.18 RCW 93-06-005, § 490-08B-070, filed 2/18/93, effective 2/18/93.]

| Title 49 WAC—p 19 |
WAC 490-08B-080 Recording devices. No cameras or recording devices are allowed in those parts of proceedings that the presiding officer has determined shall be closed under WAC 490-08B-070, except for the method of official recording selected by the workforce training and education coordinating board.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-08B-080, filed 2/18/93, effective 3/18/93]

Chapter 490-10 WAC

ORGANIZATION

WAC

490-10-010 Organization—Operation—Information.

WAC 490-10-010 Organization—Operation—Information. (1) Organization. The workforce training and education coordinating board is established in chapter 28C 18 RCW. The composition of the board is established under RCW 28C 18 020.

The board employs an executive director, who acts as the chief executive officer of the board.

(2) Operation. The administrative office is located at the following address: Building 17, Airdustrial Park, Olympia, Washington, 98504-3105.

The office hours are eight o'clock a.m. to five o'clock p.m., Monday through Friday, except legal holidays.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-10-010, filed 2/18/93, effective 3/18/93]

Chapter 490-13 WAC

DESIGNATION OF RULES COORDINATOR

WAC

490-13-010 Rules coordinator.

WAC 490-13-010 Rules coordinator. The rules coordinator for the workforce training and education coordinating board is designated by the executive director and can be addressed at Building 17, Airdustrial Park, P.O. Box 43105, Olympia, Washington, 98504-3105.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-13-010, filed 2/18/93, effective 3/18/93]

Chapter 490-105 WAC

REGULATION OF PRIVATE VOCATIONAL SCHOOLS

WAC

490-105-010 What is the purpose of these regulations?
490-105-020 Who administers these rules?
490-105-030 How are words and phrases used in these rules?
490-105-040 What does it take to obtain a private vocational school license?
490-105-050 How does a school register its sales agents?
490-105-060 Do off-campus activities require licensing?
490-105-070 How much does it cost to obtain a license?
490-105-080 How are contributions to the tuition recovery trust fund calculated?
490-105-090 How often must a license be renewed?
490-105-100 Who is exempt from licensing?
490-105-110 Display of licenses—Loss or destruction—Status changes.
490-105-120 What if the school changes ownership?
490-105-130 What are minimum requirements for student refunds?
490-105-140 What are student admission standards?
490-105-150 What are program, facility and equipment standards?
490-105-160 What reports are required?
490-105-170 What actions are prohibited?
490-105-180 How are student complaints handled?
490-105-190 What agency actions can a school appeal?
490-105-200 What are the minimum requirements for record retention?
490-105-210 What if a school closes?
490-105-220 Notice of adverse actions—Change of circumstances.
490-105-230 Do these rules apply to degree-granting private vocational schools?

WAC 490-105-010 What is the purpose of these regulations? These regulations are adopted under chapter 28C 10 RCW in order to establish procedures for the licensing and regulation of private vocational schools.

[Statutory Authority: RCW 28C.10.040(2), 98-22-033, § 490-105-010, filed 10/29/98, effective 11/29/98]

WAC 490-105-020 Who administers these rules? (See RCW 28C 10.060.) Unless otherwise indicated, the agency delegates authority for administering the act and these rules to the executive director, who may further delegate as necessary and appropriate.


WAC 490-105-030 How are words and phrases used in these rules? (1) The following clarifies the statutory exemptions under RCW 28C 10.030:

(a) "Avocational" or "recreational" means instruction that is primarily intended for leisure; it is not offered to provide a student with employable skills or competencies. Instruction offered as a prerequisite for a vocational program does not qualify for this exemption.

(b) "Entities not otherwise exempt offering only workshops or seminars lasting no longer than three calendar days" means instruction that can be completed within three eight-hour days. A vocational education program divided into a series of supplementary seminars does not qualify for this exemption.

(c) "Programs of continuing professional education" include:

(i) Review programs offered solely as preparation for tests leading to certification in specific disciplines but not offered to provide occupational competencies. For example, this exemption applies to test preparation programs that lead to certification by a state board of accountancy (CPA), certification by the institute of certified management accounting (CMA); admission to practice before a state bar; certification in health occupations initiated by the American Medical Association, American Dental Association, and their respective professional auxiliaries, and, acquisition of other public certificates of convenience and necessity, and

(ii) Programs offered to conform with rules adopted by state agencies that require practitioners to undergo continuing professional education as a condition to renewing certification or licensure.

(2) The term "revoke" as used in RCW 28C 10.050(3) means an agency action that terminates a school's license. The agency's executive director or designee may revoke a school's license for just cause.

(2005 Ed.)
WAC 490-105-040 What does it take to obtain a private vocational school license? (See RCW 28C 10.050 and 28C 10.060.) An entity that wishes to operate a private vocational school must apply for a license on forms provided by the agency. If the agency determines an application is deficient, the applicant will be so notified. The applicant must correct the deficiencies within thirty days of notification. If that fails to occur, the application will 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 the following information attested to by the school's chief administrative officer:

1. An identification of owners, shareholders, and directors:
   (a) The complete legal name, current telephone number, and current mailing address of the owner;
   (b) The form of ownership, e.g., sole proprietorship, partnership, limited partnership, or corporation;
   (c) Names, addresses, phone numbers, birth dates, 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;
   (e) "Ownership" of a school means:
      (i) In the case of a school owned by an individual, that individual;
      (ii) In the case of a school owned by a partnership, all full, silent and limited partners having a ten percent or more ownership interest;
      (iii) In the case of a school owned by a corporation, the corporation, each corporate director, officer, and each shareholder owning shares of issued and outstanding stock aggregating at least ten percent of the total of the issued and outstanding shares;
      (f) Schools under common ownership may designate a single location as the principal facility for recordkeeping via written notice to the agency.

2. Financial statement:
   (a) The school must submit information reflecting its financial condition at the close of its most recent fiscal year to demonstrate that it has sufficient financial resources to fulfill its commitments to students. The financial statement must be completed in a form supplied by the agency.
   (b) If inadequate time exists to produce a financial statement in the interval between the ending date of the school's fiscal year and the due date of an application, the agency will adjust the school's license period to provide a reasonable interval.
   (c) New schools must submit a proposed operating budget for the initial twelve months of operation rather than the financial statement described in (a) of this subsection. The proposed operating budget must be completed in a form supplied by the agency.
   (d) New schools that have operated another business for at least one year, must submit, in addition to the proposed operating budget described in (c) of this subsection, 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.
   (e) Owners of multiple schools may file financial information that consists of a single, consolidated financial statement and balance sheet for the corporation. The consolidated financial statement must be accompanied by data that documents total tuition earnings for each separate school under the corporation's ownership at the close of its most recent fiscal year. If historical data is not available, the data must project total tuition earnings for the school in its first or next completed twelve months of operation.

