

WAC 246-831-100 Approval of school, program, or apprenticeship program. The secretary will consider for approval any school, program, or apprenticeship program which meets the requirements as outlined in this chapter.

(1) The authorized representative of the school or program, or the administrator of the apprenticeship program shall request approval of a school, program, or apprenticeship program on a form provided by the department.

(2) The authorized representative of the school or program, or the administrator of the apprenticeship program may request approval of the school or program, as of the date of the application or retroactively to a specified date.

(3) The application for approval of a school, program, or apprenticeship program must include, but not be limited to, documentation required by the secretary pertaining to:

(a) Syllabus;

(b) Qualifications of instructors;

(c) Training locations, and facilities;

(d) Outline of curriculum plan specifying all subjects and length in hours such subjects are taught;

(e) Class objectives; and

(f) A sample copy of one of each of the following exams: Reflexology theory, history, zones, reflex points, relaxation response and contraindications; body systems as related to reflexology, anatomy, and physiology; and business standards and ethics.

(4) Any school, program, or apprenticeship program that is required to be licensed by private vocational education under chapter 28C.10 RCW or Title 28B RCW, or any other statute, must complete these requirements before being considered by the secretary for approval.

(5) The secretary will evaluate the application and may conduct a site inspection of the school, program, or apprenticeship program, prior to granting approval.

(6) Upon completion of the evaluation of the application, the secretary may grant or deny approval or grant approval conditioned upon appropriate modification to the application.

(7) If the secretary notifies the school, program, or apprenticeship program of his or her intent to deny an application or grant conditional approval, the authorized representative of the school or program, or the administrator of the apprenticeship program, may request review of that decision. The request for review must be made in writing within thirty days of the date of the secretary's decision. The review process will be conducted in compliance with chapter 34.05 RCW. If review is not requested within thirty days of the date of the secretary's decision, the secretary's decision on that application is final. The authorized representative of the school or program, or the administrator of the apprenticeship program, may submit a new application for the secretary's consideration.

(8) The authorized representative of an approved school or program or the administrator of an apprenticeship program shall notify the secretary in writing of all significant changes with respect to information provided in the application within thirty days of such changes.

(9) The secretary may inspect or review an approved school, program, or apprenticeship program at reasonable intervals for compliance or to investigate a complaint. The secretary may withdraw approval if the secretary finds failure to comply with the requirements of law, administrative rules, or representations in the application.

(10) If the secretary notifies the school, program, or apprenticeship program of his or her intent to withdraw approval, the authorized representative of the school or program, or the administrator of the apprenticeship program, may request review of that decision. The request for review must be made in writing within thirty days of the date of the secretary's decision. The review process will be conducted in compliance with chapter 34.05 RCW. If review is not requested within thirty days of the date of the secretary's decision, the secretary's decision on withdrawal of approval is final. The authorized representative of a school or program or the administrator of an apprenticeship agreement must correct the deficiencies which resulted in withdrawal of the secretary's approval before requesting reinstatement of approval.

[Statutory Authority: 2012 c 137. WSR 13-12-044, § 246-831-100, filed 5/31/13, effective 7/1/13.]