

**WAC 308-20-575 School license renewal process.** (1) Each school license shall be renewed on a yearly basis. In addition to the site inspection, the renewal request, along with the fee, shall be accompanied by:

(a) Certification of annual gross tuition and surety bond in an amount equal to ten percent of the annual gross tuition, but not less than ten thousand dollars or more than fifty thousand dollars;

(b) Copy of the school's catalog, enrollment agreement/contract, curriculums, student monthly reports, current and accurate floor plan;

(c) Current list of instructor names and license numbers;

(d) Updated school information on forms provided by the department including the days and hours of operation of the school;

(e) Verification of current student/instructor ratio;

(f) An identification of owners, shareholders, and directors:

(i) Complete legal name, personal telephone number, and home mailing address of the owner, shareholders, and directors;

(ii) The form of ownership; e.g., sole proprietorship, partnership, limited partnership, LLC, or corporation; and

(iii) Names, addresses, personal phone numbers, and prior school affiliations if any, of all individuals with ten percent or more ownership interest.

(g) 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.

(h) A signed fire inspection report from the local fire authority indicating all standards and requirements have been met; and

(i) The school must submit an exact floor plan of the physical location which is drawn to scale showing placement of all equipment; areas designated for the clinic, dispensary, classroom, office and restrooms; and identify student capacity. The floor plan shall include the square footage of the school.

(2) Licenses must be renewed on or before the expiration date. Failure to renew the license by the expiration date shall result in a penalty. If not renewed on or before the expiration date, the school shall not credit students any hours until the license has been renewed.

(3) Failure to receive a notice of license renewal from the department does not constitute cause for failure to renew.

[Statutory Authority: RCW 18.16.030 and 43.24.023. WSR 17-19-049, § 308-20-575, filed 9/12/17, effective 10/13/17; WSR 13-24-042, § 308-20-575, filed 11/26/13, effective 1/1/14. Statutory Authority: RCW 43.24.086 and 18.16.030. WSR 10-06-092, § 308-20-575, filed 3/2/10, effective 4/2/10. Statutory Authority: RCW 18.16.030 and 43.24.023. WSR 03-14-046, § 308-20-575, filed 6/24/03, effective 7/25/03.]