

Business and Professions Division

Overview

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Overview

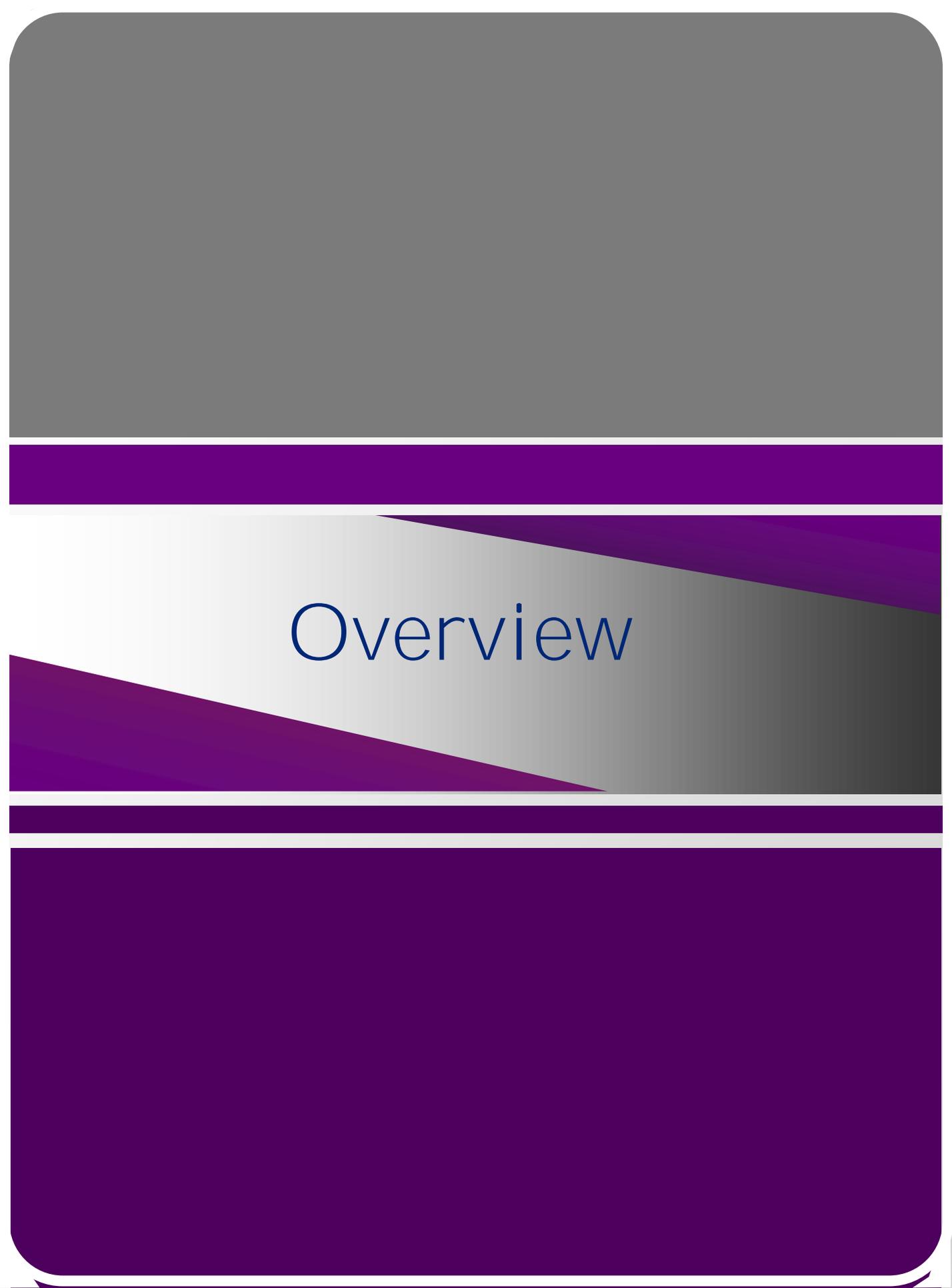
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Overview

Mission, Vision, Goals, Values

Agency Mission

With a strong commitment to great service, we advance public safety and consumer protection through licensing, regulation and education, and we collect revenue that **supports our state's transportation** system.

Agency Vision

Proudly earning Washington's confidence every day through the highest level of service and commitment to public safety.

Agency Goals

Engaged Employees
A Customer Focused Organization
Efficient, Effective Services
A Trusted, Credible Partner
Improved Public Safety

Agency Values

Integrity
Inclusion
Respect
Results
Service Excellence

Business and Professions Division - Overview

Overview

The **Business and Professions Division's** primary mission is to license professionals and businesses, and collect revenues. The division also has regulatory responsibilities to ensure licenses are appropriately issued and renewed, and appropriate taxes paid. The division strives to provide accessible and responsive services that strengthen public safety and consumer protection.

The division has 39 business and professional licensing programs and overall manages 44 programs. This includes providing oversight of Combative Sports events, maintaining Uniform Commercial Code filings, administering the Prorate and Fuel Tax program, and maintaining the Firearms database for law enforcement.

Professions

The division regulates professions that currently represent 230,000 active licensees. To help ensure qualified individuals are licensed, the division reviews and substantiates education and experience, administers examinations, conducts background checks, and ensures continuing education requirements are met. The division also investigates complaints. When warranted, the division may take appropriate administrative action that includes fines, license denials, suspensions, and revocations. The division also provides information, engages in education, and conducts outreach efforts.

Professions licensed and regulated (individual licensees) by the division consist of:

- Architects
- Auctioneers
- Bail Bond Agents and Recovery Agents
- Body Art & Piercing/Tattooing Artists
- Camping Resort Salespersons
- Combative Sports
- Cosmetologists
- Court Reporters
- Driver Training School Instructors
- Funeral Directors and Embalmers
- Geologists
- Home Inspectors
- Landscape Architects
- Notaries
- On-Site Wastewater Treatment Systems
- Private Investigators
- Professional Engineers and Land Surveyors
- Real Estate Brokers and Managing Brokers
- Real Estate Appraisers
- Security Guards
- Timeshare Salespersons

The division works with ten boards and commissions in regulatory or advisory roles. Some board members are appointed by the Governor and some are appointed by the Director of the Department.

The ten boards and commissions are:

- Architects Board
- Collection Agency Board
- Cosmetology Board
- Engineers and Land Surveyors Board
- Funeral and Cemetery Board
- Geologist Board
- Home Inspector Board
- Landscape Architects Board
- Real Estate Appraisers Commission
- Real Estate Commission

Business and Professions Division - Overview

Businesses

There are 35,000 business licensees in the professions the division currently regulates. Regulatory functions include conducting audits and inspections, and resolving complaints with or without administrative action.

The professional businesses the division licenses and regulates are:

- Appraisal Management Company
- Architect Firm
- Auction Company
- Bail Bond Agency/Branch
- Body Art, Piercing, and Tattoo Shop
- Camping Resort Company
- Cemetery Businesses
- Collection Agencies
- Commercial Telephone Solicitors
- Cosmetology Salon/Shop
- Cosmetology School
- Driver Training Schools
- Employment Agencies
- Fuel Distributors
- Funeral Establishments
- Hulk Haulers & Scrap Processors
- Interstate Commercial Vehicles (IRP/IFTA)
- Limousine Carrier Businesses
- Off Road Vehicles
- Private Investigative Company
- Private Security Guard Company
- Professional Engineering or Land Surveying Corporation/LLC
- Real Estate Firm
- Scrap Metal Businesses
- Sellers of Travel
- Snowmobiles
- Taxi Companies (aka Vehicles for Hire)
- Timeshare Company Registration
- Tow Trucks
- Transporters
- Wreckers
- Vehicle Dealers & Manufacturers
- Vessel Dealers
- Whitewater River Outfitters

Prorate and Fuel Tax Services

This program administers the state's Fuel Tax for Motor Vehicle Fuel, Special Fuel, and Aviation Fuel Tax Collection programs. Services include licensing of fuel distributors; processing fuel tax returns and associated payments; and taxpayer education, training, and auditing. This program also administers the International Registration Plan and International Fuel Tax Agreement. These two agreements provide for one-stop vehicle licensing and fuel tax filing services for Washington based interstate motor carriers. Prorate and Fuel Tax Services collects approximately \$1.3 billion in annual revenue for Washington State Transportation programs.

Other Programs

Other programs administered by the division include:

- The Uniform Commercial Code program which is the central repository of liens on personal property in Washington State. The program conducts certified searches of its records for the public. Documents recorded include financing statements, agricultural liens, notices of federal tax liens and criminal profiteering liens. The office records changes to and expiration of these original filings.

Business and Professions Division - Overview

- Maintenance of the Firearms Database which contains firearms records used by law enforcement. Records include concealed pistol licenses, pistol transfers, and firearm dealer license records.
- Oversight of Combative Sports events which involves match approval, ensuring promoters have insurance, ensuring proper procedures and safety arrangements at events, and overseeing participant disbursements.

2013 – 2015 Division Budget Information

All but four of the 44 BPD programs are self-supporting operations statutorily required to collect fees to run their programs.

Nearly all of these fees are set in the Washington Administrative Code and adopted using a public hearing process. These programs operate out of dedicated accounts that are set up with the sole purpose of accounting for the revenue and costs of operating these licensing programs.

The four non-self-supporting programs are funded by transportation or general funds. These programs are: Firearms, Driver Training Schools, Dealer and Manufacturer Services, and Prorate and Fuel Tax.

Division FTEs	280.7
Division Budget	\$62.3 million

Statutes and Rules

The 44 BPD programs regulate 63 statute chapters containing 1,685 regulatory statutes, and administer 1,041 rules.

Boards and Commissions List

Board or Commission	Role of Board	Appointing Authority	Length of Appointment	Number of Members	Rule Making Authority
Architects <i>Board</i>	Regulatory/Practice	Governor	6 years	7	Yes
Landscape Architects <i>Board</i>	Regulatory/Practice	Governor	5 years	5	Yes
Funerals and Cemeteries <i>Board</i>	Regulatory/Practice	Governor	4 years	7	Yes
Geologists <i>Board</i>	Regulatory/Practice	Director	4 years	7	Yes
Engineers/Land Surveyors <i>Board</i>	Regulatory/Practice	Governor	5 years	7	Yes
Collection Agencies <i>Board</i>	Disciplinary	Governor	4 years	5	Yes
Real Estate Appraisers <i>Commission</i>	Advisory	Director	6 years	7	Approve
Home Inspectors <i>Board</i>	Advisory	Director	3 years	7	Approve
Real Estate <i>Commission</i>	Advisory	Governor	6 years	7	Approve
Cosmetology <i>Board</i>	Advisory	Director	3 years	11	No

FY 2015 Performance Statistics

Professions

- 229,923 active licensees (as of 7/1/2015)
- 23,719 professional applications (during FY 2015)
- 93,694 professional renewals (during FY 2015)

Businesses

- 35,454 active businesses (as of 7/1/2015)
- 2,568 business applications (during FY 2015)
- 16,689 business renewals (during FY 2015)

Prorate and Fuel Tax

- \$1,289,142,110 in annual fuel tax collected (during FY 2015)
- 271 audits of Fuel Tax businesses (during FY 2015)
- 5,833 Prorate and Fuel Tax licenses (as of 7/1/2015)

Firearms Records

- 1,483,581 law enforcement inquiries into Firearms database (during FY 2015)
- 151,600 pistol sales and transfers received by Firearms Dealers (during FY 2015)
- 109,971 concealed pistol licenses issued by law enforcement (during FY 2015)

Uniform Commercial Code

- 586,750 records in database (as of 7/1/2015)
- 81,756 UCC filings processed (during FY 2015)
- 187,974 UCC searches completed (during FY 2015)

Rule Making Fiscal Year 2015

During the fiscal year 2015, the Division completed six rulemaking activities that streamlined rules to reduce costs or to assist the industry or DOL.

Program	WAC	Rule Change Description	Assist Industry	Assist DOL	Reduce Costs
Funeral and Cemetery	308-78-800 98-70-010	Implementing a temporary suspension of license renewal fees.	X		
Real Estate	308-124A 308-124C 308-124H	Eliminating reference to transition course which is no longer required by statute, implementing LEAN improvements to course approval process, and correcting spelling errors.	X	X	
Combative Sports	36-14	Adding requirement for amateur mixed martial arts events to have an ambulance/paramedical unit and physician on site as per statute; and updating language to include current industry safety standards.	X	X	
Cosmetology, Manicuring, Barber, Esthetics	308-20	Adding language from Interpretive Statement-COS1 regarding the practice of natural hair braiding because natural hair braiding does not meet the requirements for licensure as set forth in RCW 18.16.		X	
Engineers	196-12-010, 050	Repealing rule because previous changes to RCW 18.43 don't allow a waiver of the fundamentals of engineering exam (WAC 196-12-050).		X	
Notaries	308-30-155	Adding "passports that have been issued by a foreign government" to the list of documents Notaries can accept to verify a person's identity, which is consistent with the laws of other states.	X		

Division Demographics

Division FTEs (2015 - 2017 Biennium)	280.7
Budget - Division (2015 - 17 Biennium)	\$62.3 million
Number of Programs	44
Number of Boards/Commissions	10
6 – Full Regulatory and/or Disciplinary Boards	
4 – Advisory Boards/Commissions	

Other Programs

Professional Licensing

- 229,923 active licensees
- Licenses and regulates licensees
- Ensures qualified individuals are licensed
- Ensures continuing education and licensing requirements are met
- Conducts inspections and audits
- Resolves complaints which may involve investigations and administrative actions

Business Licensing

- 35,454 active licensed professional businesses
- Provides business permits and licenses
- Performs audits and inspections of businesses
- Ensures businesses meet criteria for consumer protection and safety

Prorate and Fuel Tax

- Collects almost \$1.3 billion in annual fuel tax revenue in support of Washington State Transportation programs
- Licenses interstate commercial vehicles and collects vehicle registration fees
- Conducts audits and gives money collected to local, state, and foreign jurisdictions

Combative Sports

- 899 active licensees
- 20 events in FY 2015
- Provides oversight for professional boxing, wrestling, and professional and amateur martial arts events
- Licenses event officials and fighters

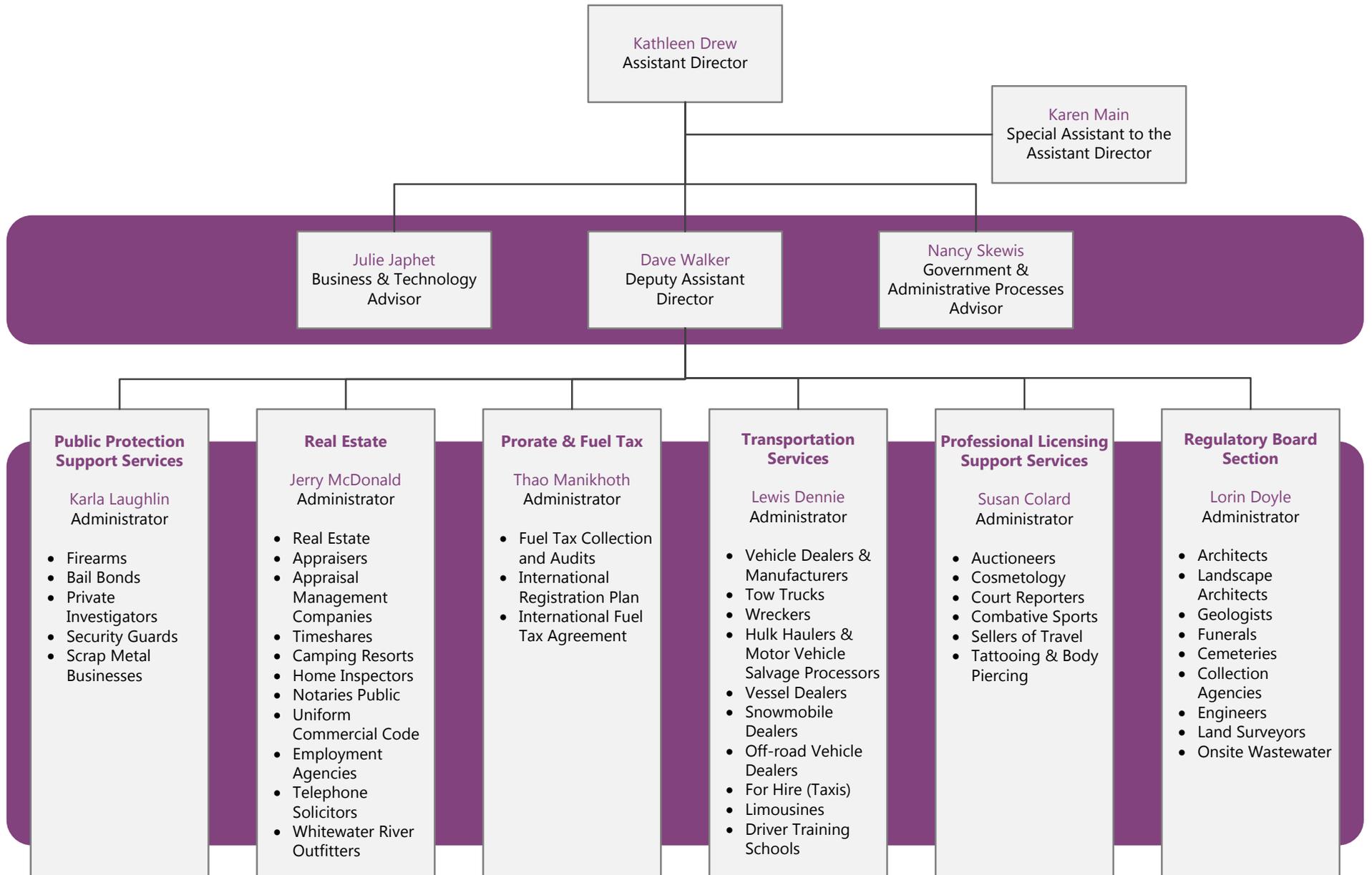
Firearms

- 494,130 active CPLs
- 951 firearms dealers
- 1.5 million searches
- Updates and maintains firearms database for use by law enforcement

Uniform Commercial Code

- 586,750 active filings
- Records liens on personal property
- Responds to requests for information

Business and Professions Division





Program
Descriptions

Appraisal Management Companies

Business

Program established in 2012

Program Description:

This program regulates the activities of appraisal management companies and conducts audits and investigations. The program began regulating appraisal management companies on January 1, 2012.