3. Financial references:
   (a) 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.
   (b) A statement must be included authorizing the agency to obtain financial information from the references.
   (c) A copy of the school's catalog. (See RCW 28C 10.050(1)(c).) The school must publish a catalog or brochure that explains its operations and requirements. The catalog must be current, comprehensive, and accurate. The school must disclose the following in some combination of a catalog, brochure or other written material and furnish a copy of each to every prospective student prior to completing an enrollment agreement:
      (a) Date of publication;
      (b) Names of owners having a ten percent or more equity ownership and officers, including any governing boards, and the name and address of its parent corporation, if a subsidiary;
      (c) Names, addresses, and telephone numbers of the school's administrative offices and all auxiliary facilities;
      (d) Names and qualifications of faculty. The list must be accurate as of the date of catalog publication. Any changes of faculty must be noted on a catalog errata sheet;
      (e) The school calendar, including hours of operation, holidays, enrollment periods, and the beginning and ending dates of terms, courses, or programs as may be appropriate;
   (f) Admission procedures including policies describing all prerequisites needed by entering students to:

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(i) Successfully complete the programs of study in which they are interested, and
(ii) Qualify for the fields of employment for which their education is designed;
(g) A description of the placement assistance offered, if any. If no assistance is offered, the school must make that fact known;
(h) The school's policy regarding student conduct, including causes for dismissal and conditions for readmission;
(i) The school's policy regarding leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory attendance;
(j) The school's policy regarding standards of progress required of the student. This policy must define the grading system, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory progress, a description of the probationary period, if any, allowed by the school, conditions for reentrance for those students dismissed for unsatisfactory progress, and information that a statement will be furnished to the student regarding satisfactory or unsatisfactory progress;
(k) An accurate description of the school's facilities and equipment available for student use, the maximum or usual class size and the average student/teacher ratio;
(l) The total cost of training including registration fee, if any, tuition, books, supplies, equipment, laboratory usage, special clothing, student activities, insurance and all other charges and expenses necessary for completion of the program;
(m) A description of each program of instruction, including:
(i) Specific program objectives including the job titles for which the program purports to train;
(ii) The number of clock or credit hours of instruction, the method of instruction (e.g., correspondence, classroom, lab, computer assisted), and the average length of time required for successful completion;
(iii) If instruction is calculated in credit hours, the catalog must contain at least one prominent statement describing the contact hour conversion formula applied by the school; i.e., the number of contact hours applicable to each quarter or semester credit hour of lecture, laboratory/practicum, and/or internship/externship;
(iv) For the purpose of home study schools, instructional sequences must be described in numbers of lessons. "Home study school" means the instructional format of the school involves the sequential distribution of lessons to the student, who studies the material, completes an examination, and returns the examination to the school. The school then grades the examination (and, in some instances, provides additional comments and instruction), and returns the graded examination to the student along with the next set of instructional materials;
(n) The scope and sequence of courses or programs required to achieve the educational objective;
(o) A statement indicating the type of educational credential that is awarded upon successful completion;
(p) The school's cancellation and refund policy;
(q) The following statement must appear prominently on either the first or last printed page or inside the front or back cover: THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10 RCW, INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO THE WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 TENTH AVENUE S.W., P.O. BOX 43105, OLYMPIA, WASHINGTON 98504-3105 (360/753-5673);
(r) The availability of financial aid, if any,
(s) Supplements or errata sheets for the catalog and other written materials related to enrollment must be filed with the agency prior to being used (see RCW 28C.10.110(2));
(t) Supplements or errata sheets must be made an integral part of that publication;
(u) The supplement or errata sheet must include its publication date;
(v) In the event information on a supplement or errata sheet supplants information contained in the catalog, the insert must identify the information it replaces, including at least an appropriate page reference.
(5) A copy of the school's enrollment agreement/contract. (See RCW 28C.10.050 (1)(d).) An enrollment agreement is any agreement that creates a binding obligation to purchase a course of instruction from a school. Each school must use an enrollment contract or agreement that includes:
(a) The school's cancellation and refund policy, in accordance with these rules, displayed in a type size no smaller than that used to meet any other requirements of this section;
(b) The following statement: THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10 RCW, INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO THE WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 TENTH AVENUE S.W., P.O. BOX 43105, OLYMPIA, WASHINGTON 98504-3105 (360/753-5673);
(c) Information that will clearly and completely define the terms of the agreement between the student and the school, including at least the following:
(i) The name and address of the school and the student;
(ii) The program or course title as it appears in the school's catalog, date training is to begin, and the number of hours or units of instruction or lessons for which the student is enrolled;
(iii) An itemization of all charges, fees, and required purchases being incurred by the student or his/her sponsor in order to complete the training. The student enrollment agreement must also contain the methods of payment and/or payment schedule being established;
(iv) Language explaining that the agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins;
(d) A statement that any changes in the agreement will not be binding on either the student or the school unless such changes have been acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor;
(e) A "NOTICE TO THE BUYER" section which includes the following statements in a position above the space reserved for the student's signature:
(i) "DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. THIS IS A LEGAL INSTRUMENT.
(ii) ALL PAGES OF THE CONTRACT ARE BINDING
(iii) READ BOTH SIDES OF ALL PAGES BEFORE SIGNING.
YOU ARE ENTITLED TO AN EXACT COPY OF THE AGREEMENT, SCHOOL CATALOG AND ANY OTHER PAPERS YOU SIGN AND ARE REQUIRED TO SIGN A STATEMENT ACKNOWLEDGING RECEIPT OF THOSE.

IF YOU HAVE NOT STARTED TRAINING, YOU MAY CANCEL THIS CONTRACT BY PROVIDING WRITTEN NOTICE OF CANCELLATION TO THE SCHOOL AT ITS ADDRESS SHOWN ON THE CONTRACT. THE NOTICE MUST BE POSTMARKED NOT LATER THAN MIDNIGHT OF THE FIFTH BUSINESS DAY (EXCLUDING SUNDAYS AND HOLIDAYS) FOLLOWING YOUR SIGNING THIS CONTRACT OR THE WRITTEN NOTICE MAY BE PERSONALLY OR OTHERWISE DELIVERED TO THE SCHOOL WITHIN THAT TIME. IN EVENT OF DISPUTE OVER TIMELY NOTICE, THE BURDEN TO PROVE SERVICE RESTS ON THE APPLICANT.

IT IS AN UNFAIR BUSINESS PRACTICE FOR THE SCHOOL TO SELL, DISCOUNT OR OTHERWISE TRANSFER THIS CONTRACT OR PROMISSORY NOTE WITHOUT THE SIGNED WRITTEN CONSENT OF THE STUDENT OR HIS/HER FINANCIAL SPONSORS AND A WRITTEN STATEMENT NOTIFYING ALL PARTIES THAT THE CANCELLATION AND REFUND POLICY CONTINUES TO APPLY.

Attached to each contract must be a form provided by the agency that contains statements relating to the student's rights, responsibilities, and loan repayment obligations, and the school's responsibility to counsel the student against incurring excessive debt.

The school must provide the student a copy of the signed enrollment agreement.

Information regarding the qualifications of administrative and instructional personnel. (See RCW 28C.10.050 and 28C.10.060.) The education and experience of administrators, faculty, and other staff must be adequate to insure students will receive educational services consistent with the stated program objectives.

The school must file the qualifications of all affected individuals with the agency within thirty calendar days of their employment. The information must be submitted on forms provided by the agency.

The school must establish and enforce written policies for the qualification, supervision, and periodic evaluation of administrators, faculty, and staff.

School directors must have at least two years of experience in either school or business administration, teaching, or other experience related to their duties within the organization.

Faculty who teach a course related to an occupation for which the student must subsequently be licensed or certified must:

Hold or be qualified to hold such a license or certificate and possess at least two years of work experience, post-secondary training or a combination of both in the subject they instruct; or

Possess current evidence of being qualified to teach that has been issued by a regulatory agency of this or another state.

If the school uses teacher assistants, aides, or trainees, it must maintain policies governing their duties and functions. Such personnel may provide services to students only under the direct supervision of a qualified instructor. They may not act as substitutes for the instructor.

Administrators, faculty, agents and other staff must be of good moral character and reputation. The agency may find that a person is not of good moral character and reputation if the person has been convicted of:

Any felony within the prior seven years,

A misdemeanor which involved the illegal use, possession, or sale of a controlled substance; or

A misdemeanor that involved any sexual offense.

If the person has been convicted of a felony, the agency will consider the relationship of the facts supporting the conviction to the performance of his or her occupational responsibilities with the licensed school and to that school's students.

In making such determinations the agency will request a letter of recommendation from the employing school and may consider any other related materials submitted to the school and/or affected individual prior to making a finding under this section.

How does a school register its sales agents? (See RCW 28C.10.060.)

Each school must register its sales agents with the agency within thirty calendar days of their hire.

An application to register a sales agent must be in writing on forms supplied by the agency.

Each individual applying to be registered as an agent is considered to be acting as an agent of the school designated on the application. No person can be independently registered to perform the functions of an agent.

If an individual is applying to represent a private vocational school that is located in another state and does not operate a training facility within Washington state, the application must be accompanied by the fee in WAC 490-105-070(2).

Each school to whom the agent is registered must notify the agency in writing within thirty calendar days following the date that the registered agent ceases to perform those services.

Each school must provide training to sales agents prior to their representing the school. The training must include at a minimum:

Provisions of the Private Vocational School Act (chapter 28C.10 RCW) and the regulations contained in this chapter,

A detailed review of the school's catalog, enrollment contract, and refund policy,

An organized review of the school's policies and procedures governing the ethical conduct of sales agents.

Do off-campus activities require licensing? (1) The agency may grant exemptions from licensing for off-campus activities that either:

Absorb a temporary overload that the licensed facility cannot accommodate, or
(b) 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, or

(c) Provide training under contract with a public agency, private company, or other sponsor as long as no contractual responsibility is created between students and the school and the training is not open to the general public.

(2) The school must obtain approval from the agency before conducting operations at an auxiliary facility. To obtain approval, the school must document that:

(a) The facility meets one of the above definitions,

(b) The instructional program, site administration, and training are significantly integrated with the school’s primary facility,

(c) The facility will not be represented as a school location and its address will not be advertised, and

(d) No enrollment will be solicited or executed at the auxiliary facility.

(3) Activities occurring at an auxiliary facility must be incorporated into operational and financial data the school reports to the agency. However, income derived from activities conducted under contract should not be reported for purposes of calculating license fees or contributions to the tuition recovery trust fund (see subsection (1)(c) of this section).


WAC 490-105-070 How much does it cost to obtain a license? (See RCW 28C.10.060(3).)

(1) Annual fee:

(a) A school located within the state of Washington must pay an annual license application fee based on total annual tuition income.

(b) A school located outside the state of Washington must pay an annual license application fee based on the total annual tuition income received from or on behalf of Washington state residents.

(c) A new school that has not been in operation prior to the date of initial licensing must base its application fee on estimated total annual tuition income.

<table>
<thead>
<tr>
<th>Annual Tuition Revenue:</th>
<th>Prorated Share:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $50,000</td>
<td>0.15%</td>
</tr>
<tr>
<td>$50,001 - $75,000</td>
<td>0.23%</td>
</tr>
<tr>
<td>$75,001 - $100,000</td>
<td>0.30%</td>
</tr>
<tr>
<td>$100,001 - $150,000</td>
<td>0.46%</td>
</tr>
<tr>
<td>$150,001 - $200,000</td>
<td>0.61%</td>
</tr>
<tr>
<td>$200,001 - $250,000</td>
<td>0.76%</td>
</tr>
<tr>
<td>$250,001 - $350,000</td>
<td>1.07%</td>
</tr>
<tr>
<td>$350,001 - $500,000</td>
<td>1.52%</td>
</tr>
<tr>
<td>$500,001 - $750,000</td>
<td>2.28%</td>
</tr>
<tr>
<td>$750,001 - $1,000,000</td>
<td>3.05%</td>
</tr>
<tr>
<td>$1,000,001 - $1,250,000</td>
<td>3.81%</td>
</tr>
<tr>
<td>$1,250,001 - $1,500,000</td>
<td>4.57%</td>
</tr>
<tr>
<td>$1,500,001 - $1,750,000</td>
<td>5.33%</td>
</tr>
<tr>
<td>$1,750,001 - $2,000,000</td>
<td>6.10%</td>
</tr>
<tr>
<td>$2,000,001 - $2,500,000</td>
<td>6.86%</td>
</tr>
<tr>
<td>$2,500,001 - $3,000,000</td>
<td>7.62%</td>
</tr>
<tr>
<td>&gt;$3,000,000</td>
<td>8.38%</td>
</tr>
</tbody>
</table>

(2) Other fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Agents representing out-of-state schools</td>
<td>$120 annually per agent</td>
</tr>
<tr>
<td>Late filing of renewal application</td>
<td>$25 per day to a maximum of 30 calendar days</td>
</tr>
</tbody>
</table>

(3) Initial deposit. When a new school submits its initial license application, it must include for deposit into the tuition recovery trust fund, the amount identified in the second column of the table below.