The program works to:

- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare
- Maintain regulatory compliance as mandated by the Appraisal Subcommittee and state laws, rules, and policies

License & Renewal Requirements:

	Business License	Surety Bond	Background Check	License Fee Effective 2012	Renewal Frequency And Fee	Renewal Affidavit
Company	Yes	\$100,000	Fingerprints	\$2,400	2 years; \$1,200	Yes

Statistics:

Active Licensees	7/1/15
Company registration	144

	FY15 Total
Complaints received	18
Investigations performed	6
Formal disciplinary actions	1

Other Agency Partners:

- Department of Revenue (DOR) – Use to check UBI numbers and company information for controlling interest.

Other Program Information:

- Funding: Appraisal Management Company Account –16M

Program Description:

This program licenses and regulates architects. State law requires a license to practice as an architect or to call yourself an architect.

The Washington State Architect Board handles regulatory and disciplinary matters. Program staff works with this seven-member, Governor-appointed board, which is responsible for rule writing, administering exams to potential licensees, and investigating alleged unlicensed practice and violations of professional conduct by licensees. The board also has disciplinary authority, including the power to conduct disciplinary hearings resulting in possible suspension or revocation of a license.

The board and program staff:

- Administer exams through a third-party vendor *
- Issue and renew licenses to only competent individuals
- Conduct investigations of violations and unlicensed activity
- Ensure professionals comply with statutes, rules, and regulations

License & Renewal Requirements:

	Required Exam *	Experience	License Fee Effective 2013	Renewal Frequency and Fee	Continuing Education	Additional Requirements
Architect Individual	Yes, \$50 application fee, plus additional exam fees for each exam	3 years minimum	\$75	2 years; \$75	24 hours for every 2 years	WAC 308-12-023
Architect Firm (Certificate of Authorization)	None	None	\$100	1 year; \$50	None required	Active designated Architect on record

*Exam Information:

The board has delegated examination administration to National Council of Architect Registration Boards (NCARB). The Architect Registration Examination (ARE) is developed by NCARB. The ARE is given year-round at independent testing centers. An applicant must successfully complete all sections within a five-year period.

Architects

Licensee / Business

Program established in 1919

Statistics:

Active Licensees	7/1/15
Architect Individual	6,277
Architect Firm	1,026

	FY15 Total
Complaints received	66
Investigations performed	9
Formal disciplinary actions	9

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.

Other Program Information:

- Funding: Architects Account – 003

Program Description:

The Auctioneer program licenses and regulates persons acting as auctioneers or auction companies engaged in the selling of goods or real property at auction.

The program works to:

- Maintain standards of practice
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Business License	Surety Bond	Financial Certificate Affidavit	License Fee Effective 2004	Renewal Frequency and Fee
Auctioneer	Yes	\$5,000 minimum	Yes	\$155	1 year; \$155
Auction Company	Yes	\$5,000 minimum	Yes	\$255	1 year; \$255

If licensees hold client funds for more than 24 hours, they must have a trust account (see RCW 18.11.230).

Statistics:

Active Licensees	7/1/15
Auctioneer	252
Auction Company	114

	FY15 Total
Complaints received	8
Investigations performed	3
Formal disciplinary actions	0

Other Agency Partners: None

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

State law requires a license to perform the functions of a bail bond agent or bail bond recovery agent. The Bail Bond Agents and Bail Bond Recovery Agents program regulates these practices in the interest of public protection.

The program works to:

- Establish minimum levels of experience and qualification
- Develop and administer valid examinations
- Maintain standards of practice
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Minimum Age	Citizen	Conviction Record	Background Check	License Fee Effective 2008	Renewal Frequency and Fee	Surety Bond	Continuing Education
Bail Bond Agent	18	Yes	No criminal convictions in the past 10 years directly related to applicant's ability to perform duties or hinder public safety	WATCH	\$500	1 year; \$575	None	4 hrs.
Bail Bond Recovery Agent	21	Yes	No criminal convictions in the past 10 years directly related to applicant's ability to perform duties or hinder public safety	Fingerprints	\$450	1 year; \$475	None	8 hrs.*
Bail Bond Agency/ Branch Qualified Agents	18	Yes	No criminal convictions in the past 10 years directly related to applicant's ability to perform duties or hinder public safety	WATCH	\$1,200	1 year; \$1,150	\$10,000	n/a

- Additional requirements for a Bail Bond Agent:
 - Employed by a licensed bail bond agency or licensed as a bail bond agency
 - Complete training requirements including 4 hours of pre-license training
 - Pass a written exam or complete 8 hours of training from credentialed trainer
- Additional requirements for a Bail Bond Recovery Agent:
 - High school diploma, GED, or proof of 3 years of experience in the bail industry
 - Complete pre-license training in required topics
 - Pass an examination covering the training topics
 - Business license with the Department of Revenue

Bail Bond Agents/Recovery Agents

Licensee / Business

Program established in 1993

- Concealed Pistol License
- If the bail bond recovery agent carries a firearm, declare yearly they have recertified their firearm certificate with the Washington State Criminal Justice Training Commission
- Additional requirements for a Bail Bond Agency/Branch:
 - Physical business location within Washington State
 - Business license with the Department of Revenue
 - Three years compensated work experience as a supervisor, manager, or administrator in a bail bond business or passed an examination
 - \$10,000 surety bond
- Exams required for:
 - Qualified agents that do not possess the required experience
 - All bail bond recovery agents, and bail bond agents who opt out of eight hours of training with a credentialed trainer.

Statistics:

Active Licensees	7/1/15
Bail Bond Agent	310
Bail Bond Recovery Agent	139
Bail Bond Agency/ Agency Branch	79

	FY15 Total
Complaints received	71
Investigations performed	71
Formal disciplinary actions	8

Other Agency Partners:

- Administrative Office of the Courts (AOC) – Share training events and communications regarding handling of surety for bail bonds and recovery of criminal defendants.
- Department of Social and Health Services (DSHS) – Investigate possible illegal use of electronic debit cards at bail bond agencies. DOL sends DSHS current lists of active licensees.
- Office of the Insurance Commissioner (OIC) – Regulatory enforcement collaboration, training events, and communications regarding interpretation of laws relating to surety for bail bonds.
- Department of Revenue (DOR) – Use Business Licensing Service (BLS) to verify business license information and UBI number
- Washington State Criminal Justice Training Commission (CJTC) – **CJTC provides the State’s** firearm certification training programs for bail bond recovery agents. DOL collaborates with them on compliance issues and training events.
- Washington State Patrol (WSP) – WSP provides background check records, rap sheet training, and serves as our liaison to the FBI.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

This program licenses, inspects, and regulates the commercial practices of body art, body piercing, tattooing, and permanent cosmetics.

The program works to:

- License shops and artists
- Create minimum requirements for licensure
- Inspect all licensed shops on a biennial rotation
- Investigate all written complaints
- Assist shops to comply with the law and industry standards
- Take disciplinary action when necessary

License & Renewal Requirements:

	Business License	Minimum Age	License Fee Effective 2010	Bloodborne Pathogens Certificate*	Renewal Frequency and Fee	Public Liability Insurance
Artist Operator	No	18	\$250	Yes	1 year; \$250	None
Artist Shop/Mobile Unit/Event	Yes	18	\$300 per location	Yes	1 year; \$300	\$100,000

* *Bloodborne Pathogens Certification must meet OSHA standards 29 CFR 1910.1030*

To get a shop, mobile unit, or event license, the business must:

- Have a waiting area that is physically separate from the work stations and equipment cleaning area
- Have work stations and equipment cleaning area separate from living quarters by a floor to ceiling wall and closed doors during business hours
- Have access to an equipment cleaning area with a sink with hot and cold running water labeled **“not for public use”**
- Have access to a separate hand washing sink with hot and cold running water for public use with disposable towels or hand dryer and single-use soap or hand sanitizer
- Have an outside entrance separate from any rooms used for sleeping or residential purposes.
- Have adequate toilet facilities for the use of customers located in or adjacent to the shop.
- Not use any room, except toilet facilities, for both residential and business purposes.
- Meet the zoning requirements of the county, city, or town where the business is located.
- Provide for safe storage and labeling of all equipment and substances.
- Meet local and state fire codes.

Statistics:

Active Licensees	7/1/15
Artist Operator	1,483
Artist Shop	454

	FY15 Total
Complaints received	110
Investigations performed	103
Formal disciplinary actions	16

Other Agency Partners:

- Department of Health (DOH) – Collaborate on health and safety issues.
- Department of Social and Health Services (DSHS) – Investigate possible illegal use of electronic debit cards with tattoo artists. DOL sends DSHS current lists of active licensees.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

The Camping Resort Program examines and regulates membership offerings in privately owned camping resorts. Promoters must register and obtain approval of their offerings before starting to sell. The registration process includes examination of financial strength, the condition of the title to the property, background and experience, any proposed contracts, promotional material, and a proposed public offering statement.

The program inspects resorts to verify the existence of advertised amenities. Registration of camping resort membership offerings helps reduce the likelihood of deceptive practices and consumer harm.

The program works to:

- Examine and analyze offerings
- Require consumer safeguards
- Investigate violations
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Business License	Public Offering Statement	License Fee Effective 2003	Renewal Frequency and Fee	Financial Statements	Signed Affidavit
Salesperson Registration	No	None	\$150	1 year; \$150	None	No
Company Registration	Yes	Yes	\$3,200+	1 year; \$2,000+	Updated every 4 years	Yes

A company applicant must provide:

- Copies of contracts
- Financial statements and budgets
- Title reports, deeds, declarations, bylaws
- Loan documentation and non-disturbance agreements
- Promotional material
- Signed application with consent to service
- Any other information necessary to describe the risk

Camping Resorts

Licensee / Business

Program established in 1982

Statistics:

Active Licensees	7/1/15
Salesperson Registration	62
Company Registration	10

FY15 Total	
Complaints received	1
Investigations performed	0
Formal disciplinary actions	0

Other Agency Partners: None

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

This program licenses and regulates the cemetery profession. A license is required to operate a private cemetery or crematory, to offer the sale of prearranged cemetery services, and to practice cremated remains dispositions.

The Washington State Funeral and Cemetery Board handles regulatory and disciplinary matters for both the cemetery and funeral programs. Program staff works with this seven-member, Governor-appointed board, which is responsible for administering the law to license cemetery authorities, prearrangement sales, and crematories, and issue permits for disposition of cremated human remains.

The board and staff:

- Issue and renew licenses to only competent individuals
- Conduct investigations of violations and unlicensed activity
- Ensure professionals comply with statutes, rules, and regulations
- Inspect crematories
- Examine endowment care funds and prearrangement trust funds

License & Renewal Requirements:

	License Fee Effective 2011	Renewal Frequency and Fee	Additional Requirements
Certificate of Authority to Operate a Cemetery *	\$300	1 year; \$5.58/burial performed during the previous calendar year	WAC 98-70
Prearrangement Sales License	\$225	1 year; \$205	WAC 98-14
Exemption from Prearrangement Sales License	\$70	1 year; \$32	WAC 98-14
Cemetery Crematory License	\$210	1 year; \$7.20/cremation performed during the previous calendar year	WAC 98-15
Cremated Remains Disposition Permit	\$70	1 year; \$32	WAC 98-60

* Certificate of Authority to Operate a Cemetery – Applicants must:

- Contact the city or county to see if the property can be used for cemetery purposes.
- Dedicate the cemetery property.
- Obtain a Unified Business Identifier (UBI) number from the Department of Revenue.

- Organize a corporation for the purpose of the cemetery only.
- Adopt appropriate by-laws for operating the cemetery.
- Deposit \$25,000 in an endowment care fund before making any sales.
- Submit an application and required fee.

Annual Reporting Requirements: A cemetery must file annual report of endowment care funds and **prearrangement trust funds within 90 days of the end of the cemetery's fiscal year.**

Endowment Care Fund Requirements: A cemetery must file an annual report of endowment care funds **within 90 days of the end of the cemetery's fiscal year. All endowment care funds are audited at least once every three calendar years.**

Trust Fund Requirements: A cemetery licensed to sell prearrangement contracts must file an annual **report of prearrangement trust funds within 90 days of the end of the cemetery's fiscal year. All prearrangement trust funds are audited at least once every three calendar years.**

Statistics:

Active Licensees	7/1/15		FY15 Total
Certificate of Authority to Operate a Cemetery	154	Complaints received	32
Prearrangement Sales License	59	Investigations performed	8
Exemption from Prearrangement Sales License	10	Formal disciplinary actions	4
Cemetery Crematory License	28		
Cremated Remains Disposition Permit	47		

Other Agency Partners:

- Department of Archaeology & Historic Preservation (DAHP) – Interagency actions concerning requests to remove cemetery property from dedication; inadvertent discovery of skeletal human remains; cemetery database and mapping of cemetery locations.
- Department of Health (DOH) – The Board of Health handles Death Certificates, Burial Transit Permits, State Registrars of Vital Statistics, Handling and Care of Human Remains, ESF8 Mass Fatality Incident Planning. They often contact the Funeral & Cemetery Board with information to convey to licensees.

Other Program Information:

- Funding: Funeral and Cemetery Account – 15V

Program Description:

This program licenses and regulates businesses who buy debt on their own behalf as well as those businesses that collect debts on behalf of any company whose debtors reside in Washington.

Some exemptions to Washington license requirements may apply. Citizens who collect their own debts under their own name, or lawyers who occasionally collect on behalf of a client, may be exempt from licensing.

The program:

- Safeguards against unlicensed and unscrupulous practice
- Ensures only qualified individuals and businesses are licensed
- Ensures licensees conform to ethical standards of practice
- Investigates allegations of misconduct or unprofessional activities
- Investigates unlicensed activity
- When appropriate, charges and sanctions businesses and individuals

Board Description:

The Director of DOL or their designee chairs the board and the Governor appoints five board members to advise the Department in matters relating to the administration of law and the development of rules and regulation. The board also reviews disciplinary cases and has the authority to revoke, suspend, or deny licenses, and to impose administrative fines.

License & Renewal Requirements:

	Business License	Surety Bond	Financial Statement	License Fee Effective 2011	Renewal Frequency and Fee
Main Office	Yes	\$5,000	Yes	\$850	1 year; \$475
Branch Office	Yes	\$5,000	Yes	\$550	1 year; \$300
Out-of-State Main Office <i>(Includes out-of-state licensees that qualify for a free license)</i>	Yes	\$5,000	Yes	\$425	1 year; \$237.50
Out-of-State Branch Office <i>(Includes out-of-state licensees that qualify for a free license)</i>	Yes	\$5,000	Yes	\$275	1 year; \$150

Collection Agencies

Business

Program established in 1929

To obtain a Collection Agency License, the licensee must:

- Establish and maintain a trust account
- Maintain an office in Washington State, managed by a Washington resident, except for out-of-state agencies
- Submit a list of persons with more than 20% interest in the business
- Provide proof of a Personal/Corporate Financial Statement showing all the following:
 - Liabilities and assets of the agency in 1 of the 3 months prior to application
 - \$7,500 or more in cash or its equivalent
 - Equity, or net worth, of \$7,500 or more

Statistics:

Active Licensees	7/1/15
Collection Agency	290
Collection Agency Branch	286
Out-of-State Collection Agency	129
Out-of-State Collection Agency Branch	503

	FY15 Total
Complaints received	97
Investigations performed	26
Formal disciplinary actions	1

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

The Combative Sports program supervises and controls all professional boxing, martial arts (including amateur mixed martial arts), and professional wrestling events held within Washington State.

The program works to:

- Ensure the safety of participants
- Establish minimum levels of experience and qualification
- Maintain standards of practice
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Business License	License Fee Effective 2013	Additional Requirement	Renewal Frequency and Fee	Training Certification
Amateur MMA Sanctioning Organization	Yes	\$500	Experience & have gym/training facility	1 year: \$500	No
Amateur MMA Training Facility	Yes	\$500	Have gym/training facility	1 year: \$500	No
Announcer	No	\$65	None	1 year; \$65	No
Chiropractor	No	\$65	Current Chiropractor license	1 year; \$65	No
Manager	No	\$65	None	1 year; \$65	No
Matchmaker	No	\$65	None	1 year; \$65	No
Professional Participant	No	\$25	Physical, vision, blood work (HIV, Hep B & C)	1 year; \$25	No
Amateur MMA Participant	No	\$25	Sports physical	1 year; \$25	No
Promoter	Yes	\$200 for Wrestling \$500 for boxing and martial arts	Surety bond	1 year; \$200 for wrestling 1 year; \$500 for boxing and martial arts	No
Second	No	\$25	None	1 year; \$25	No
Inspector	No	\$65	None	1 year; \$65	Yes, annually

Combative Sports

Licensee / Business

Program established in 1993

Judge	No	\$65	None	1 year; \$65	Yes, annually
Physician	No	None	Current MD, DO, or ND license	1 year; none	No
Referee	No	\$65	Physical	1 year; \$65	Yes, annually
Timekeeper	No	\$65	None	1 year; \$65	Yes, annually

Statistics:

Active Licensees	7/1/15
Amateur MMA Participant	206
Amateur MMA Sanctioning Org	4
Amateur MMA Training Facility	8
Announcer	15
Chiropractor	3
Inspector	4
Judge	35
Manager	15
Matchmaker	5
Professional Participant	228
Physician	17
Promoter	17
Referee	20
Second	316
Timekeeper	10

FY15 Total	
Complaints received	27
Investigations performed	14
Formal disciplinary actions	3

Other Agency Partners: None

Other Program Information:

- Funding: Business and Professions Account – 06L

Commercial Telephone Solicitors

Business

Program established in 1989

Program Description:

This program registers Commercial Telephone Solicitors (telemarketers) to help the public determine the origin and contact information of solicitors. There are numerous exemptions to registration in the law.

The program works to:

- Provide ownership and contact information of the company
- Ensure licensees conform to standards of practice
- Investigate reported violations for disciplinary action

License & Renewal Requirements:

	Business License	Personal and Criminal History Form	License Fee Effective 1990	Renewal Frequency and Fee
Commercial Telephone Solicitors	Yes	Yes	\$72 per location	1 year; \$72 per location

Statistics:

Active Licensees	7/1/15
Commercial Telephone Solicitors	151

	FY15 Total
Complaints received	1
Investigations performed	0
Formal disciplinary actions	0

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

The Cosmetology program includes the practices of cosmetology, barbering, manicuring, esthetics, and master esthetics. These practices use tools and chemicals which may be dangerous when mixed or applied improperly, so laws regulate these practices in the interest of the public health.

The Cosmetology program works to:

- Establish minimum levels of experience and qualification
- Develop and administer valid examinations
- Maintain standards of practice
- Assist shops to comply with the law and industry standards
- Take disciplinary action to assure consumer protection

Board Description:

The Cosmetology board consists of 10 members appointed by the Director. Members serve a three-year term.

License & Renewal Requirements:

	Business License	Surety Bond*	License Fee Effective 2014	Exam Requirement*	Minimum No. Course Hours	Renewal Frequency and Fee	Liability Insurance
Cosmetologist	No	No	\$25	Yes	1,600	2 years; \$55	None
Barber	No	No	\$25	Yes	1,000	2 years; \$55	None
Manicurist	No	No	\$25	Yes	600	2 years; \$55	None
Esthetician	No	No	\$25	Yes	750	2 years; \$55	None
Master Esthetician	No	No	\$25	Yes	1,200	2 years; \$55	None
Salon/Shop	Yes	No	\$110	None	none	1 year; \$110	Yes, certify current
Mobile Unit	Yes	No	\$110	None	none	1 year; \$110	None
Personal Service	Yes	No	\$110	None	none	1 year; \$110	None
Post Secondary School**	Yes	Yes	\$300	None	none	1 year; \$300	Yes, certify current

Cosmetology

Licensee / Business / School

Program established in 1984

* Examination fees and original licensing fees are paid directly to the examination providers.

** In addition, a school license also requires a School Tuition Certification, School Data Sheet, and all information required in RCW 18.16.140, WAC 308-20-040 and WAC 308-20-575. Schools will submit to an inspection of the site prior to being licensed and annually at the time of renewal.

Exam Schedule:

- Schedule of Written Exams: All written exams are given at National Testing Network Testing Centers (Ergometrics).
- Schedule of Practical Exams: All practical exams are provided by National Testing Network (Ergometrics).

Reciprocity: If a person is currently licensed in another state or country, and has passed state-approved written and performance examinations, they are not required to re-take the exams.

Statistics:

Active Licensees	7/1/15
Cosmetologist, Barber, Manicurist, Esthetician	62,502
Salon/Shop	13,130
Instructor/Operator	1,560
Personal Service	191
School	87
Mobile Units	10

	FY15 Total
Complaints received	654
Investigations performed	195
Formal disciplinary actions	261

Other Agency Partners:

- Department of Employment Security (ESD) – Interagency data sharing agreement. ESD information assists DOL with investigations.
- Department of Health (DOH) – Collaborate on health and safety issues.
- Department of Labor and Industries (LNI) – Shared regulatory duties as apprentice salons must be licensed (under the cosmetology law) with DOL and with L&I.
- Workforce Training and Education Coordinating Board (WTB) – WTB provides expertise regarding post secondary education for cosmetology schools.

Other Program Information:

- Funding: Business and Professions Account – 06L

Authority: RCW 18.16

Program Description:

The Court Reporter program licenses and regulates persons acting as court reporters who are not employees of a Washington court.

The “practice of court reporting” means the making – by means of written symbols or abbreviations in shorthand, machine writing or oral recording by a stenomask reporter – of a verbatim record of any oral court proceeding; deposition; or proceeding before a jury, referee, court commissioner, special master, governmental entity, or administrative agency; and producing a transcript from the proceeding.

The program works to:

- Establish minimum levels of experience and qualification
- Develop and administer valid examinations
- Maintain standards of practice
- Take disciplinary action to assure consumer protection
- Ensure compliance with the continuing education requirement

License & Renewal Requirements:

	Business License	Exam	License Fee Effective 2009	Renewal Frequency and Fee	Continuing Education
Court Reporter	No	Yes	\$150	1 year; \$125	5 hours every 1 year

Statistics:

Active Licensees	7/1/15
Court Reporter	602

	FY15 Total
Complaints received	14
Investigations performed	14
Formal disciplinary actions	1

Other Agency Partners: None

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

The Driver Training Schools (DTS) program licenses, oversees, and regulates driver training schools and instructors who provide Traffic Safety Education and knowledge/skill examinations. The program sets licensing standards, develops and reviews driver training curriculum, audits and investigates driver training schools and instructors, and provides technical assistance to the schools. **The program's goal is to ensure compliance with laws and administrative rules so that drivers receive reliable instruction to keep our roads safe.**

The program:

- Establishes minimum levels of experience and qualifications for instructors
- Establishes standards of practice for licensees
- Screens the qualifications and backgrounds of school owners, staff, and instructors
- Investigates complaints
- Initiates disciplinary actions, including license suspension, revocation, cancellation, denial and fines for non-compliance
- Establishes driver license examination standards and regulates the license testing practices

License & Renewal Requirements:

	Background Check	Course Hours	Exam	Liability Insurance	License Fee Effective 2010	Renewal Frequency and Fee	Inspection	Background Check Type
Main School	Yes, owners and staff	None	None	Yes*	\$500	1 year; \$250	Yes	Yes, WATCH
Branch School	None	None	None	Yes*	\$250	1 year; \$125	Yes	None
School Instructor	Yes, fingerprint	100	Yes	None	\$150	2 years; \$100	None	Yes, WATCH

*One million dollars liability insurance including uninsured motorist is required for vehicles, and premises liability insurance for all school locations.

Continuing Education Requirements	
School Instructor	16 hours every 2 years. Courses must be pre-approved by the DTS program.

Driver Training Schools

Licensee / School

Program established in 1976

Statistics:

Active Licensees	7/1/15
Main School	214
Branch School	278
School Instructor & Staff	1,368

	FY15 Total
Complaints received	102
Investigations performed	92
Formal disciplinary actions	21

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service to verify business registration and UBI number.
- Washington State Patrol (WSP) – WSP provides background check records, Rap sheet training, serves as our liaison to the FBI, and is a Target Zero partner.

Other Program Information:

- Funding: Highway Safety Account – 106

Program Description:

The Employment Agency program licenses and regulates companies that charge a fee to job seekers to help them obtain employment.

The program works to:

- Safeguard and promote public safety
- Ensure licensing of only qualified individuals
- Ensure licensees conform to standards of practice
- Investigate reported violations for disciplinary action
- investigate unlicensed activity

License & Renewal Requirements:

	Business License	Surety Bond	Exam	License Fee Effective 1998	Renewal Frequency and Fee
Main Office	Yes	\$2,000	No	\$783	1 year; \$648
Branch Office	Addendum form for each additional location	Same bond as main office	No	\$540	1 year; \$540
General Manager	Yes	None	Yes	\$150	N/A

In addition, Employment Agencies must:

- Submit the Master Application Supplement for Employment Agency, Branch Office, or Listing Service form for each location
- Possess a \$2,000 Surety Bond or cash deposit
- Submit an Employment Agency General Manager Examination Application
- Submit a copy of the current contract and fee schedule

Exam Requirements:

Examinations for general managers are written and have multiple choice questions covering the subject matter explained in RCW 19.31.100.

Statistics:

Active Licensees	7/1/15
Main Office	0
Branch Office	0

	FY15 Total
Complaints received	1
Investigations performed	0
Formal disciplinary actions	0

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

The Board of Engineers and Land Surveyors licenses and regulates these professions. The Governor appoints seven board members – consisting of five professional engineers and two professional land surveyors – for a five-year term. The terms are staggered and no board member may serve more than two consecutive terms.

The board employs staff to process applications for licensure, administer exams, issue licenses, and conduct investigations of complaints. The board and board staff:

- Admit only qualified candidates to licensure examination
- Grant only competent individuals a license to practice
- Permit only licensed individuals and registered firms to provide services
- Ensure professionals comply with statutes, rules, and regulations

License Requirements:

	Required Exam and State Fee	Experience	License Fee Effective 2002	Renewal Frequency and Fee	Continuing Education	Additional Requirements
Engineer-in-Training	6-hour computer-based exam; no state fee	4 years	n/a	n/a	N/A	WAC 196-20-010
Professional Engineer	8-hour exam; \$65	8 years	\$110 (comity only)	2 years; \$116	None	WAC 196-12-010
Land Surveyor-in-Training	6-hour computer-based exam; no state fee	4 years	n/a	n/a	N/A	WAC 196-21-010
Professional Land Surveyor	8-hour national exam; 2-hour state computer-based exam \$140	8 years	\$140 (comity only)	2 years; \$116	30 hrs every 2 years	WAC 196-16-007
Corporation	N/A	N/A	\$150	1 year; \$110	N/A	WAC 196-25; current Secretary of State Certificate of Authorization
Limited Liability Company	N/A	N/A	\$150	1 year; \$110	N/A	WAC 196-25; current Secretary of State Certificate of Authorization

Exam Schedule:

The Fundamentals of Engineering and Fundamentals of Land Surveying exams are computer-based and are offered year-round. The examination schedule and syllabus can be found on the website of the National Council of Examiners for Engineering and Surveying (ncees.org). These exams are required for the “in-training” designations.

The Professional Engineers and Professional Land Surveyors national exams are offered twice a year, in mid-April and in late October. To become licensed as a Land Surveyor, Washington requires a 2-hour, state-specific computer-based exam in addition to the national exam. This 2-hour, state-specific exam is offered the first two months of each quarter (January, February, April, May, July, August, October, and November).

Statistics:

Active Licensees	7/1/15
Professional Engineer	25,646
Professional Land Surveyor	1,240
Corporation	1,220
Limited Liability Company	437

	FY15 Total
Complaints received	72
Investigations performed	22
Formal disciplinary actions	13

Other Agency Partners:

- Department of Natural Resources (DNR) – Shared responsibility to apply standards of practice in land surveying.
- Office of the Secretary of State (SECSTATE) – Coordination of eligibility for Engineer Board to issue an engineer firm's Certificate of Authority.
- Department of Enterprise Services (DES) – Interagency data sharing - DES contacts us when they need to verify that an Engineering firm is properly credentialed for a Request For Proposal, state contract, etc.

Other Program Information:

- Funding: Professional Engineer’s Account – 024

Program Description:

The Firearms program is responsible for maintaining many firearms records, including Washington concealed pistol licenses, Alien Firearm licenses and Firearm Dealer licenses. The program also maintains records on pistol transfers and sales from licensed firearm dealers in Washington. The program provides:

- Electronic database information to law enforcement agencies who issue licenses and complete background checks.
- Application and licensing forms to local law enforcement and licensed firearm dealers.
- Electronic submission of licensing documents into the Firearms database and database checks of concealed pistol licenses for individuals ineligible to possess a firearm.
- Firearms database training to local law enforcement agency personnel.

License & Renewal Requirements:

	Issued by	License Fee Effective 2012	Renewal Frequency and Fee
Concealed Pistol License	Local law enforcement agency	\$36 plus fingerprinting fees	5 years; \$32
Firearm Dealers License	Local law enforcement agency	\$125	Non-renewable Must reapply every year
Alien Firearms License	Local law enforcement agency	\$50 plus fingerprinting fees	Non-renewable Must reapply every 2 years

Statistics:

Active Licensees	7/1/15
Active Concealed Pistol Licenses	494,130

Other Agency Partners:

- Local Law Enforcement Agencies (LEA) – LEAs are responsible for enforcing the firearms laws and are the authorizing agencies for all firearms licenses. They perform background checks and approve or deny licenses.

- Administrative Office of the Courts (AOC) – AOC electronically sends DOL involuntary commitment and conviction information on individuals that are not eligible to possess a firearm. DOL uses this information to check whether a person has a Concealed Pistol License (CPL); if so, notification is made to the issuing authority.
- Department of Fish and Wildlife (DFW) – DFW publishes the pamphlet *Firearms Safety, The Law, & You: Basic Safety, General Laws, and Regulations*. In addition, law enforcement agencies and firearm dealers are required under RCW to provide the pamphlets to customers.
- Department of Revenue (DOR) – Firearm dealers are required to be registered with DOR (RCW 9.41.110).
- Department of Social and Health Services (DSHS) – DSHS is a source of information for LEAs completing background checks on firearms license applicants.
- Washington State Patrol (WSP) – WSP controls the ACCESS Portal that provides law enforcement agencies access to the DOL firearms database, and audits law enforcement agencies to ensure they are properly following criminal history check processes.

Other Program Information:

- Funding: General Fund State – 001

Program Description:

The For Hire Vehicle program licenses and regulates companies that receive compensation for transporting passengers in vehicles. State law requires the business and each vehicle used to be registered. Businesses licensed under other state laws, such as charter buses, don't need this license.