(4) Contribution schedule. In order to remain licensed under this chapter, the school must remit to the agency semiannual payments for deposit into the tuition recovery trust fund. The amount of the deposits for the first five years is calculated by applying the percentages displayed under subsection (2) of this section, to an amount totaling one million dollars as required by RCW 28C.10.084. In the second five years, contributions for amounts between zero and one hundred fifty thousand dollars will be reduced by fifty percent.

[Title 490 WAC, p. 24]
(5) The agency will send semianual notices of the due dates and amounts of deposits required under subsection (4) of this section. The fee for late filings under WAC 490-105-070(2) of this chapter applies to late payments of deposits into the fund for a period cumulating to thirty calendar days. Failure to make a deposit within thirty calendar days is a violation of RCW 28C.10.050 (1)(f).

(6) Each semianual notice will include:

(a) The school's aggregated prior deposits into the fund;
(b) The school's balance of remaining payments, based on the most recent deposit received and adjusted to the current contribution level;
(c) The cumulated balance existing in the fund at the most recent half-year accounting, and
(d) A summary showing any disbursements made from the fund to satisfy claims in the period since the last summary was disseminated.

(7) If disbursements made to settle claims reduce the operating balance below one million dollars and recovery of such funds has not been ensured under the provisions of RCW 28C.10.084 (10)(d), the agency will assess each school a pro rata share of the amount required to restore the deficiency. The assessment will be made within thirty calendar days of the date deficiency is created. Each school's share of the assessment will be calculated using the percentages established under subsection (2) of this section. If the school's assessment equals or is less than the semianual amount of deposit established for the school under subsection (4) of this section, the assessment must be paid within thirty calendar days of notice. If the assessment exceeds the amount of the school's semianual deposit, it may apply to the agency for a schedule of deferred payments. The agency will grant deferrals on application, but in no case will the extension exceed one year beyond the date of the initial demand notice.

(9) Claimant, as referenced under RCW 28C.10.084 (10)(a), is further defined to mean an enrolled student in regular attendance or on an authorized leave of absence at the time of closure.

<table>
<thead>
<tr>
<th>If the school's total annual tuition income is</th>
<th>A new school will make an initial deposit to the fund of</th>
<th>The school will make the following semianual payments for the first five years it is licensed</th>
<th>The school will make the following semianual payments for the second five years it is licensed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $50,000</td>
<td>$305</td>
<td>$122</td>
<td>$61</td>
</tr>
<tr>
<td>$50,001 - $75,000</td>
<td>$457</td>
<td>$183</td>
<td>$92</td>
</tr>
<tr>
<td>$75,001 - $100,000</td>
<td>$609</td>
<td>$244</td>
<td>$122</td>
</tr>
<tr>
<td>$100,001 - $150,000</td>
<td>$914</td>
<td>$366</td>
<td>$183</td>
</tr>
<tr>
<td>$150,001 - $200,000</td>
<td>$1,219</td>
<td>$487</td>
<td>$487</td>
</tr>
<tr>
<td>$200,001 - $250,000</td>
<td>$1,523</td>
<td>$609</td>
<td>$609</td>
</tr>
<tr>
<td>$250,001 - $350,000</td>
<td>$2,133</td>
<td>$853</td>
<td>$853</td>
</tr>
<tr>
<td>$350,001 - $500,000</td>
<td>$3,046</td>
<td>$1,219</td>
<td>$1,219</td>
</tr>
<tr>
<td>$500,001 - $750,000</td>
<td>$4,570</td>
<td>$1,828</td>
<td>$1,828</td>
</tr>
<tr>
<td>$750,001 - $1,000,000</td>
<td>$6,093</td>
<td>$2,437</td>
<td>$2,437</td>
</tr>
<tr>
<td>$1,000,001 - $1,250,000</td>
<td>$7,616</td>
<td>$3,046</td>
<td>$3,046</td>
</tr>
<tr>
<td>$1,250,001 - $1,500,000</td>
<td>$9,139</td>
<td>$3,656</td>
<td>$3,656</td>
</tr>
<tr>
<td>$1,500,001 - $1,750,000</td>
<td>$10,663</td>
<td>$4,265</td>
<td>$4,265</td>
</tr>
<tr>
<td>$1,750,001 - $2,000,000</td>
<td>$12,186</td>
<td>$4,874</td>
<td>$4,874</td>
</tr>
<tr>
<td>$2,000,001 - $2,250,000</td>
<td>$13,710</td>
<td>$5,483</td>
<td>$5,483</td>
</tr>
<tr>
<td>$2,250,001 - $2,500,000</td>
<td>$15,233</td>
<td>$6,092</td>
<td>$6,092</td>
</tr>
<tr>
<td>$2,500,000 - $5,000,000</td>
<td>$16,757</td>
<td>$6,702</td>
<td>$6,702</td>
</tr>
</tbody>
</table>

(8) Funds disbursed to settle claims against a currently licensed school will be recovered by the agency under a schedule to be negotiated with the affected school on a case-by-case basis. To secure deferral of payment more than thirty calendar days after demand for recovery is made, the burden to prove manifest hardship rests on the school but in no case will the time extended exceed one year beyond the date of the initial demand notice.

WAC 490-105-090 How often must a license be renewed? (See RCW 28C.10.060.) Private vocational school licenses must be renewed annually. The renewal application must include a financial statement attested to by the chief administrative officer; amendments to any statements or materials on file that are no longer accurate; and the required fees.

WAC 490-105-100 Who is exempt from licensing? To qualify for an exemption as test preparation or continuing education under WAC 490-105-030 (1)(c), a school must apply to the agency on a form created for that purpose and obtain approval. Exemptions must be renewed annually.

WAC 490-105-110 Display of licenses—Loss or destruction—Status changes. (See RCW 28C.10.060.) The school must display its license or auxiliary facility certificate prominently in the licensed premises.

(1) If the license or auxiliary facility certificate is lost or destroyed, the school must apply for a duplicate and pay the reissuance fee described in WAC 490-105-070(2) (Other fees).
(2) If the school plans to change its name, it must notify the agency in advance and pay the certificate reissuance fee described in WAC 490-105-070(2) (Other fees).

(3) If the school plans to change its location or that of an auxiliary facility it must notify the agency in advance and pay the certificate reissuance fee described in WAC 490-105-070(2) (Other fees).


WAC 490-105-120 What if the school changes ownership? (See RCW 28C 10.060.) Private vocational school licenses are not transferable. When a sale takes place, the school's license expires. The new owner must secure a new license.