This license is generally used to license taxi services, but other transportation services also qualify. Cities and counties also regulate For Hire businesses and drivers operating within the local jurisdictions. There are no statewide licensing requirements for the drivers.

The program works to safeguard and promote public safety by:

- Ensuring proper vehicle ownership, registration and insurance
- Ensuring licensees conform to standards of practice
- Investigating reported violations for disciplinary action
- Investigating unlicensed activity

License & Renewal Requirements:

	Business License	For Hire Permit	Certificate Fee Effective 2013	Taxi Meter Fee	Addendum	Liability Insurance	Renewal Frequency and Fee	Taxi Meter Renewal Fee
For Hire Business and Vehicles	Yes	\$110; one-time, no renewal	\$55 per vehicle	\$25 per vehicle	Yes	Yes	1 year for vehicle certificates; \$55 per vehicle	\$25 per vehicle

In addition, to get a For Hire permit, you must have:

- Proof of liability insurance, listing each vehicle operating as a For Hire
- Copy of vehicle registration for each vehicle

Statistics:

Active Licensees	7/1/15
For Hire Business	1,375
For Hire Vehicles	2,259

	FY15 Total
Complaints received	42
Investigations performed	2
Formal disciplinary actions	4

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.
- Department of Labor and Industries (LNI) – Workers compensation insurance for drivers.
- Office of the Insurance Commissioner (OIC) – Provide DOL expertise on standards for acceptable vehicle insurance.

Other Program Information:

- Funding: Highway Safety Fund Account – 106

Program Description:

This program administers the state's tax collection programs for motor vehicle fuel, special fuel, and aircraft fuel.

This program works to:

- License fuel distribution companies to enable collection of fuel taxes
- Process and reconcile fuel tax returns for specific licensed fuels
- Issue refunds of statutory exemptions
- Investigate fuel tax evasion
- Administer tribal fuel tax agreements on behalf of the state
- Educate, train, and audit taxpayers

License & Renewal Requirements:

	Application	Bond	Background Check	Tax Bond for each fuel type	Renewal Frequency
Motor Vehicle	Yes	\$5,000 to \$100,000	Yes	Yes	No renewal required
Special Fuel	Yes	\$5,000 to \$100,000	Yes	Yes	No renewal required
Aircraft Fuel	Yes	\$5,000 to \$100,000	Yes	Yes	No renewal required
Dyed Special Fuel User	Yes	none	No	No	No renewal required

Statistics:

FY15 Total	
Audits of Fuel Tax Businesses	271
Fuel Tax Licenses	5,833
Annual Fuel Tax Collected	1,289,142,110

Other Agency Partners:

- Department of Agriculture (AGR) – Provide reports to Agriculture programs related to alternative fuel manufacturing and distribution. Partner in the development of legislative proposals, administrative rules, and DOL policy and procedures to assist programs administered by Agriculture. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Department of Ecology (ECY) – Provide reports used by Ecology programs that administer clean air initiatives. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Department of Revenue (DOR) – Work with DOR in collection of use tax in lieu of fuel tax on fuel used for non-highway purposes. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Washington State Patrol (WSP) – WSP is responsible for the regulation of commercial vehicle operations and the enforcement of fuel tax statutes. DOL provides commercial vehicle registration information to assist in identifying motor carriers designated as unsafe through the PRISM Program. Commercial vehicle registration information is provided to Ports of Entry and Weigh Stations via the CVISN Program. Work jointly with the WSP in identifying fuel tax evasion schemes and prosecuting dyed special fuel violators.
- Department of Transportation (DOT) – Provide reports used for programs administered by DOT relating to fuel tax revenue forecasting. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Program Description:

This program licenses and regulates the funeral profession. State law requires a license to practice as a funeral director, embalmer, or funeral director or embalmer intern; to operate a funeral establishment or crematory; or to offer the sale of prearranged funeral service contracts.

The Washington State Funeral and Cemetery Board handles regulatory and disciplinary matters. Program staff works with this seven-member, Governor-appointed board.

The board and program staff:

- Issue and renew licenses to only competent individuals
- Administer exams through third-party vendor
- Conduct investigations of violations and unlicensed activity
- Ensure licensees conform to standards of practice
- Ensure professionals comply with statutes, rules, and regulations
- Audit funeral prearrangement trust funds
- Inspect funeral establishments and crematories

License & Renewal Requirements:

	License Fee Effective 2011	Exam Required	Additional Requirements	Renewal Frequency and Fee	Additional Renewal Requirements
Embalmer*	\$100	Yes	WAC 308-48-141	1 year; \$135	Continuing education 5 hours/year
Embalmer Intern	\$135	No	WAC 308-48-160	1 year; \$90	Limited to 5 years; continuing education 5 hours /year
Funeral Director*	\$100	Yes	WAC 308-48-141	1 year; \$135	Continuing education 5 hours/year
Funeral Director Intern	\$135	No	WAC 308-48-150	1 year; \$90	Limited to 5 years; continuing education 5 hours /year
Funeral Establishment	\$400	No	WAC 308-48-210	1 year; \$295	Annual inspection
Funeral Establishment Branch	\$350	No	WAC 308-48-210	1 year; \$295	Annual inspection
Prearrangement Funeral Services Contract	\$250	No	WAC 308-49-140	1 year; \$205	

Funeral Directors/Embalmers

Licensee / Business

Program established in 1943

Crematory Endorsement	\$210	No	WAC 308-48-780	1 year; \$7.20/cremation performed in calendar year	Annual inspection
Certificate of Removal Registration	\$30	No	RCW 18.39.525	1 year; \$14	

*An internship is required.

Exam Information:

The examination is developed by the International Conference of Funeral Service Examining Boards (ICFSEB). The board has delegated administration of the Washington Board Examination and the Laws, Rules, and Regulations examination to the ICFSEB. The exams are given year-round at independent testing centers.

Trust Account Requirements:

Funeral establishments also licensed to sell prearrangement contracts must file an annual report of prearrangement trust funds within 90 days of the **end of the establishment's fiscal year**. All prearrangement trust funds are audited at least once every three calendar years.

Statistics:

Active Licensees	7/1/15
Embalmer*	378
Embalmer Intern	148
Funeral Director*	554
Funeral Director Intern	195
Funeral Establishment	243
Funeral Establishment Branch	53
Prearrangement Funeral Svcs Contract	171
Crematory Endorsement/License	28
Certificate of Removal Registration	40

FY15 Total	
Complaints received	74
Investigations performed	41
Formal disciplinary actions	18

Other Agency Partners:

- Department of Labor and Industries (LNI) – The Crime Victims Compensation Program pays for funerals of crime victims in specific situations.
- Department of Revenue (DOR) – Business Licensing Service verification of business registration and UBI number.

Other Program Information:

- Funding: Funeral and Cemetery Account – 15V

Program Description:

This program licenses and regulates geologists. The Washington State Geologist Board handles regulatory and disciplinary matters. Program staff works with this seven-member board appointed by the Director of the Department of Licensing. The board has disciplinary authority to conduct disciplinary hearings that may result in license suspension or revocation. The board also coordinates the development of state licensing examinations for the engineering geology and hydrogeology endorsements.

The board and program staff:

- Administer exams to potential licensees
- Issue and renew licenses to only competent individuals
- Conduct investigations of violations and unlicensed activity
- Ensure professionals comply with statutes, rules, and regulations
- Write rules regulating licensing and disciplinary activities

License & Renewal Requirements:

	Required Exam*	Experience	License Fee Effective 2011	Additional Requirements	Renewal Frequency and Fee
Geologist	Two 4-hour exams \$150 and \$250 exam fees	5 years	\$100	WAC 308-15-040	1 year; \$40
Engineering Geologist Specialty Endorsement	4-hour exam \$300 exam fee	5 years in specialty	\$100	WAC 308-15-055	1 year; \$50
Hydrogeologist Specialty Endorsement	4-hour exam \$300 exam fee	5 years in specialty	\$100	WAC 308-15-057	1 year; \$50

*Exam Information:

Applicants must pass the National Association of State Boards of Geology (ASBOG) examination. The Geologist Licensing Program administers the ASBOG examination twice a year. Applicants for engineering geology or hydrogeology endorsements must pass a specialty examination. The engineering geology and hydrogeology specialty exams are given at the same time as the ASBOG exams

Statistics:

Active Licensees	7/1/15
Geologist	2,263
Engineering Geologist	517
Hydrogeologist	815

	FY15 Total
Complaints received	3
Investigations performed	1
Formal disciplinary actions	0

Other Agency Partners:

- Department of Ecology (ECY) – Assorted issues related to geology, including well drilling exemptions, certified water rights program, underground storage tank certification.
- Department of Natural Resources (DNR) – Geologist Board member works for DNR.

Other Program Information:

- Funding: Geologist's Account – 298

Program Description:

This program regulates the activities of home inspectors. The public can hire licensees to perform home inspections for new homes, resale homes, apartments, condominiums, etc.

The program works to:

- Grant only competent individuals a license
- Admit only qualified candidates to licensure examination
- Administer programs of pre-license and continuing education
- Ensure professionals comply with statutes, rules, and regulations

Board Description:

The agency director appoints seven members to the State Home Inspector Advisory Licensing Board. The board advises the director regarding the rules and regulations governing home inspector licensees.

License & Renewal Requirements:

	Exam	Classroom Instruction	Field Training	License Fee Effective 2009	Renewal Frequency and Fee	Continuing Education
Home Inspector	Yes, \$300 exam fee	120 hours	40 hours	\$680	2 years; \$375	24 hours for every 2 years

Statistics:

Active Licensees	7/1/15
Home Inspector	816

	FY15 Total
Complaints received	37
Investigations performed	28
Formal disciplinary actions	0

Other Agency Partners:

- Department of Agriculture (AGR) – Work with Pest Inspection programs. Many home inspectors are also licensed as pest inspectors and some aspects of licensure can overlap.
- Department of Commerce (COM) – Provides DOL assistance on standards for home inspectors.

Other Program Information:

- Funding: Business and Professions Account – 06L

Hulk Haulers/Salvage Processors

Business

Program established in 1971

Program Description:

This program is responsible for administering and enforcing laws that regulate hulk haulers and salvage processors. Businesses that transport or sell wrecked vehicles to wreckers or salvage processors must have a hulk hauler license.

This program works to:

- Ensure licensing of only qualified hulk haulers and salvage processors
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License & Renewal Requirements:

	Business License	Hulk Hauler License Plates	Personal and Criminal History Statement	License Fee Effective 1996	Renewal Frequency and Fee	Washington State Patrol Inspection
Hulk Hauler	Yes	Yes, one set for each vehicle	Yes	\$10 plus plate fee *	1 year; \$10 plus plate fee **	Inspecting officer signature
Salvage Processor	Yes	Yes, one set for each vehicle	Yes	\$25 plus plate fee *	1 year; \$10 plus plate fee **	Inspecting officer signature

* \$6 first set; \$3 each additional set

** \$5 first set; \$2.50 each additional set

Statistics:

Active Licensees	7/1/15
Hulk Hauler	233
Salvage Processor	52

FY15 Total	
Complaints received	9
Investigations performed	9
Formal disciplinary actions	3

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.
- Department of Health (DOH) –Jointly investigate wrecking yards, and tow truck and salvage processor facilities, for health related violations.

Authority: RCW 46.79

Hulk Haulers/Salvage Processors

Business

Program established in 1971

- Washington State Patrol (WSP) – WSP performs initial inspections. Failed inspection reports are forwarded to DOL for corrective action. DOL & WSP also perform joint investigations and inspections, legal and illegal towing, wrecking, and salvage processing activity.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

International Fuel Tax Agreement

(Prorate & Fuel Tax)

Program established in 1920s

Program Description:

The International Fuel Tax Agreement (IFTA) is an agreement among all states and Canadian provinces (except Alaska, Hawaii, Yukon, and Northwest Territories) that standardizes the reporting of fuel use taxes by motor carriers operating in more than one state or province.

Persons qualify for an IFTA license if they operate:

- Commercial vehicles over 26,000 pounds gross vehicle weight in two or more states or provinces
- Vehicles with three or more axles regardless of weight
- A combination of vehicles that weigh more than a total of 26,000 pounds gross vehicle or **registered gross vehicle weight (doesn't include recreational vehicles)**

This program works to:

- Process tax returns and reconciliations
- Collect and distribute fuel taxes on behalf of other states/provinces
- Process and issue licenses

License & Renewal Requirements:

	Application	License Fee Effective 2002	Renewal Frequency
Washington IFTA license	Yes	No fee	No renewal
IFTA decals	Yes	\$10 per set	Annually

Statistics:

	FY15 Total
Number of Audits of IFTA Licensees	133
IFTA Licenses	4,919
Annual WA IFTA Tax Collections (both WA and all member jurisdictions)	11,827,283

International Fuel Tax Agreement

(Prorate & Fuel Tax)

Program established in 1920s

Other Agency Partners:

- Department of Agriculture (AGR) – Provide reports to Agriculture programs related to alternative fuel manufacturing and distribution. Partner in the development of legislative proposals, administrative rules, and DOL policy and procedures to assist programs administered by Agriculture. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Department of Ecology (ECY) – Provide reports used by Ecology programs that administer clean air initiatives. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Department of Revenue (DOR) – Work with DOR in collection of use tax in lieu of fuel tax on fuel used for non-highway purposes. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Washington State Patrol (WSP) – WSP is responsible for the regulation of commercial vehicle operations and the enforcement of fuel tax statutes. DOL provides commercial vehicle registration information to assist in identifying motor carriers designated as unsafe through the PRISM Program. Commercial vehicle registration information is provided to Ports of Entry and Weigh Stations via the CVISN Program. Work jointly with the WSP in identifying fuel tax evasion schemes and prosecuting dyed special fuel violators.
- Department of Transportation (DOT) – Provide reports used for programs administered by DOT relating to fuel tax revenue forecasting. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

International Registration Plan

(Prorate & Fuel Tax)

Program established in 1920s

Program Description:

The International Registration Plan (IRP) provides a single registration point for commercial vehicles operating in more than one state or province. One set of apportioned license plates and a cab card are issued for each vehicle. License fees are collected by the state or province where the vehicle is licensed and are distributed to the other states and provinces where the vehicle operates.

Persons qualify for an IRP registration if they operate:

- Commercial vehicles over 26,000 pounds gross vehicle weight in two or more jurisdictions
- Vehicles with three or more axles, regardless of weight
- A combination of vehicles whose total weight exceeds 26,000 pounds gross vehicle or registered gross vehicle weight (does not include recreational vehicles)
- Vehicles that are titled in Washington State

This program works to:

- Issue plates, licenses, and credentials
- Register commercial vehicles for interstate operations
- Collect licensing fees due Washington and other states and provinces

License & Renewal Requirements:

	Application	License Fee Effective 2011	Heavy Vehicle Use Tax	Renewal Frequency*
IRP registration	Yes	Varies	Proof of filing and payment of	1 year

*Additional Requirements for Renewal:

- Lease Agreements for any new lessee/lessor arrangements
- Updated Motor Carrier Identification Report
- Actual miles traveled during mileage reporting period

Statistics:

FY15 Total	
Number of Audits of IRP Licensees	140
IRP Accounts:	5,693
IRP Cab Cards Issued:	25,115 (est.)
Annual IRP Fees Collected for WA and Foreign Fees	\$5.8 million (est.)

Authority: RCW 82.36, 82.38, 82.42

Other Agency Partners:

- Department of Agriculture (AGR) – Provide reports to Agriculture programs related to alternative fuel manufacturing and distribution. Partner in the development of legislative proposals, administrative rules, and DOL policy and procedures to assist programs administered by Agriculture. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Department of Ecology (ECY) – Provide reports used by Ecology programs that administer clean air initiatives. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Department of Revenue (DOR) – Work with DOR in collection of use tax in lieu of fuel tax on fuel used for non-highway purposes. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.
- Washington State Patrol (WSP) – WSP is responsible for the regulation of commercial vehicle operations and the enforcement of fuel tax statutes. DOL provides commercial vehicle registration information to assist in identifying motor carriers designated as unsafe through the PRISM Program. Commercial vehicle registration information is provided to Ports of Entry and Weigh Stations via the CVISN Program. Work jointly with the WSP in identifying fuel tax evasion schemes and prosecuting dyed special fuel violators.
- Department of Transportation (DOT) – Provide reports used for programs administered by DOT relating to fuel tax revenue forecasting. Partner in the development of legislative proposals, administrative rules, DOL policy and procedures assisting program they administer. Share technical expertise in areas of fuel tax administration and fuel distribution.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Program Description:

This program licenses and regulates landscape architects. State law requires a license to practice as a landscape architect or to call yourself a landscape architect. The Washington State Landscape Architects Board handles regulatory and disciplinary matters. Program staff works with this five-member, Governor-appointed board. The board has disciplinary authority, including the power to conduct disciplinary hearings resulting in possible suspension or revocation of a license.

The board and program staff:

- Administer exams through a third-party vendor
- Issue and renew licenses to only competent individuals
- Conduct investigations of violations and unlicensed activity
- Ensure professionals comply with statutes, rules, and regulations
- Write rules regulating licensing and disciplinary activities

License & Renewal Requirements:

	Required Exam*	Experience	License Fee Effective 2012	Additional Requirements	Renewal Frequency and Fee	Continuing Education
Landscape Architect	Yes, \$225 exam fee plus additional fee for nationally administered exam	3 years	\$360	WAC 308-13-020	2 years; \$360	24 hours for every 2 years

*Exam Information:

The Landscape Architect Registration Exam (LARE) is developed by the Council of Landscape Architectural Registration Boards (CLARB). The board has delegated examination administration to CLARB. The LARE is given year round at independent testing sites. An applicant must successfully complete all sections within a five-year period.

Statistics:

Active Licensees	7/1/15
Landscape Architect	814

FY15 Total	
Complaints received	5
Investigations performed	1
Formal disciplinary actions	0

Landscape Architects

Licensee

Program established in 1969

Other Agency Partners:

- Department of Transportation (DOT) – Board Member works for DOT.

Other Program Information:

- Funding: Landscape Architect Account – 16B

Limousine Carriers/Vehicles

Business / Vehicle

Program established in 1996

Program Description:

This program licenses companies and vehicles that provide pre-arranged limousine and town car services. The program also approves training courses for chauffeurs. (There are no statewide licensing requirements for chauffeurs.)

The Port of Seattle is the only other jurisdiction that qualifies to regulate limousine operations. Currently, state law does not allow any other local jurisdictions to regulate limousines. The Washington State Patrol (WSP) and the city of Seattle perform limousine vehicle inspections, which are reported to DOL by the limousine companies.

The program works to:

- Safeguard and promote public safety
- Ensure licensing of only qualified vehicles
- Ensure licensees conform to standards of practice
- Investigate reported violations for disciplinary action
- Investigate unlicensed activity

License & Renewal Requirements:

	Business License	License Fee Effective 2012	Additional Fees (per vehicle)	Addendum	Insurance Certificate	Renewal Frequency and Fee	Additional Fees (per vehicle)
Limousine Carrier and Vehicles	Yes	\$350	Vehicle Inspection Report: \$25	Yes	Yes	1 year; \$350	Vehicle Inspection Report: \$25
			Vehicle Certificate and Decal: \$75				Vehicle Certificate and Decal: \$75

Statistics:

Active Licensees	7/1/15
Limousine Carriers	789
Limousine Vehicles	1,407

	FY15 Total
Complaints received	63
Investigations performed	5
Formal disciplinary actions	7

Limousine Carriers/Vehicles

Business / Vehicle

Program established in 1996

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.
- Office of the Insurance Commissioner (OIC) – Provide DOL expertise on standards for acceptable vehicle insurance.
- Washington State Patrol (WSP) – WSP provides limited limousine law enforcement and vehicle inspections.
- Utilities and Transportation Commission (UTC) – UTC oversees regulation and licensing of larger “limousines.” BPD coordinates on unlicensed activity efforts.

Other Program Information:

- Funding: Highway Safety Fund Account – 106

Program Description:

A notary public is an impartial, trusted third-party witness to a transaction or signature. All persons who notarize documents must be appointed by the Notary Public Program. The program verifies qualifications for applicants, receives and processes complaints, and educates the public and notaries about the notary public regulations.

The program works to safeguard and promote public safety by:

- Ensuring that only qualified individuals are appointed as notaries
- Ensuring that appointees conform to standards of practice
- Investigating reported violations for possible disciplinary action
- Investigating unlicensed activity

License & Renewal Requirements:

	Minimum Age	Personal Notary Stamp	License Fee Effective 2005	Surety Bond	Additional Requirements	Renewal Frequency and Fee
Notary Public Appointment	18	Yes, purchase after licensure	\$30	\$10,000	<ul style="list-style-type: none"> • Be able to read and write English. • Live in Washington State, <u>or</u> live in Idaho or Oregon while employed regularly in Washington or doing business in Washington 	4 years; \$30

Statistics:

Active Licensees	7/1/15
Notary Public Appointment	74,123

FY15 Total	
Complaints received	79
Investigations performed	14
Formal disciplinary actions	53

Other Agency Partners:

- Office of Secretary of State (SECSTATE) – SECSTATE provides authentication of notaries on foreign documents (apostilles).

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

This program is responsible for administering and enforcing laws which license and regulate off-road vehicle dealers. Businesses that sell off-road vehicles at wholesale or retail in this state must have an off-road vehicle dealer license.

This program works to:

- Ensure licensing of only qualified off-road vehicle dealers
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License Requirements:

	Business License	Off-Road License Plates	Personal/Criminal History Statement	License Fee Effective 1996	Renewal Frequency and Fee
Off-Road Vehicle Dealer	Yes	\$3 per plate	Yes	\$25	1 year; \$25 plus plate fee; \$3 per plate

Statistics:

Active Licensees	7/1/15
Off-Road Vehicle Dealer	117

	FY15 Total
Complaints received	3
Investigations performed	3
Formal disciplinary actions	0

Other Agency Partners: None

Other Program Information:

- Funding: Motor Vehicle Fund – 108

On-site Wastewater Treatment Systems

Licensee

Program established in 1999

Program Description:

The Board of Engineers and Land Surveyors licenses and regulates on-site wastewater designers and inspectors. Qualified professionals to design on-site wastewater systems are necessary due to the increased complexity of the systems, changes in treatment technology, and the need to protect ground water and watershed areas.

The board employs staff to:

- Admit only qualified candidates to licensure examination
- Grant only competent individuals a license to practice
- Permit only licensed individuals and registered firms to provide services
- Ensure professionals comply with statutes, rules, and regulations

License Requirements:

	Required Exam	Experience	License Fee Effective 2007	Renewal Frequency and Fee	Continuing Education
On-Site Wastewater Designer	4 hour exam	4 years	\$200	2 years; \$116	15 hrs per year
On-Site Wastewater Inspector	4 hour exam	None required	\$175	2 years; \$116	None

Exam Schedule:

The board schedules examination administrations twice per year – one in mid-April and one in late October. **The examination schedule and syllabus can be found on the Board’s website at www.dol.wa.gov/business/engineerslandsurveyors.**

Statistics:

Active Licensees	7/1/15
On-Site Wastewater Designer	231
On-Site Wastewater Inspector	111

	FY15 Total
Complaints received	6
Investigations performed	3
Formal disciplinary actions	3

On-site Wastewater Treatment Systems

Licensee

Program established in 1999

Other Agency Partners:

Department of Health (DOH) – Coordination of regulations over on-site wastewater design requirements.

Other Program Information:

- Funding: Professional Engineer's Account – 024

Program Description:

State law requires a license to perform the functions of a private investigator. The Private Investigator program sets standards for practice, business licensing, training, and criminal history background checks. A private investigative agency is an individual, partnership, or corporation in the business of conducting investigations.

The program works to:

- Establish minimum levels of experience and qualification
- Develop and administer valid examinations
- Maintain standards of practice
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Minimum Age	U.S. Citizen	Conviction Record	Fingerprint Background Check	Certified* Trainer Prerequisites	License Fee Effective 2006	Renewal Frequency and Fee	Liability Insurance
Unarmed Private Investigator	18	Yes	No gross misdemeanor or felony conviction relating to the practice of the profession	Yes	Yes	\$200	1 year; \$175	None
Armed Private Investigator	21	Yes	No gross misdemeanor or felony conviction relating to the practice of the profession	Yes	Yes	\$300	1 year; \$175	None
Private Investigative Agency/Branch - Unarmed Principal	18	Yes	No criminal convictions directly related to applicant's capacity to perform duties of a private investigator and/or hinders public safety	Yes	Yes	\$600	1 year; \$350	Proof of current
Private Investigative Agency/Branch - Armed Principal	21	Yes	no criminal convictions directly related to applicant's capacity to perform duties of a private investigator and/or hinders public safety	Yes	Yes	\$700	1 year; \$350	Proof of current

Private Investigators

Licensee / Business

Program established in 1992

- Additional requirements for Private Investigator:
 - Employed by, or have an employment offer from, a licensed agency
 - Submit application directly to the licensed agency where employment is desired
 - Complete pre-assignment training
- Additional requirements for Armed Private Investigator:
 - License as an unarmed private investigator or agency principal
 - Firearms certificate from the Washington State Criminal Justice Training Commission
 - Concealed pistol license
 - Continuing education –declare yearly they have recertified their firearms certificate with the Washington State Criminal Justice Training Commission
- Additional requirements for Agency Principal:
 - Physical business location within Washington State
 - Business license with the Department of Revenue
 - Three years compensated work experience as a supervisor, manager, or administrator in a private investigator business or pass an examination
 - Unarmed private investigator license
 - Certificate of insurance for \$25,000 bodily injury and \$25,000 property damage
 - If armed, firearms certificate issued by the Washington State Criminal Justice Training Commission
- *Certified Trainer prerequisites:
 - License as an agency principal, an unarmed private investigator, or an armed private investigator
 - Three years compensated work experience in investigations
 - Pass an examination given by the Department of Licensing
 - Pay \$15 license fee
- Exams required for:
 - Agency principal that does not possess the required experience
 - Certified trainers

Statistics:

Active Licensees	7/1/15
Private Investigator	993
Private Investigator Agency and Branch	592

	FY15 Total
Complaints received	17
Investigations performed	12
Formal disciplinary actions	1

Other Agency Partners:

- Washington State Criminal Justice Training Commission (CJTC) – **CJTC provides the State's** firearm certification training programs for private investigators. DOL collaborates with them on compliance issues and training events.
- Washington State Patrol (WSP) – WSP provides background check records, Rap sheet training, and serves as our liaison to the FBI.
- Department of Revenue (DOR) – Business Licensing Service (BLS) intake of business license applications and renewals.

Other Program Information:

- Funding: Business and Professions Account – 06L

Private Security Guards

Licensee / Business

Program established in 1992

Program Description:

State law requires a license to perform the functions of a private security guard. The Security Guard program regulates this practice in the interest of public protection. The program sets standards for practice, business licensing, training, and completes criminal history background checks.

The program works to:

- Establish minimum levels of experience and qualification
- Develop and administer valid examinations
- Maintain standards of practice
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Minimum Age	Citizen	Conviction Record	Fingerprint Background Check	License Fee Effective 2008	Renewal Frequency and Fee	Liability Insurance	Continuing Education
Private Security Guard Unarmed Licensee	18	Yes	No gross misdemeanor or felony conviction relating to the practice of the profession	Yes	\$111	1 year; \$85	None	4 hrs.
Armed Endorsement	21	Yes	No gross misdemeanor or felony conviction relating to the practice of the profession	Yes	\$10	1 year; \$10	None	4 hrs.
Private Security Guard Company - Unarmed Principal	21	Yes	No criminal convictions directly related to applicant's capacity to perform duties or that hinder public safety	Yes	\$350	1 year; \$300	Proof of current	N/A
Private Security Guard Company – Armed Principal	21	Yes	No criminal convictions directly related to applicant's capacity to perform duties or that hinder public safety	Yes	\$360	1 year; \$300	Proof of current	N/A

- Additional requirements for Private Security Guard:
 - Employed by, or have an employment offer from, a licensed company
 - Submit application directly to the licensed company where employment is desired
 - Complete pre-assignment training
- Additional requirements for Armed Private Security Guard:
 - License as an unarmed private security guard or company principal
 - Firearms certificate from the Washington State Criminal Justice Training Commission
 - Continuing education – declare yearly they have recertified their firearms certificate with the Washington State Criminal Justice Training Commission

Authority: RCW 18.170

Private Security Guards

Licensee / Business

Program established in 1992

- Additional requirements for Security Guard Principal:
 - Physical business location within Washington State
 - Business license with the Department of Revenue
 - Three years compensated work experience as a supervisor, manager, or administrator in a security guard business or pass an examination
 - Unarmed private security guard license
 - Certificate of insurance for \$25,000 bodily injury and \$25,000 property damage
 - If armed, a firearms certificate issued by the Washington State Criminal Justice Training Commission
- Certified trainer prerequisites:
 - Licensed as a company principal, an unarmed security guard, or an armed security guard
 - Pass an examination given by the Department of Licensing
 - Pay \$15 license fee
- Exams required for:
 - Company principal that does not possess the required experience
 - Certified trainers

Statistics:

Active Licensees	7/1/15
Private Security Guard	11,195
Security Guard Company	254
Security Guard Branch	28

	FY15 Total
Complaints received	86
Investigations performed	83
Formal disciplinary actions	29

Other Agency Partners:

- Washington State Criminal Justice Training Commission (CJTC) – CJTC provides the State's firearm certification training programs for security guards. DOL collaborates with them on compliance issues and training events.
- Washington State Patrol (WSP) – WSP provides background check records, Rap sheet training, and serves as our liaison to the FBI.
- Department of Revenue (DOR) – use Business License Service (BLS) to verify business license information and UBI numbers.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

This program regulates the activities of certified and licensed real estate appraisers. The program reviews applications for qualifications to sit for examinations, approves continuing education programs, conducts investigations and takes formal disciplinary actions.

This program works to:

- Maintain federal compliance as mandated by the Appraisal Sub Committee
- Establish minimum levels of experience and qualification for licensure
- Administer programs of continuing education
- Maintain and enforce standards of practice to promote public welfare

Board Description:

The agency director appoints seven members to the State Real Estate Appraiser Commission. The board advises the director regarding the rules and regulations governing real estate appraisers.

License Requirements:

	Application	Education Requirements	Hours of Training Experience	License Fee Effective 2010	Renewal Frequency and Fee	Renewal Affidavit
Appraiser Trainee	Yes	75 clock hours of appraiser course work plus Supervisor/ Trainee Appraiser course	Begin experience	\$200	2 years; \$200	Yes
State-Licensed Appraiser	Yes	150 clock hours of appraiser-related course work <i>and</i> associate degree or higher <i>or</i> 30 semester hours of college-level education; exam*	24 months and 2000 hours	\$620	2 years; \$530	Yes
Certified Residential Appraiser	Yes	200 clock hours of appraiser-related course work <i>and</i> bachelor's degree or higher from an accredited college or university	24 months and 2,500 hours	\$620	2 years; \$530	Yes

Real Estate Appraisers

Licensee / Trainee

Program established in 1989

Certified General Appraiser	Yes	300 clock hours of appraiser-related course work <i>and</i> bachelor's degree or higher in any field; exam*	30 months and 3,000 hours	\$620	2 years; \$530	Yes
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***Exam Information:**

Applied Measurements Professionals Inc. (AMP) administers the examination using an electronic administration process that provides immediate onsite score reports to candidates. A candidate who fails the examination will receive instructions at the test site on how to apply for re-examination. A candidate has six months (from the date of application approval) to pass the examination.

Continuing Education Requirements	
Registered Trainee and Appraiser Licensee	28 classroom hours of approved continuing education courses including 7-hour USPAP Update course

Statistics:

Active Licensees	7/1/15
Appraiser Trainee	180
Licensed Appraiser	124
Certified Residential Appraiser	1,531
Certified General Appraiser	1,051

FY15 Total	
Complaints received	95
Investigations performed	50
Formal disciplinary actions	10

Other Agency Partners:

- Department of Financial Institutions (DFI) – Regulatory enforcement collaboration on related business regulations for mortgage companies, escrow, loan originators and securities.

Other Program Information:

- Funding: Real Estate Appraiser's Account – 06G

Program Description:

This program regulates the activities of real estate brokers and managing brokers. The program develops and administers valid examinations, administers continuing education programs, conducts audits and investigations, and offers technical assistance visits.

Real estate licensees can sell, list, and negotiate the purchase, sale, exchange, lease, or rental of real estate or any interest therein for others.

This program works to:

- Establish minimum levels of experience and qualification for licensure
- Develop and administer valid examinations
- Administer programs of continuing education
- Maintain and enforce standards of practice to promote public welfare

Board Description:

The Governor appoints six members to the State Real Estate Commission. The board advises the agency director regarding the rules and regulations governing real estate licensees. The agency director or designee serves as the chair of the commission.