(1) The following are considered changes of ownership:

(a) A sale by the sole proprietor of a school, unless the seller becomes the majority stockholder of the buying corporation,

(b) A change in the majority interest of general partners of a partnership, or

(c) A sale or transfer of stock that creates a change in the majority interest in the issued and outstanding shares of a corporation.

(2) To assure there is no disruption in students' training the agency may extend the existing license for up to sixty calendar days beyond the date the ownership changes. To obtain this extension, the new owner must:

(a) Apply for a new license no less than fifteen calendar days prior to the sale; and

(b) Furnish a written statement that the school will continue to meet all conditions in the act and regulations during the time the new license is pending.

(3) If the new owner fails to become licensed within sixty calendar days of the date of sale the school may not continue to operate unless the agency has granted an extension of time. Continued operation without an extension is a violation of RCW 28C 10.090.


WAC 490-105-130 What are minimum requirements for student refunds? (See RCW 28C 10.050 (1)(b).) At a minimum, schools must use the following cancellation and refund policies; however, the agency may approve refund policies whose terms are more favorable to students than the following established minimums. Refunds must be paid within thirty calendar days of the student's official date of termination.

(1) For resident programs:

(a) The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

(b) The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

(c) The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student records system.

(d) If training is terminated after the student enters classes, the school may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as described in the following table:

<table>
<thead>
<tr>
<th>If the student completes this amount of training:</th>
<th>The school may keep this percentage of the tuition cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week or up to 10%, whichever is less</td>
<td>10%</td>
</tr>
<tr>
<td>More than one week or 10% whichever is less but less than 25%</td>
<td>25%</td>
</tr>
<tr>
<td>25% through 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100%</td>
</tr>
</tbody>
</table>

(e) When calculating refunds, the official date of a student's termination is the last date of recorded attendance:

(i) When the school receives notice of the student's intention to discontinue the training program;

(ii) When the student is terminated for a violation of a published school policy which provides for termination;

(iii) When a student, without notice, fails to attend classes for thirty calendar days.

(2) Discontinued programs:

(a) If instruction in any program is discontinued after training has begun or if the school moves from one location to another, it must either:

(i) Provide students pro rata refunds of all tuition and fees paid, or

(ii) Arrange for comparable training at another public or private vocational school. Students must accept comparable training in writing.

(b) If the school plans to discontinue a program it must notify the agency and affected students in advance. The notification must be in writing and must include at least data required under WAC 490-105-210(3).

(c) Students affected by a discontinuation must request a refund within ninety days.

(3) For home study programs:

(a) A student may request cancellation in any manner.

(b) The following is a minimum refund policy for home study courses without mandatory resident training:

(i) An applicant may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

(ii) If a student cancels after the fifth calendar day but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition (in no case is the school entitled to keep a registration fee greater than one hundred fifty dollars).

(iii) After the school receives the student's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table:

[Title 490 WAC—p. 26]
If the student completes this percentage of lessons: | The school may keep this percentage of the tuition cost:
---|---
0% through 10% | 10%
11% through 25% | 25%
26% through 50% | 50%
More than 50% | 100%

(iv) Calculate the amount of the course completed by dividing the number of lesson assignments contained in the program by the number of completed lessons received from the student.

(4) Combination home study/resident training programs:

(a) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(b) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(c) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(d) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(e) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(f) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(g) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(h) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(5) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(6) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(7) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(8) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(9) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(10) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(11) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(12) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(13) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(14) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(15) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(16) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(17) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(18) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(19) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(20) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(21) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(22) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(23) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(24) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(25) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(26) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(27) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(28) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(29) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.

(30) The school must measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities, and manual dexterity.
WAC 490-105-160 What reports are required? (See RCW 28C.10.050 and 28C.10.060.) In addition to the minimum licensing standards described in RCW 28C.10.050, each school must:

1. Complete and submit to the agency an annual Impact Data Survey, and
2. No later than July 1, 2000, submit the following information for each student who participated in training. The information will be used to compile consumer reports that will be published in the future:
   a. Student name, address, telephone number and Social Security number if provided by the student;
   b. Start date of training and date of completion or dropout;
   c. Whether or not the student graduated;
   d. Previous education before starting the current training program;
   e. Ethnicity;
   f. Date of birth;
   g. Gender;
   h. Program or major (for larger schools with multiple programs).

WAC 490-105-170 What actions are prohibited? (1) The term "unfair business practice" under RCW 28C.10.110(11) is further defined to mean those practices described as prohibited under RCW 28C.10.090.

2. In addition to the actions described in RCW 28C.10.110 it is an unfair business practice for a private vocational school or its agent to:
   a. Advertise, offer, sell, or award any educational credential without requiring the consumer to enroll in and successfully complete a prescribed program of study, as outlined in the school's catalog or brochure;
   b. Sell, discount, or transfer contracts or promissory notes for tuition to third parties without the signed consent of the student or the student's financial sponsors, and a statement notifying all parties that the cancellation and refund policy continues to apply;
   c. Misrepresent to students the potential amount of federal financial aid available;
   d. Employ the term "accredited" in advertising unless:
      i. The school holds a current grant of accreditation; and
      ii. The term "accredited" is accompanied with equal prominence by the full name and/or seal of the agency from whom the school holds a current grant of accreditation.
   e. If the accreditating agency is not recognized by the United States Secretary of Education under the provisions of the Higher Education Act (Chapter 34 CFR), as amended, the school must provide the agency with documentation of its grant of accreditation and other related information required by the agency to establish the nature and scope of the accrediting agency. The agency will approve or disapprove its use in advertising after reviewing submitted documentation.

3. Schools are prohibited under RCW 28C.10.110(3) from advertising educational programs under the "help wanted" section of publications. Schools may, however, advertise under a help wanted classification for the purposes of:
   a. Recruiting for bona fide job openings, or
   b. Soliciting job opportunities for available graduates.

4. To establish consistency in the implementation of this section, the following definitions will apply:
   a. "Advertise" means the publishing by a school of information that establishes its identity, location, and nature of its training programs. It may or may not contain an offer of training.
   b. "Help wanted" section means any classified advertising section in a publication that contains job listings. The particular wording the publication uses to identify such a section is not material.
   c. "Newspaper" means a printed publication containing news, editorials, advertisements, etc. The definition extends to tabloids such as "nickel-savers" that contain primarily or exclusively advertising. It is not material whether the publication is sold or given away.
   d. For purposes of this section, it is not considered "advertising" if a school inserts a notice in a "help wanted" section referring the reader to a different classified heading in the same issue of the same publication, as long as:
      i. An offer of training is being made by the school under an appropriate other section in the same issue of the same publication, and
      ii. The referral notice contains only the name of the school and not its address, telephone number, or description of program(s); and
      iii. The overall size and general appearance of what appears as a notice is consistent with its purpose only to refer readers elsewhere.