License Requirements:

	Exam*	Minimum Age	High School Diploma	License Fee Effective 2005	Application	Fingerprints	Course Hours (clock hours)	Full-time Experience	Renewal Frequency and Fee
Real Estate Broker	Yes	18	Yes	\$146.25	Yes	Yes	90	None	2 years; \$146.25
Real Estate Managing Broker	Yes	18	Yes	\$210	Yes	Yes	90	3 years minimum	2 years; \$210
Real Estate Branch Office	No	18	Yes	\$189.50	Yes	No	None	None	2 years; \$189.50
Real Estate Firm	No	18	Yes	\$200	Yes	No	None	None	2 years; \$200

*Exam Information:

Applied Measurement Professional Inc. (AMP) administers the examination using an electronic administration process that provides immediate onsite score reports to candidates. A candidate who failed the examination will receive instructions at the test site on how to apply for reexamination. A candidate has six months (from the date of application approval) to pass the examination.

Real Estate Brokers/Managing Brokers

Licensee / Business

Program established in 1925

Continuing Education Requirements	
Real Estate Broker	90 hours after issuance of the first license. Subsequent renewals require completion of 30 hours to include 3-hour core curriculum.
Real Estate Managing Broker	30 hours to include 3-hour core curriculum

Statistics:

Active Licensees	7/1/15
Real Estate Broker	24,383
Real Estate Managing Broker	8,101
Real Estate Firm	3,863
Real Estate Branch Office	316

	FY15 Total
Complaints received	763
Investigations performed	395
Formal disciplinary actions	27

Other Agency Partners:

- Department of Revenue (DOR) – Use to check UBI numbers and company information for controlling interest.
- Washington State Patrol (WSP) – WSP provides background check records and rap sheet training, and serves as our liaison to the FBI.
- Department of Financial Institutions (DFI) – Regulatory enforcement collaboration on related business regulations for mortgage companies, escrow, loan originators and securities.
- Liquor Control Board (LIQ) – Regulatory enforcement collaboration with allied business types, i.e. liquor owner licensees.
- Office of the Insurance Commissioner (OIC) – Regulatory enforcement collaboration on related business regulations for insurance, escrow, and title insurance.
- Secretary of State (SOS) – Resource for enforcement activities related to real estate firms.
- University of Washington (UW) – Collaboration on director’s real estate education programs and research projects.

Other Program Information:

- Funding: Real Estate Commission Account – 026

Program Description:

This program is responsible for administering and enforcing laws that regulate scrap metal businesses. Businesses that buy or receive non-vehicle scrap metal for sale to another scrap metal business are required to have one of the scrap metal business licenses.

This program works to:

- Establish minimum levels of qualification
- Maintain standards of practice
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Business License	Personal and Criminal History Statement	License Fee Effective 2014	Renewal Frequency and Fee
Scrap Metal Recycler	Yes	Yes	\$1,250 plus vehicle plate fees	1 year; \$625 plus vehicle plate fees
Scrap Metal Processor	Yes	Yes	\$1,250 plus vehicle plate fees	1 year; \$625 plus vehicle plate fees
Scrap Metal Supplier	Yes	Yes	\$350 plus vehicle plate fees	1 year; \$175 plus vehicle plate fees

Statistics:

Active Licensees	7/1/15
Scrap Metal Recycler	38
Scrap Metal Processor	49
Scrap Metal Supplier	21

	FY15 Total
Complaints received	74
Investigations performed	74
Formal disciplinary actions	8

Scrap Metal Businesses

Business

Program established in 1947

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Service intake of business license applications and renewals.
- Washington State Patrol (WSP)
- Department of Corrections (DOC)

Other Program Information:

- Funding: Business and Professions Fund – 06L

Program Description:

The Sellers of Travel program registers sellers of travel in order to eliminate unfair advertising, sales, and business practices.

The program works to:

- Maintain standards of practice
- Investigate and audit consumer complaints
- Take disciplinary action to assure consumer protection

License Requirements:

	Business License	License Fee Effective 2007	Registration Addendum	Surety Bond or Trust Account *	Renewal Frequency and Fee	Additional Requirements
Main Office Registration	Yes	\$202	Yes	Yes	1 year; \$202	Report of changes to financial guarantee
Branch Office Registration	Yes	\$202	Yes	Yes	1 year; \$202	Report of changes to financial guarantee

* Surety bond or trust account required only if the business holds client funds for more than five business days

Statistics:

Active Licensees	7/1/15
Main Office Registration *	889
Branch Office Registration *	51

* Includes out-of-state main offices and branch offices

	FY15 Total
Complaints received	8
Investigations performed	8
Formal disciplinary actions	0

Other Agency Partners:

- Department of Revenue (DOR) – Business Licensing Services intake of business license applications and renewals.

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

This program is responsible for administering and enforcing laws which license and regulate snowmobile dealers. Businesses that sell motorized snowmobiles for recreational use must have a separate snowmobile dealer license for each business location.

This program works to:

- Ensure licensing of only qualified snowmobile dealers
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License Requirements:

	Business License	Additional Requirements	License Fee Effective 1996	Renewal Frequency and Fee
Snowmobile Dealer	Yes	N/A	\$25 plus plate fee; \$3 per plate	1 year; \$25 plus plate renewal fee; \$2 per plate

Statistics:

Active Licensees	7/1/15
Snowmobile Dealer	89

	FY15 Total
Complaints received	1
Investigations performed	1
Formal disciplinary actions	0

Other Agency Partners: None

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Program Description:

The Timeshare program examines timeshare offerings before sales to the public. The timeshare registration process frontloads consumer safeguards with 80% to 90% of consumer protection happening before approving the timeshare promoter to offer a product to the consumer. The registration process scrutinizes disclosures, contracts, property information, marketing materials, financial statements, budgets, and more.

The program works to:

- Examine and analyze offerings
- Require consumer safeguards
- Investigate violations
- Take disciplinary action to assure consumer protection

License & Renewal Requirements:

	Public Offering Statement	Background Questions	License Fee Effective 2004	Renewal Frequency and Fee
Company registration	Yes	Yes	\$1,000*	1 year; \$500
Salesperson	No	Yes	\$25	1 year; \$25

*See WAC 308-127-160 and RCW 64.36.

Statistics:

Active Licensees	7/1/15
Company registration	46
Salesperson	389

	FY15 Total
Complaints received	18
Investigations performed	1
Formal disciplinary actions	0

Other Agency Partners: None

Other Program Information:

- Funding: Business and Professions Account – 06L

Tow Truck Operators (Registered)

Business

Program established in 1985

Program Description:

This program is responsible for administering and enforcing laws which license and regulate tow truck operators. Businesses that transport, impound, or store unauthorized vehicles, or dispose of abandoned vehicles, must have a registered tow truck operator license. Additional vehicle storage/impound areas located away from the main business location must have a registered tow truck operator branch license for each area.

This program works to:

- Ensure licensing of only qualified tow truck operators
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License Requirements:

	Business License	Surety Bond	Insurance	Site Inspection	License Fee Effective 1996	Tow Truck Permit	Renewal Frequency and Fee
Registered Tow Truck Operator	Yes	\$5,000	Yes	Yes	\$100	\$50 each	1 year; \$100
Tow Truck Operator Branch	Yes	N/A	N/A	Yes	No fee	No fee	No fee

Statistics:

Active Licensees	7/1/15
Registered Tow Truck Operator	431
Tow Truck Operator Branch	86

	FY15 Total
Complaints received	93
Investigations performed	93
Formal Disciplinary Actions	25

Other Agency Partners:

- Department of Health (DOH) – Partner with DOH to jointly investigate wrecking yards, and tow truck and salvage processor facilities, for health related violations.
- Washington State Patrol (WSP) – WSP performs initial inspections. Failed inspection reports are forwarded to DOL for corrective action. DOL & WSP also perform joint investigations and inspections, legal and illegal towing, wrecking, and salvage processing activity.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Authority: RCW 46.55

Program Description:

The Uniform Commercial Code program is a central repository for financing statements and liens on personal property that is used as collateral for loans by individuals and businesses located in Washington. The program also conducts certified record searches for the public.

License Requirements:

	Form	Filing Fee effective 2015	Renewal Frequency and Filing Fee	Additional Information
Financing Statement Filing	Yes	\$18 online or \$25 paper	5 years for most filings; \$18 online or \$25 paper	See WAC 308.391

Statistics:

	7/1/15
Total Active Filings in Database	586,750

Other Agency Partners

The Uniform Commercial Code program has an interagency data sharing agreement (provides data at no charge) with the following agencies:

- Washington State Patrol (WSP)
- Department of Commerce (COM)
- Employment Security Department (ESD)
- Department of Financial Institutions (DFI)
- Department of Labor and Industries (LNI)
- Department of Natural Resources (DNR)
- Department of Revenue (DOR)

Other Program Information:

- Funding: Uniform Commercial Code Account – 04E

Vehicle Dealers/Manufacturers

Business

Program established in 1951

Program Description:

This program is responsible for administering and enforcing laws that regulate vehicle manufacturers and dealers operating or doing business in Washington State.

The Dealer program works to:

- Ensure licensing of only qualified dealers and manufacturers
- Investigate consumer complaints
- Conduct inspections of licensed locations
- Bring legal action against dealers and manufacturers if needed

License Requirements:

	Business License	Surety Bond	Education	License Fee Eff. 2012 (VD) 1996 (VM)	Renewal Frequency and Fee	Continuing Education Requirements
Vehicle Dealer	Yes	Yes*	8 hours	\$975 plus plate fee; \$43 per plate	1 year; \$325 plus plate fee; \$33 per plate	5 hours
Vehicle Manufacturer	Yes	Yes*	None	\$500 plus plate fee; \$43 per plate	1 year; \$325 plus plate fee; \$33 per plate	None

Businesses must have a license to:

- Manufacture or assemble new vehicles
- Acquire used vehicles for transfer to dealerships in Washington for resale
- Operate vehicle factory branches, or employ representatives or distributors

* To get a license, businesses must provide proof of a surety bond in the amount of:

- \$40,000 bond if the business manufactures only manufactured homes
- \$20,000 bond if the business manufactures only travel trailers, including 5th-wheel trailers
- \$30,000 bond if the business is a vehicle dealer
- No bond is required if the business manufactures only other types of vehicles (for example cars and trucks)

Vehicle Dealers/Manufacturers Business

Program established in 1951

Statistics:

Active Licensees	7/1/15
Vehicle Dealer/ Subagency/Wholesaler	2,729
Vehicle Manufacturer	296

	FY15 Total
Complaints received	1,228
Investigations performed	1,228
Formal disciplinary actions	145

Other Agency Partners:

- Department of Ecology (ECY) – Work together on joint investigations regarding California emissions requirements on vehicles sold in Washington.
- Department of Revenue (DOR) – Business Licensing Services intake of business license applications and renewals; work together on joint investigations and audits.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Program Description:

The Vehicle Transporter program is responsible for administering and enforcing laws which license and regulate businesses that transport motor vehicles not owned by the business over any roads in Washington. Vehicle transporters must have a separate license plate for each vehicle driven under its own power that is used to transport other vehicles.

This program works to:

- Ensure licensing of only qualified vehicle transporters
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License Requirements:

	Business License	License Fee Effective 1996	Renewal Frequency and Fee
Vehicle Transporter	Yes	\$25 plus \$3 per vehicle plate fee	1 year; \$15 plus \$2 per vehicle plate fee

Statistics:

Active Licensees	7/1/15
Vehicle Transporter	1,464

	FY15 Total
Complaints received	10
Investigations performed	10
Formal disciplinary actions	0

Other Agency Partners:

- Washington State Patrol (WSP) – DOL & WSP perform joint investigations. WSP forwards cases to DOL for corrective action.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Program Description:

This program is responsible for administering and enforcing laws which license and regulate businesses that sell motorized watercraft, sail boats, or any type of boat 16 feet or longer.

This program works to:

- Ensure licensing of only qualified vessel dealers
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License Requirements:

	Business License	Surety Bond	Decal Fee	License Fee Effective 1996	Renewal Frequency and Fee
Vessel Dealer	Yes	\$5,000*	\$40 first/ \$20 additional	\$120	1 year; \$60 plus decal fee *

* \$ 40 first decal; \$20 each additional

A Vessel Dealer must have a separate Vessel Dealer license for each business location unless the dealer sells human-powered watercraft that is less than 16 feet in length, unable to be powered by a motor or the wind, and not designed for use on commonly-used navigable waters.

- Each vessel dealer must file a surety bond in the amount of \$5,000 for each business location.
- A vessel dealer selling fewer than 16 vessels per year having a retail value of no more than \$2,000 each is not required to file a bond.

Statistics:

Active Licensees	7/1/15
Vessel Dealer	460

	FY15 Total
Complaints received	16
Investigations performed	16
Formal disciplinary actions	0

Other Agency Partners: None

Other Program Information:

- Funding: General Fund - State

Program Description:

Businesses providing guided trips on sections of rivers running within the borders of Washington designated to be whitewater (class III rapids and higher) must be licensed. Licensure is not required for businesses that do not charge compensation for a trip, provide only guided kayaking trips, or do not provide float trips on rivers designated in WAC as whitewater. Whitewater guides must have a minimum level of training and previous river experience to be employed by an outfitter as a guide. Guide trainers must have a minimum level of training and experience to be employed to train guides. There is no state license for guides or guide trainers.

The program works to:

- Safeguard and promote public safety
- Ensure licensing of only qualified individuals

License Requirements:

	Business License	Surety Bond	Addendum	License Fee Effective 1998	Renewal Frequency and Fee	Additional Requirements
Whitewater River Outfitter	Yes	\$300,000 per location	Yes	\$25 per location	1 year; \$25 per location	Employ only qualified guides*

*Qualified guides must:

- Be at least 18 years old
- Successfully complete a lifesaving training course that meet the State Parks and Recreation Commission standards
- Complete a guide training program on whitewater rivers conducted by a qualified guide instructor (instructors must have traveled at least 1,500 river miles, with 750 river miles as a guide)
- Complete at least one trip on the entire section of a whitewater river before carrying passengers for hire in a vessel on that section of river.

Statistics:

Active Licensees	7/1/15
Whitewater River Outfitter	29

	FY15 Total
Complaints received	0
Investigations performed	0
Formal disciplinary actions	0

Other Agency Partners:

- State Parks and Recreation Commission (PARKS) – State Parks is responsible for oversight of some parts of the Whitewater law (RCW 79A.60.100).
- Department of Revenue (DOR) – Business Licensing Services intake of business license applications and renewals.
- Department of Commerce (COM) – DOL provides information on licensed whitewater rafting companies

Other Program Information:

- Funding: Business and Professions Account – 06L

Program Description:

This program is responsible for administering and enforcing laws that regulate businesses that buy or sell wrecked titled or registered motor vehicles for the purpose of dismantling them or for second-hand motor vehicle parts.

This program works to:

- Ensure licensing of only qualified vehicle wreckers
- Establish minimum levels of qualification for licensure
- Maintain and enforce standards of practice to promote public welfare

License Requirements:

	Business License	Surety Bond	License Fee Effective 1996	Renewal Frequency and Fee	Additional Requirements
Vehicle Wrecker	Yes	\$1,000	\$25 plus vehicle plate fees *	1 year; \$10 plus vehicle plate fees **	Inspecting officer signature

* \$6 first set; \$3 each additional

** \$5 first set; \$2 each additional

Statistics:

Active Licensees	7/1/15
Vehicle Wrecker and Branch	232

	FY15 Total
Complaints received	34
Investigations performed	34
Formal disciplinary actions	6

Other Agency Partners:

- Department of Health (DOH) – Jointly investigate wrecking yards, and tow truck and salvage processor facilities, for health related violations.
- Department of Ecology (ECY) – Investigate unlicensed wrecking activity.
- Washington State Patrol (WSP) – WSP performs initial inspections. Failed inspection reports are forwarded to DOL for corrective action. DOL & WSP also perform joint investigations and inspections, legal and illegal towing, wrecking, and salvage processing activity.