5. Schools are prohibited from making offers of training without including the full name and/or d/b/a under which the school is licensed. Permutations of the name and/or d/b/a such as initials or nicknames can be used only with prior written permission of the agency.

6. RCW 28C.10.110(12) makes it an unfair business practice for a school to attempt to recruit students within forty feet of a building that contains a welfare or unemployment office. The term "recruiting" is defined by statute. Other terms employed in the statute are further defined as follows:
   a. The distance of "forty feet from a building" is measured as a straight line from any doorway affording public access. In instances of buildings with multiple entrances, the distance is measured from any part of the structure.
   b. When applied to state government, "welfare or unemployment office" means buildings offering public access to provide services to clients of the Washington state employment security department or the department of social and health services.
   c. When applied to county and municipal agencies, "welfare or unemployment office" means those buildings...
offering public access for the purpose of providing shelter, food, employment, health, and social services.

(d) The term "welfare or unemployment office" includes established locations operated by community-based, non-profit organizations for the purpose of providing shelter, food, employment, health, and social services to disadvantaged populations.

(7) The agency is authorized to deny, revoke, or suspend the license of any school found to have engaged in a "substantial number" of unfair business practices or "significant" unfair business practices. Those two quoted terms are further defined as follows:

(a) The agency may conclude that a substantial number of unfair business practices has occurred when a pattern of persistent violations exists and there are multiple complaints alleging various unfair business practices.

(b) The agency may conclude that unfair business practices are significant when it determines that their egregious nature threaten the operation of the school and/or jeopardize the ability of students to secure contracted services. An abrupt school closure which fails to comply with WAC 490-105-210 provisions may also be considered as significant.


WAC 490-105-180 How are student complaints handled? (See RCW 28C.10 084(10) and 28C 10 120.)

(1) A complaint must be filed no later than:

(a) One calendar year following

(i) A resident student's last recorded date of attendance; or

(ii) The date the school received a home study student's last completed lesson; or

(b) Sixty calendar days from the date a school ceases to provide educational services.

(2) The agency may extend the time a student has to file a complaint if the student can establish that good faith efforts to obtain satisfaction from the school were being made during the time elapsed.

(3) The term "a person" used to reference a compliant under RCW 28C.10 120(1) is further defined to mean only individuals who established a contractual relationship through their enrollment in a school or, in the case of a minor, the minor's parent or guardian.

(a) Private or public agencies, employers, or others who contract with a private vocational school to provide training services to a particular individual or individuals do not have access to the complaint process.

(b) When a person establishes a financial obligation for only a portion of the contracted costs and is subsidized for the remainder as described under (a) of this subsection, that student's claim will be prorated to recognize only the unsubsidized amount.

(4) The agency may consider the following costs when determining losses suffered by a complainant:

(a) Tuition and fees;

(b) Transportation costs;

(c) Books, supplies, equipment, uniforms and protective clothing, rental charges, and

(d) Insurance required by the school.

(5) In estimating a student's attendance related expenses other than tuition, the agency may use standards developed under Title IV of the Higher Education Act or those of the Washington state departments of employment security and social and health services.

(6) When the agency receives a complaint, it will:

(a) Evaluate the complaint for completeness and to determine eligibility within ten working days after receipt;

(b) Accept or reject the complaint and so notify the complainant within an additional five working days;

(c) Forward a copy of a bona fide complaint and related attachments to the school by certified mail.

(7) The school has fifteen working days after receipt to respond to the student's complaint. If a school fails to submit a timely response the agency will conclude the school has no defense to offer.

(8) Based on all information then available, the agency will:

(a) Investigate the facts;

(b) Secure additional information if so indicated;

(c) Attempt to bring about a negotiated solution;

(d) Adjudicate the complaint by making findings, conclusions, and determinations; and

(e) Notify all parties of the determinations and remedies.

(9) If a student can document that the procedures used by the agency to resolve a complaint were either unreasonable, unfair, or not in keeping with the intent of the law, the student may request a review of the decision.

(a) The student must request the review in writing within twenty days following receipt of the complaint determination. A timely request stays the agency's determination during the review process.

(b) When the agency receives a request for review it will:

(i) Notify the school that the student has requested a review and that the complaint determination will not take effect until the review has been completed;

(ii) Schedule an informal hearing to be conducted by agency staff, and

(iii) Make a final determination regarding the complaint within fifteen working days following the hearing.

[Statutory Authority: RCW 28C.10 040(2). 98-22-033, § 490-105-190, filed 10/29/98, effective 11/29/98.]

WAC 490-105-190 What agency actions can a school appeal? (1) In addition to the action described under RCW 28C.10 120(5), a school may appeal the following:

(a) A denial of an exemption under RCW 28C.10 030(6).

(b) A denial, suspension or revocation of licensing under RCW 28C.10 050.

(2) An appeal filed by a school will result in an administrative hearing conducted by a designated hearings officer in accordance with the Administrative Procedure Act, chapter 34.05 RCW (see RCW 28C.10 120).

(a) The hearings officer will make findings and conclusions in accordance with the Administrative Procedure Act, chapter 34.05 RCW. The findings, conclusions, and any recommendations for action will be submitted to the executive director for final action pursuant to RCW 34.05 464.

(b) The executive director may accept or reject, in whole or in part, any recommendations made by the hearings officer and may also consider any additional evidence or comments submitted by the agency, the school, or any intervenors. The executive director may adopt the recommendations of the hearings officer or may modify or reject them, in whole or in part, and make such findings, conclusions, and recommendations for action as the director deems appropriate.

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(d) Adverse action has been taken by a federal, state, or local jurisdiction which result in the school interrupting scheduled instruction for five or more successive days.

(2) The school must take measures to protect the contractual rights of present and former students if it ceases to provide educational services. The school must return its license certificate to the agency within ten calendar days of ceasing to provide educational services or expiration of the school’s license, whichever occurs first.