Other Program Information:

- Funding: Motor Vehicle Fund – 108

Appendix

Program History

Date	Program
2014	Scrap Metal Businesses
2012	Appraisal Management Company
2010	Tattoo, Body Art, Body Piercing
2008	Home Inspectors
2006	Bail Bond Recovery Agents
2000	Geologists
1999	On-Site Wastewater Design
1996	Limousine Carriers
1994	Sellers of Travel
1993	Combative Sports
1993	Bail Bond Agencies and Bail Bond Agents
1992	Private Investigators
1992	Security Guards
1989	Commercial Telephone Solicitors
1989	Real Estate Appraisers
1989	Court Reporters
1987	International Registration Plan (IRP)
1987	Whitewater Rafting
1986	Tow Truck, Wrecker and Others (To BPD: 2010)
1986	Manufacturers (To BPD: 2010)
1986	Dealers (To BPD: 2010)
1984	Cosmetology
1984	International Fuel Tax Agreement (IFTA)
1983	Auctioneers
1983	Timeshares
1982	Camp Resorts
1976	Driver Training Schools (To BPD: 2010)
1975	Master Licensing (To DOR: 2011)
1970	Firearms
1969	Landscape Architects
1969	Employment Agencies
1967	Uniform Commercial code (To BPD: 1977)
1947	Taxi/For Hire (To BPD: 1986)
1943	Cemeteries
1937	Funeral
1935	Engineers & Land Surveyors (1947 Laws Changed)
1929	Collection Agencies
1925	Real Estate Agents
1920s	Prorate & Fuel Tax (To BPD: 2010)
1919	Architects
1854	Notaries

Inspection and Audit Information

Inspection or Audit Name	Business Activity Requiring	Method Conducted	Required Frequency	RCW Governing	WAC Governing
Auctioneer Inspection and Audit	Auction Companies	On-site visit and audit	Upon receiving a complaint	RCW 18.11	WAC 308-11
Bail Bond Agency Trust Account Audit	Bail Bond Agencies	On-site visit	None in statute; recommended every 3 years per DOL Office of System and Program Review (OSPR)	RCW 18.185	WAC 308-19
Body Art, Piercing, or Tattoo Shop Inspection	Anyone who provides tattoo, body art, and body piercing services for a fee	On-site visit	At least once every two years or upon receiving a written complaint	RCW 18.300	WAC 308-22
Cosmetology School and Apprentice Shop/Salon Inspection	Cosmetology, Barbering, Esthetics, and/or Manicuring Schools and Apprentice Shops/Salons	On-site visit	At least once a year	RCW 18.16	WAC 308-20
Salon/Shop, Personal Services, or Mobile Unit Inspection	Anyone who operates a salon/shop, personal services, or mobile unit providing cosmetology, barbering, manicuring, or esthetics services for a fee	On-site visit	At least once every two years or upon receipt of a written complaint	RCW 18.16	WAC 308-20
Driver Training School Inspection	Driver Training Schools	On-site visit	At least once a year	RCW 46.82	WAC 308-108
Employment Agency Inspection	Employment Agencies and Listing Services	On-site visit	Upon receiving a complaint	RCW 19.31	WAC 308-33
Fuel Tax Audit	Motor Fuel Suppliers, Importers, Exporters, Blenders	On-site visit and audit	Not in statute; but must audit 3% of licensing base/year per IFTA agreement	RCW 82.36	WAC 308-72
Fuel Tax Audit	Special Fuel Suppliers, Importers, Exporters, Blenders, IFTA licensees, and Dyed Diesel Users	On-site visit and audit	Not in statute; but must audit 3% of licensing base/ year per IFTA agreement	RCW 82.38	WAC 308-77

Inspection and Audit Information

Inspection or Audit Name	Business Activity Requiring	Method Conducted	Required Frequency	RCW Governing	WAC Governing
Fuel Tax Audit	Aircraft Fuel Distributors	On-site visit and audit	None in statute	RCW 82.42	WAC 308-78
Funeral Establishment and Crematory Inspection	Funeral Establishments and Crematories	On-site visit	At least once a year	RCW 18.39	WAC 308-48
International Registration Plan Audit	IRP licensees	On-site visit and audit	Not in statute; but must audit 3% of licensing base/year per IRP Agreement	RCW 46.87	WAC 308-91
Limousine Vehicle Inspection	Limousine Vehicles	Inspection at WSP or City of Seattle inspection site	At time of application and annually at renewal	RCW 46.72A	WAC 308-83
Real Estate Audit	Real Estate Firms/Branches	On-site visit and audit	None in statute; guideline every 3 years per DOL and Real Estate Commission agreement	RCW 18.85	WAC 308-124C
Scrap Metal Business Inspection	Scrap Metal Businesses	On-site visit by local authority	Annually at renewal	RCW 19.290	WAC 308-70
Seller of Travel Inspection and Audit	Sellers of Travel	On-site visit and audit of records	Upon receiving a complaint	RCW 19.138	WAC 308-129
Tow Truck Vehicle Inspection	Tow Truck Operators	Inspection at WSP inspection site	Annually at renewal	RCW 46.76	WAC 308-80

Inspection means an onsite physical review of premises or vehicles for health & safety standards.

Audit means a review of business or financial records to ensure they meet standards and requirements. Can be performed at Department of Licensing office or onsite, depending on the circumstances.

Federal Background Check Requirements

Fingerprints

Purpose	Renewable	Renewal Frequency	Authority to Order Check
Appraisal Management Company	No		RCW 18.310.070
Bail Bond Recovery Agents	No		RCW 18.185.040(2)
Driver Training School Staff, Instructors, Owner	Yes	Every 5 years	RCW 46.82.235
Private Investigators	No		RCW 18.165.070(2)
Real Estate Brokers and Managing Brokers	Yes	Every 6 years	RCW 18.85.171
Armed Security Guards	No		RCW 18.170.130(2)

Fingerprints are collected with either ink or live scan and submitted on a paper card. Before the end of 2016, Department of Licensing will use a third-party vendor to electronically collect fingerprints.

Continuing Education Requirements

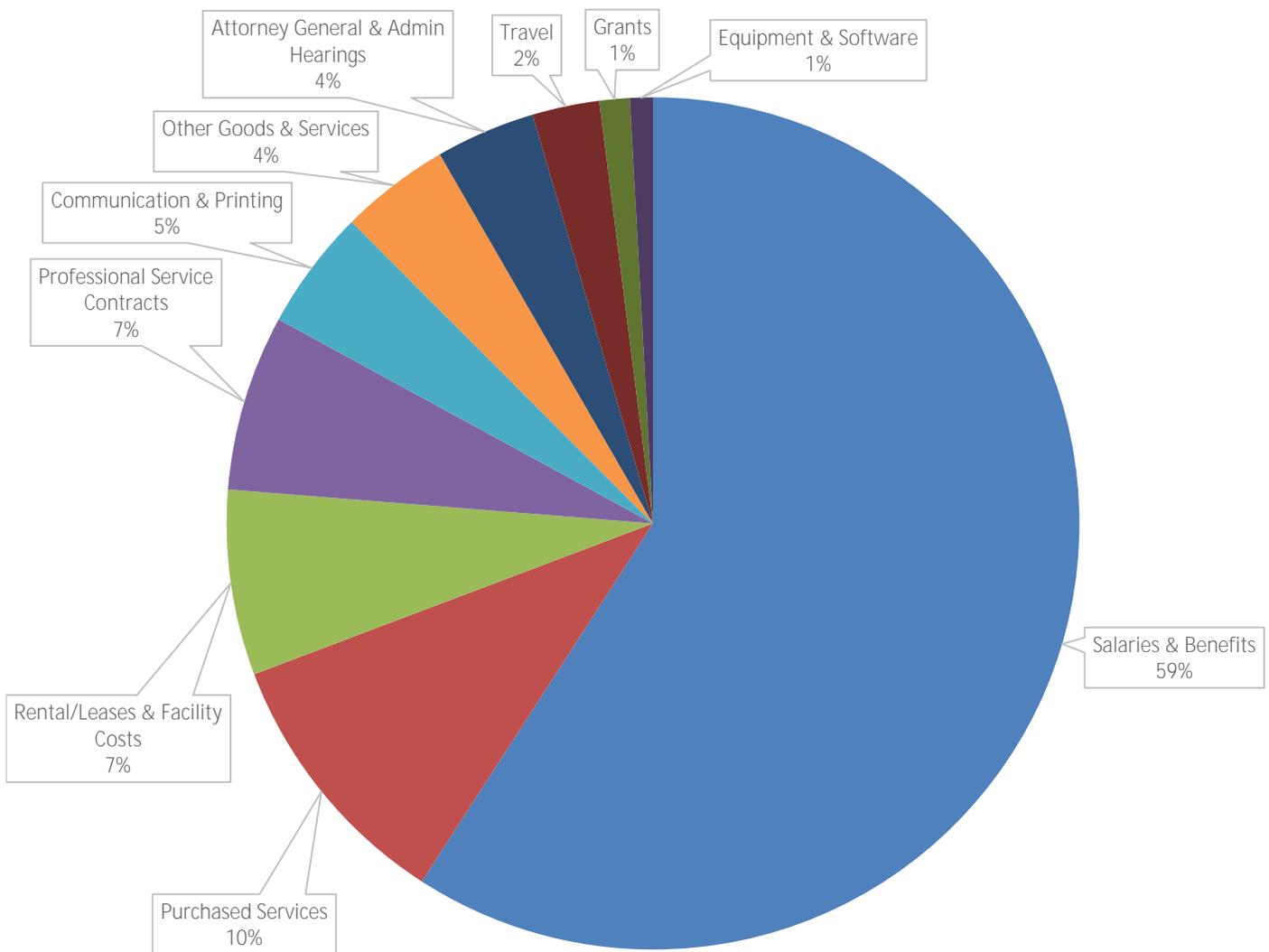
Program	Hours & Type of Training	When	Special Requirements
Architects	24 hours of professional development	For every 2-year renewal cycle	At least 16 hours must address public health, safety, and welfare
Bail Bond Agents	4 hours of continued education	Annually at renewal	None
Bail Bond Recovery Agents	8 hours of continued education	Annually at renewal	Armed: Recertify firearm certificate annually at renewal
Court Reporters	Minimum of 5 continuing education units	Annually at renewal	None
Driver Training Schools Instructors	8 hours of continuing professional development or education	Every 2 years	Must be pre-approved by DTS program
Embalmers/Embalmer Interns	5 hours of continuing education	Each year	Must include at least one hour of OSHA/ WISHA training
Funeral Directors/Funeral Director Interns	5 hours of continuing education	Each year	Must include at least one hour of OSHA/ WISHA training
Home Inspectors	24 hours of continuing education	Every 2-year renewal cycle	Courses must be approved by staff
Landscape Architects	24 hours of continuing professional development	Every 2-year renewal cycle	At least 18 hours must address public health, safety, and welfare
On-site Wastewater Designers	At least 15 hours of continuing education	Each year	Not required for completion of license renewal
Private Investigators	None	None	Armed: Recertify firearm certificate annually at renewal
Private Security Guards	4 hours of refresher training	Annually	Armed: Recertify firearm certificate annually at renewal
Professional Land Surveyors	At least 15 hours of education/professional development	Annually (30 hours total for every 2-year renewal cycle)	None

Continuing Education Requirements

Program	Hours & Type of Training	When	Special Requirements
Real Estate Appraisers	28 classroom hours of continuing education classes or seminars	Every 2-year renewal cycle; courses must be taken within licensed/certified term immediately preceding renewal	Classes/seminars must be approved; class hours must include 7-hour USPAP update course
Real Estate Brokers (first time of renewal on active status)	90 hours of continuing education	Hours commenced after issuance of first license and completed prior to end of first 2-year renewal cycle	Must include Real Estate Law, Advanced Real Estate Practices, and an elective to include 3-hour core curriculum
Real Estate Brokers (after first renewal on active status)	30 hours of continuing education	Every 2-year renewal cycle	Must include 3-hour core curriculum
Real Estate Managing Brokers	30 hours of continuing education	Every 2-year renewal cycle	Must include 3-hour core curriculum
Vehicle Dealers	Minimum of 5 hours continuing education	Each year	Courses must be approved

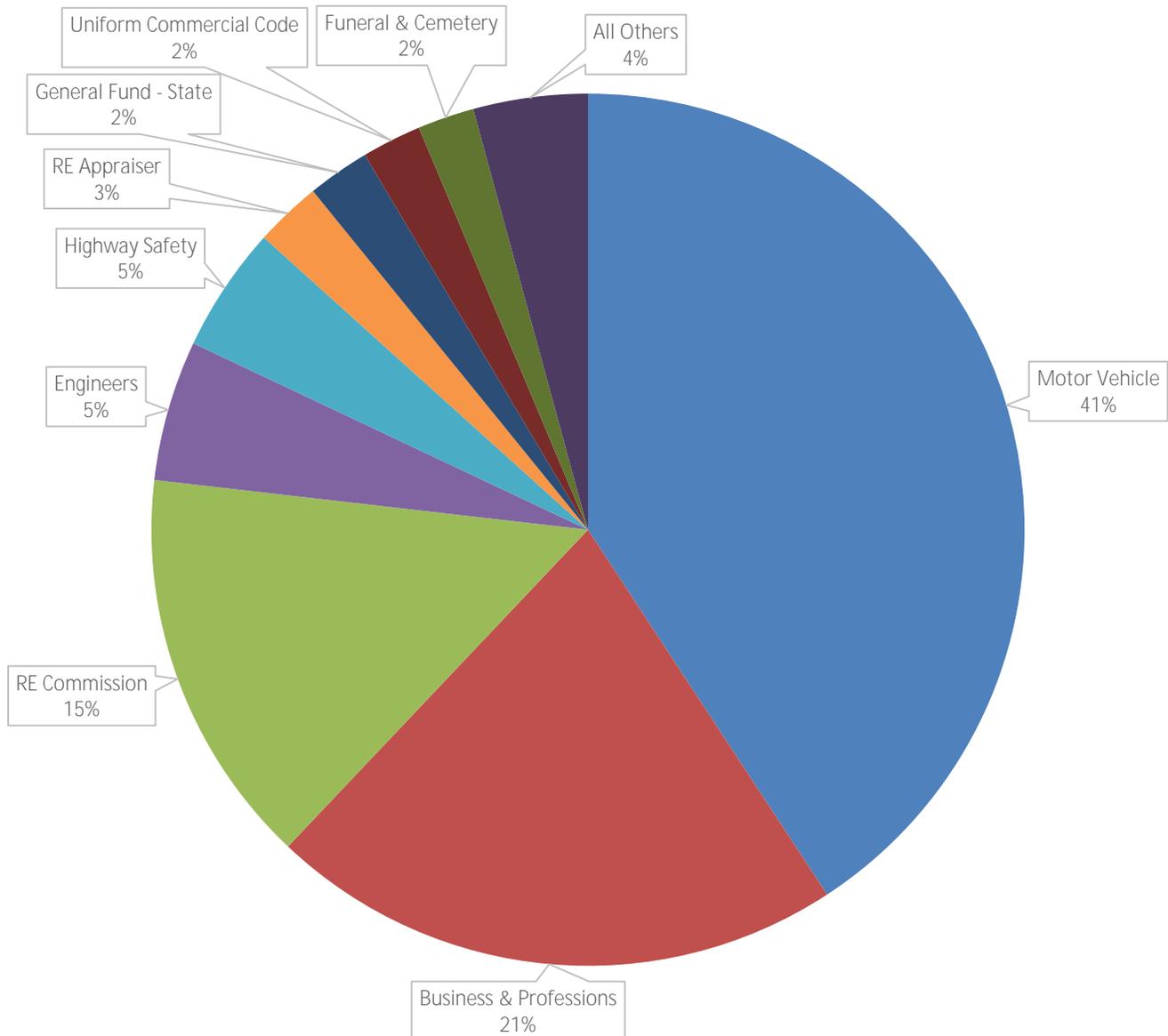
2015-2017 BPD Budget by Expenditure Category

Salaries & Benefits	\$36,815,796	Other Goods & Services	\$2,589,340
Purchased Services	\$6,304,050	Attorney Gen & Admin Hearings	\$2,347,528
Rental/Leases & Facility Costs	\$4,377,847	Travel	\$1,587,083
Professional Services Contracts	\$4,156,255	Grants	\$713,840
Communication & Printing	\$2,841,806	Equipment & Software	\$540,163
		Total all objects	\$62,273,708