(3) If the school ceases to provide educational services, either voluntarily or involuntarily, it must:

(a) Inform the agency promptly by the most expeditious means available and send confirmation by certified mail within three business days;

(b) Provide the name, address, and telephone number of the person(s) designated to be responsible for fulfilling the requirements of this section;

(c) Provide the agency with the following information for each student who has not completed a course or program:

(i) Name;

(ii) Social Security number;

(iii) Address and telephone number of record;

(iv) Program name and amount of tuition and fees charged;

(v) Amount of tuition and fees paid to date;

(vi) Amount of class time left to complete the course or program; and

(vii) If the tuition and fees were paid through federal student aid, the amount and type of aid;

(d) A written notice must be distributed to all enrolled students at least three business days prior to a planned cessation. The notice must explain the procedures students are to follow to secure refunds or continue their education. A copy of the notice must also be submitted to the agency within three business days;

(e) File with the agency procedures for disbursement of refunds to students and set a date no longer than thirty calendar days from the last day of instruction to issue refund checks in the full amount for which students are entitled;

(f) File with the agency its plans if any, for teach-out; ensuring that all affected students will continue to receive training at another institution of the same quality and content as that for which they contracted;

(g) Inform the agency promptly by the most expeditious means available and send confirmation by certified mail within three business days of ceasing to provide educational services or expiration of the school’s license, whichever occurs first.

(h) If the school ceases to provide educational services, either voluntarily or involuntarily, it must:

(i) Provide the name, address, and telephone number of the person(s) designated to be responsible for fulfilling the requirements of this section;

(j) Provide the agency with the following information for each student who has not completed a course or program:

(i) Name;

(ii) Social Security number;

(iii) Address and telephone number of record;

(iv) Program name and amount of tuition and fees charged;

(v) Amount of tuition and fees paid to date;

(vi) Amount of class time left to complete the course or program; and

(vii) If the tuition and fees were paid through federal student aid, the amount and type of aid;

(WAC 490-105-210 What if a school closes? (See RCW 28C 10.060(4); 38C 10.084(9) and 28C 10.160.)

(1) "Ceases to provide educational services" means that a stoppage of training has occurred because:

(a) Facilities are rendered continuously unusable for a period of thirty calendar days or more, or

(b) Faculty or qualified substitutes assigned to a specific class are not available or otherwise fail to perform instructional duties for five or more successive days of scheduled instruction, or

(c) Bankruptcy proceedings or other financial conditions exist that result in the school interrupting scheduled instruction for five or more successive days, or

WAC 490-105-220 Notice of adverse actions—Change of circumstances. (See RCW 28C.10.060.) When a school applies for an initial license or license renewal, it must advise the agency of any consent orders with the Federal Trade Commission or any adverse actions that have been taken by a federal or state agency, the courts, or accrediting commissions. The school must inform the agency in writing of actions being taken to correct deficiencies cited. Any change of circumstance, including bankruptcy, which would amend information reported in the application for initial license or license renewal must be filed with the agency within ten calendar days of the change.


WAC 490-105-230 Do these rules apply to degree-granting private vocational schools? (See RCW 28C.10.040(4).) Nondegree programs offered by degree-granting private vocational schools are regulated pursuant to the terms of an interagency agreement executed between the higher education coordinating board and the workforce training and education coordinating board. Copies of the agreement are available from either agency on request.


Chapter 490-276 WAC

ACCESS TO PUBLIC RECORDS

WAC

490-276-010 Purpose.

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490-276-100 Determination regarding exempt records.

490-276-110 Review of denial of public records requests.

490-276-120 Protection of public records.

490-276-130 Records index.

490-276-140 Adoption of form.

WAC 490-276-010 Purpose. The purpose of this chapter is to ensure that the workforce training and education coordinating board complies with the provisions of chapter 42.17 RCW dealing with public records.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-010, filed 2/18/93, effective 2/18/93.]

WAC 490-276-020 Definitions. (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including but not limited to, letters, words, pictures, sounds or symbols, combination thereof, and all papers, maps, magnetic or paper tapes, photographic files and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

(3) "The workforce training and education coordinating board" is an agency organized by statute pursuant to RCW 28C.18.030 and shall hereafter be referred to as the "board." Where appropriate, the term "board" also refers to the staff and employees of the board.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-020, filed 2/18/93, effective 2/18/93.]

WAC 490-276-030 Description of the workforce training and education coordinating board. (1) The workforce training and education coordinating board is a state agency established and organized under the authority of chapter 28C.18 RCW for the purpose of implementing the workforce training and education responsibilities established by the legislature in RCW 28C.18.060. The administrative office of the board is located at Building 17, Airdustrial Park, within the city of Olympia, Washington.

(2) The board employs an executive director and other employees as designated by the executive director. A detailed description of the administrative organization of the agency is contained within the Policies and Procedures Manual for the workforce training and education coordinating board, a current copy of which is available for inspection at the administrative office of the board.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-030, filed 2/18/93, effective 2/18/93.]

WAC 490-276-040 Operations and procedures. (1) Formal decision-making procedures are established by the board through rules promulgated in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act.

(2) Informal decision-making procedures of the agency are set forth in the Policies and Procedures Manual referred to under WAC 490-276-030(2).

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-040, filed 2/18/93, effective 2/18/93.]

WAC 490-276-050 Public records available. All public records of the board, as defined in this chapter, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310, 41.17.315, or other statutes.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-050, filed 2/18/93, effective 2/18/93.]

WAC 490-276-060 Public records officer. The board's public records shall be in the charge of the public records officer designated by the executive director of the board and shall be located in the board administrative office. The public records officer shall be responsible for the following: Implementation of the board's rules regarding release of public records, coordinating board employees in this regard, and generally ensuring compliance by board employees with the public records disclosure requirements in chapter 42.17 RCW.

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WAC 490-276-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the board. For purposes of this chapter, the customary office hours shall be from eight o'clock a.m. to noon and from one o'clock p.m. to five o'clock p.m., Monday through Friday, excluding legal holidays.

WAC 490-276-080 Requests for public records. In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

1. A request shall be made in writing upon a form prescribed by the board which shall be available at the board's administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the board's staff at the board administrative office during customary office hours. The request shall include the following information:
   a. The name of the person requesting the record;
   b. The time of day and calendar date on which the request was made;
   c. The nature of the request;
   d. If the matter requested is referenced within the current index maintained by the public records officer, a reference to the requested record as it is described in such current index; and
   e. If the requested matter is not identifiable by reference to the current index, an appropriate description of the record requested.

2. In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.

WAC 490-276-090 Copying. No fee shall be charged for the inspection of public records. The board may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records as provided by RCW 42.17.300. Such charges shall not exceed the amount necessary to reimburse the board for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate board official. All charges must be paid by money order, cashier's check, or cash in advance.

WAC 490-276-100 Determination regarding exempt records. (1) The board reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 490-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310, 42.17.315, or other statute. Such determination may be made in consultation with the public records officer, the executive director of the board, or an assistant attorney general assigned to the board.

(2) Pursuant to RCW 42.17.360, the board reserves the right to delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy or impair a vital governmental interest. Provided, however, in each case, the justification for the deletion shall be explained fully in writing.

3. Response to requests for a public record must be made promptly. For the purposes of this section, a prompt response occurs if the person requesting the public record is notified within five business days as to whether his request for a public record will be honored.

4. All denials of a request for public records must be accompanied by a written statement, signed by the public records officer or his or her designee, specifying the reason for the denial, a statement of the specific exemption authorizing the withholding of the record, and a brief explanation of how the exemption applies to the public record withheld.

WAC 490-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement which constituted or accompanied the denial.

(2) The written request by a person demanding prompt review of a decision denying a public record shall be submitted to the executive director of the board, or his or her designee.

3. Within two business days after receiving the written request by a person petitioning for prompt review of a decision denying a public record, the executive director of the board, or his or her designee, shall complete such review.

4. During the course of the review the executive director, or his or her designee, shall consider the obligations of the board to comply with the intent of chapter 42.17 RCW insofar as it requires providing full public access to official records, but shall also consider the exemptions provided in RCW 42.17.310 or other pertinent statutes, and the provisions of the statute which require the board to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and prevent any unreasonable invasion of personal privacy by deleting identifying details.

WAC 490-276-120 Protection of public records. Requests for public records shall be made at the administrative office of the board in Olympia, Washington. Public
records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated. Copies of such records may be arranged according to the provisions of WAC 490-276-090.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-120, filed 2/18/93, effective 2/18/93.]

WAC 490-276-130 Records index. (1) The board has available for the use of all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated after September 1, 1991:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
(b) Those statements of policy and interpretations of policy, statute, and the constitution which have been adopted by the agency;
(c) Administrative staff manuals and instructions to staff that affect a member of the public;
(d) Planning policies and goals, and interim and final planning decisions;
(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others, and
(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(2) The current index maintained by the board shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-130, filed 2/18/93, effective 2/18/93.]

WAC 490-276-140 Adoption of form. The agency has adopted and makes available a form for use by all persons requesting inspection and/or copying or copies of its public records. The form is available in the administrative office of the workforce training and education coordinating board in Olympia.

[Statutory Authority: Chapter 28C.18 RCW. 93-06-005, § 490-276-140, filed 2/18/93, effective 2/18/93.]

Chapter 490-325A WAC

STATE ENVIRONMENTAL POLICY ACT RULES

WAC 490-325A-010 Implementation of State Environmental Policy Act.

WAC 490-325A-010 Implementation of State Environmental Policy Act. (1) It shall be the policy of the workforce training and education coordinating board that all actions taken by the board shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-11 and 132-24 WAC.

(2005 Ed.)

Chapter 490-800 WAC

PRIVATE VOCATIONAL SCHOOL REGULATIONS

WAC 490-800-255 Readoption/recodification.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

490-800-010 Authority. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-010, filed 12/31/86. Statutory Authority: RCW 28C.10.010 through 28C.10.220. 28C.10.010, § 490-800-010, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-010.]

490-800-012 Duties of the agency. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-012, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-012.]

490-800-015 Delegations. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-015, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-015.]

490-800-020 Previous rules and regulations repealed. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-020, filed 12/31/86. Statutory Authority: RCW 28C.10.010 through 28C.10.220. 28C.10.010, § 490-800-020, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-020.]

490-800-030 Exemptions. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-030, filed 12/31/86. Statutory Authority: RCW 28C.10.010 through 28C.10.220. 28C.10.010, § 490-800-030, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-030.]

490-800-035 Auxiliary facilities. [Statutory Authority: Chapter 28C.10 RCW. 91-01-056, § 490-800-035, filed 12/13/90, effective 12/13/90. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-035.]

490-800-040 Cancellation and refund policy. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-040, filed 12/31/86. Statutory Authority: RCW 28C.10.010 through 28C.10.220. 28C.10.010, § 490-800-040, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-040.]

490-800-050 Catalog, brochure, or other written material. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-050, filed 12/31/86. Statutory Authority: RCW 28C.10.010 through 28C.10.220. 28C.10.010, § 490-800-050, filed 12/31/86. Repealed by 91-01-056, filed 12/13/90, effective 12/13/90. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-050.]

490-800-060 Enrollment contract or agreement. [Statutory Authority: Chapter 28C.10 RCW. 87-02-019 (Resolution No. 86-81-3), § 490-800-060, filed 12/31/86. Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-060.]

[Title 490 WAC—p 33]
**Chapter 490-800**

**Title 490 WAC: Work Force Training—Vocational Rehab.**

- **490-800-070** Time of application. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-060.]

- **490-800-080** Display of licenses—Loss or destruction—Change of name. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-070.]

- **490-800-090** Change of ownership—License nontransferable. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-090.]

- **490-800-100** Application contents. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-100.]

- **490-800-105** Application for license to operate as agent of an out-of-state private vocational school. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-105.]

- **490-800-110** Notice of actions by governmental entities or accrediting commissions—Change of circumstances. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-110.]

- **490-800-120** Fees. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-120.]

- **490-800-130** Financial standards. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-130.]

- **490-800-140** Program standards. [Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-140.]

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**Statutory Authority:**
- RCW 28C.10.010 through 28C.10.220.
- RCW 490-800-100, filed 7/23/86.
- Repealed by 91-01-056, filed 12/13/90.
- Effective 12/13/90.
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-140.

**Facility:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-150.

**Equipment and materials:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-170.

**Prohibitions:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-190.

**Complaints:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-200.

**Appeals:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-205.

**Hearings:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-210.

**Record retention:**
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-220.

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**Statutory Authority:**
- RCW 28C.10.010 through 28C.10.220.
- RCW 490-800-100, filed 7/23/86.
- Repealed by 91-01-056, filed 12/13/90.
- Effective 12/13/90.
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-140.

**Statutory Authority:**
- RCW 28C.10.010 through 28C.10.220.
- RCW 490-800-100, filed 7/23/86.
- Repealed by 91-01-056, filed 12/13/90.
- Effective 12/13/90.
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-200.

**Statutory Authority:**
- RCW 28C.10.010 through 28C.10.220.
- RCW 490-800-100, filed 7/23/86.
- Repealed by 91-01-056, filed 12/13/90.
- Effective 12/13/90.
- Statutory Authority: Chapter 28C.10 RCW. Later promulgation, see WAC 490-100-220.

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(2005 Ed.)
WAC 490-800-255 Readoption/recodification. This chapter is readopted and recodified under the same section numbers but under a new chapter, chapter 490-100 WAC. Chapter 490-800 WAC is repealed.

[Statutory Authority: Chapter 28C.10 RCW. 91-01-056, § 490-800-255, filed 12/13/90, effective 12/13/90.]