2015 - 2017 BPD Budget by Fund

001	General Fund – State	\$1,435,674	06L	Business & Professions	\$13,253,666
003	Architects	\$832,795	04F	RE Research	\$410,000
024	Engineers	\$3,244,516	15V	Funeral & Cemetery	\$1,305,466
026	RE Commission	\$9,193,829	16B	Landscape Architects	\$360,267
04E	Uniform Commercial Code	\$1,376,948	298	Geologists	\$576,898
06G	RE Education	\$268,000	048	Marine Fuel Tax	\$26,000
16M	Appraisal Management	\$163,200	106	Highway Safety	\$2,898,779
06G	RE Appraiser	\$1,536,346	108	Motor Vehicle	\$25,391,324
				Total all funds	\$62,273,708



2015 – 2017 Budget Summary by Program

Program	FTE	Biennium Budget	Demographics	
Administration				
Assistant Director's Office	10.0	\$2,563,608	N/A	
Solar Phase 2	3.0	\$1,754,000	N/A	
Decentralized Administration	0.0	\$4,275,825	N/A	
Professional Licensing Services				
Auctioneers	0.1	\$71,393	366	Licenseses
Cosmetology	27.2	\$5,133,507	77,482	Licenseses
Court Reporters	0.3	\$79,918	602	Licenseses
Combative Sports	3.0	\$555,947	899	Licenseses
Sellers of Travel	0.1	\$135,270	940	Licenseses
Tattooing , Body Art & Piercing	2.6	\$701,054	1,957	Licenseses
Prorate & Fuel Tax				
Prorate & Fuel Tax	70.	\$12,983,834	5,833	Licenseses
Prorate System Replacement	4.3	\$5,059,000	N/A	
Fuel Tax Investigations & Travel Grants	N/A	\$362,000	N/A	
Public Protection Services				
Bail Bonds	2.3	\$470,793	528	Licenseses
Firearms	7.1	\$1,251,256	109,971	CPLs issued
Private Investigators	2.7	\$469,839	1,605	Licenseses
Security Guards	8.8	\$1,692,631	11,477	Licenseses
Scrap Metal Theft Reduction	3.9	\$662,107	108	Licenseses
Real Estate				
Appraisal Management Companies	0.7	\$147,898	443	Licenseses
Camp Resorts	0.3	\$90,190	72	Licenseses
Commercial Telephone Solicitors	0.1	\$9,380	151	Licenseses
Employment Agencies	0.0	\$1,321	0	Licenseses
Home Inspectors	1.5	\$193,687	816	Licenseses
Notaries	1.7	\$386,757	74,123	Licenseses
Real Estate Appraisers	6.6	\$1,301,130	2,886	Licenseses
Real Estate Commission	39.0	\$7,162,758	36,663	Licenseses
Real Estate Education	N/A	\$268,000	N/A	
Real Estate Research	N/A	\$410,000	N/A	
Timeshares	0.8	\$176,845	435	Licenseses
Uniform Commercial Code	3.0	\$1,052,300	81,756	Filings
Whitewater River Outfitters	0.6	\$10,710	29	Licenseses

2015 – 2017 Budget Summary by Program

Program	FTE	Biennium Budget	Demographics	
Regulatory Boards Section				
Architects	3.7	\$698,449	7,303	Licensees
Collection Agencies	2.4	\$655,961	1,391	Licensees
Engineers/Land Surveyors	10.9	\$2,440,969	28,543	Licensees
Funeral & Cemetery	5.7	\$1,162,818	2,016	Licensees
Geologists	2.6	\$460,836	2,263	Licensees
Landscape Architects	1.5	\$275,282	814	Licensees
On-Site Wastewater Treatment	N/A	\$0	342	Licensees
Transportation Services				
Dealer Administration	26.0	\$5,114,325	7,099	Licensees
Vessel Dealer Licensing	0.0	\$1,544		N/A
Driver Training Schools	14.6	\$1,978,379	1,860	Licensees
Limousines & For Hire	3.9	\$795,399	2,164	Licensees

Summary of Self-Supporting Fund Balances (as of March 2015)

Program Area	Fund	FY 15	FY 16	FY 17	FY 18	FY 19
Firearms	001	n/a	n/a	n/a	n/a	n/a
Architects	003	793.2	825.5	998.6	1,032.2	1,206.9
Engineers	024	1,484.7	1,080.0	1,157.6	752.9	830.5
Real Estate Commission	026	2,525.5	911.0	(109.7)	(671.4)	(1,690.2)
Uniform Commercial Code	04E	1,642.3	948.7	311.9	(381.8)	(1,018.6)
Real Estate Appraisers	06G	444.6	363.1	319.2	237.6	193.7
Auctioneers	06L	23.8	19.8	34.5	51.5	66.2
Bail Bonds	06L	87.2	75.9	96.0	84.6	104.8
Camp Resorts	06L	9.7	4.9	14.3	9.6	19.0
Collection Agencies	06L	81.5	(122.2)	(339.3)	(535.5)	(752.6)
Combative Sports	06L	(611.1)	(790.4)	(961.4)	(1,139.4)	(1,309.2)
Cosmetology	06L	1,664.8	1,972.4	2,262.1	2,774.6	3,275.5
Court Reporters	06L	71.8	122.3	173.3	223.8	274.8
Employment Agencies	06L	(16.8)	(17.4)	(18.0)	(18.6)	(19.3)
Home Inspectors	06L	138.9	233.8	381.3	480.6	630.9
Notaries	06L	238.0	203.3	191.1	156.4	144.3
Private Investigators	06L	109.9	48.4	(5.1)	(66.7)	(120.2)
Scrap Metal	06L	(125.2)	(257.9)	(402.0)	(555.8)	(710.6)
Security Guards	06L	605.3	546.2	518.5	459.5	431.8
Sellers of Travel	06L	236.0	334.8	439.4	538.2	642.8
Tattoo	06L	(158.8)	(128.7)	(82.1)	(52.1)	(5.5)
Telephone Solicitors	06L	6.6	13.3	20.0	26.7	33.4
Timeshares	06L	26.4	31.2	44.5	48.8	63.2
Whitewater River Outfitters	06L	(39.7)	(45.7)	(51.7)	(57.8)	(63.8)
<i>Total</i>		2,348.4	2,243.9	2,315.5	2,428.3	2,705.4
Real Estate Research	06R	957.8	988.4	997.9	1,028.4	1,037.9
Funeral		810.4	739.2	816.3	754.6	838.0
Landscape Architects	16B	206.7	137.1	179.4	148.2	190.5
Appraisal Management Companies	16M	319.7	339.7	263.1	283.1	206.5
Geologist	298	389.3	227.7	346.6	391.7	510.6

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Appraisal Management Company				
18.310	Appraisal Management Company See note	\$2,400.00	\$1,200.00	2
	Note: For original license, fee plus \$35.25 per fingerprint card for designated controlling person and owners			
Architects				
18.08	Architect	\$75.00	\$75.00	2
	Examination Application	\$50.00		
	Reciprocity Application	\$250.00		
	Architect Firm	\$100.00	\$50.00	1
Auctioneers				
18.11	Auctioneer	\$155.00	\$155.00	1
	Auction Company	\$255.00	\$255.00	1
Bail Bonds				
18.185	Bail Bond Agent	\$500.00	\$575.00	1
	Bail Bond Agency	\$1,200.00	\$1,150.00	1
	Bail Bond Agency Branch	\$1,200.00	\$1,150.00	1
	Bail Bond Recovery Agent	\$450.00	\$475.00	1
	Bail Bond Recovery Agent Endorsement	\$100.00	\$100.00	1
Body Art, Piercing, and Tattooing				
18.300	Licensed Artist Operator (Tattoo, Body Art, Body Piercing, Permanent Cosmetics)	\$250.00	\$250.00	1
	Licensed Artist Shop, Mobile Unit, or Event See note	\$300.00	\$300.00	1
	Note: Event licenses are for one-time events only - do not renew			
Camping Resorts				
19.105	Camping Resort Company Registration See note	\$3,200.00	\$2,000.00	1
	Camping Resort Salesperson Registration	\$150.00	\$150.00	1
	Note: Additional properties will increase fees			
Cemeteries				
Title 68	Cemetery Certificate of Authority	\$300.00	See note 1	1
	Prearrangement Sales	\$225.00	\$205.00	1
	Exemption From Prearrangement Sales	\$70.00	\$32.00	1
	Cemetery Crematory	\$210.00	See note 2	1
	Cemetery Cremated Remains Disposition Permit	\$70.00	\$32.00	1
	Note 1: \$5.58 per burial during previous year			
	Note 2: \$7.20 per cremation during previous year			

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Collection Agencies				
19.16	Collection Agency	\$850.00	\$475.00	1
	Collection Agency Branch	\$550.00	\$300.00	1
	Out-of-State Collection Agency See note	\$425.00	\$237.50	1
	Out-of-State Collection Agency Branch See note	\$275.00	\$150.00	1
	Note: If an out of state agency or branch does not pay a licensing fee in their home state they do not pay for licensure in Washington.			
Combative Sports				
67.08	Combative Sports Announcer	\$65.00	\$65.00	1
	Combative Sports Chiropractor	\$65.00	\$65.00	1
	Combative Sports Inspector	\$65.00	\$65.00	1
	Combative Sports Judge	\$65.00	\$65.00	1
	Combative Sports Manager	\$65.00	\$65.00	1
	Combative Sports Matchmaker	\$65.00	\$65.00	1
	Combative Sports Participant	\$25.00	\$25.00	1
	Combative Sports Physician	N/A	N/A	1
	Combative Sports Promoter	\$500.00	\$500.00	1
	Combative Sports Referee	\$65.00	\$65.00	1
	Combative Sports Second	\$25.00	\$25.00	1
	Combative Sports Timekeeper	\$65.00	\$65.00	1
	Amateur Participant	\$25.00	\$25.00	1
	Amateur Martial Arts Sanctioning Organization	\$500.00	\$500.00	1
	Amateur Martial Arts Training Facility	\$500.00	\$500.00	1
Commercial Telephone Solicitor				
19.158	Commercial Telephone Solicitor	\$72.00	\$72.00	1
Cosmetology				
18.16	Operator (Cosmetologist, Barber, Manicurist, Esthetician, Master Esthetician, Instructor) (per endorsement)	\$25.00	\$55.00	2
	Reciprocity (per endorsement)	\$50.00		
	Salon/Shop	\$110.00	\$110.00	1
	Mobile Unit	\$110.00	\$110.00	1
	Personal Services	\$110.00	\$110.00	1
	Postsecondary School	\$300.00	\$300.00	1
Court Reporters				
18.145	Certified Court Reporter	\$150.00	\$125.00	1

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Driver Training Schools				
46.82	Driver Training Instructor See note 1	\$150.00	\$100.00	2
	Driver Training School Staff See note 2	\$0.00	\$0.00	1
	Driver Training School	\$500.00	\$250.00	1
	Driver Training School Branch (each location)	\$250.00	\$125.00	1
	Note 1: Additional \$34.75 FBI fingerprint fee required at original application			
	Note 2: \$34.75 FBI fingerprint fee required at original application; \$12.00 WATCH fee required at renewal			
Employment Agencies				
19.31	Employment Agency	\$783.00	\$648.00	1
	Employment Agency Branch	\$540.00	\$540.00	1
	General Manager Exam	\$150.00	N/A	
Firearms				
9.41	Firearms Dealer	\$125.00	\$125.00	1
	Concealed Pistol License See note	\$36.00	\$32.00	5
	Note: Additional \$16.50 FBI fingerprint fee is required at original application			
For Hire				
46.72	For Hire Permit (one-time fee)	\$110.00	N/A	N/A
81.80	For Hire Vehicle Certificate (each vehicle)	\$55.00	\$55.00	1
	For Hire Vehicle Replacement Certificate (each vehicle)	\$55.00		N/A
Fuel Tax Services				
82.36	Motor Fuel, Special Fuel, Aircraft Fuel Fingerprint Cards (each card, up to three per license) See note	\$50.00	N/A	
82.38	Special Fuel License Reinstatement (IFTA, Fuel Tax)	\$100.00	N/A	
	Note: No longer effective after July 1, 2016			
Funeral Directors and Embalmers				
18.39	Embalmer	\$100.00	\$135.00	1
	Embalmer Intern	\$135.00	\$90.00	1
	Funeral Director	\$100.00	\$135.00	1
	Funeral Director Intern	\$135.00	\$90.00	1
	Funeral Establishment	\$400.00	\$295.00	1
	Funeral Establishment Branch	\$350.00	\$295.00	1
	Crematory Endorsement	\$210.00	See note	1
	Prearrangement Funeral Services Contract	\$225.00	\$205.00	1
	Certificate of Removal Registration	\$30.00	\$14.00	1
	Note: \$7.20 per cremation during previous year			

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Geologists				
18.220	Geologist (through examination) <i>See note 1 & 2</i>	\$100.00	\$40.00	1
	Specialty (each specialty) <i>See note 2</i>	\$100.00	\$50.00	
	Specialty Examinations (each specialty)	\$300.00		
	Geologist (through reciprocity) <i>See note 1 & 2</i>	\$200.00	\$40.00	1
	Specialty (each specialty) <i>See note 2</i>	\$150.00	\$50.00	
	<i>Note 1: Additional certifications will increase fees</i> <i>Note 2: Renewal fees reflect a temporary fee reduction in force until July 1, 2016</i>			
Home Inspectors				
18.280	Home Inspector <i>See note</i>	\$680.00	\$375.00	2
	Exam (State portion)	\$125.00		
	Course Review	\$75.00		
	<i>Note: License expires on second birthday after original license – first renewal period may be less than two full years after original license</i>			
Hulk Haulers and Salvage Processors				
46.79	Hulk Hauler	\$10.00	\$10.00	1
	First Plate	\$6.00	\$5.00	1
	Additional Plate	\$3.00	\$2.50	1
	Replacement Plate	\$3.00	N/A	
	Salvage Processor	\$25.00	\$10.00	1
	First Plate	\$6.00	\$5.00	1
	Additional Plate	\$3.00	\$2.00	1
	Replacement Plate	\$3.00	N/A	
International Fuel Tax Agreement				
46.87	International Fuel Tax Agreement Decals (each set)	\$10.00	\$10.00	1
International Registration Plan				
82.42	International Registration Plan	varies	varies	1
Landscape Architects				
18.96	Landscape Architect	\$360.00	\$360.00	2
	Examination	\$225.00		
	Reciprocity	\$325.00		

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Limousine Carriers and Vehicles				
46.72A	Limousine Carrier (each location)	\$350.00	\$350.00	1
46.04.115	Vehicle Certificate/Decal (each vehicle)	\$75.00	\$75.00	1
46.04.274	Replacement Vehicle Certificate/Decal (each vehicle)	\$20.00	\$75.00	
46.04.276	Chauffeur Training Provider	\$25.00	N/A	
Notary Public				
42.44	Notary Public Appointment	\$30.00	\$30.00	4
	Name Change	\$15.00		
Off-Road Vehicle Dealers				
46.09	Off-Road Vehicle Dealer	\$25.00	\$25.00	1
	Original or Additional Plate	\$3.00	\$3.00	1
	Replacement Plate	\$3.00		
On-Site Wastewater Treatment Systems				
18.210	On-Site Wastewater Treatment Systems Designer	\$200.00	\$116.00	2
	Comity	\$75.00		
	On-Site Wastewater Treatment Systems Inspector	\$175.00	\$116.00	2
Private Investigators				
18.165	Private Investigative Agency			
	Armed principal	\$700.00	\$350.00	1
	Unarmed principal	\$600.00	\$350.00	1
	Private Investigative Agency Branch	\$600.00	\$350.00	1
	Private Investigator	\$200.00	\$175.00	1
	Armed Private Investigator Endorsement	\$100.00	N/A	
	Certified Trainer	\$25.00	\$15.00	1
Professional Engineers and Land Surveyors				
18.43	Professional Engineer	\$65.00	\$116.00	2
	Comity	\$110.00		
	Professional Land Surveyor	\$140.00	\$116.00	2
	Comity	\$140.00		
	Engineering/Land Surveying Corporation	\$150.00	\$110.00	1
	Engineering/Land Surveying LLC	\$150.00	\$110.00	1
	Engineer-in-Training (intern) See note	\$0.00		
	Land Surveyor-in-Training (intern) See note	\$0.00		
	Note: Fees suspended at this time			

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Real Estate Appraisers				
18.140	Real Estate Appraisers			
	Certified General Real Estate Appraiser <i>See note 1 & 2</i>	\$620.00	\$530.00	2
	State Licensed Real Estate Appraiser <i>See note 1 & 2</i>	\$620.00	\$530.00	2
	Certified Residential Real Estate Appraiser <i>See note 1 & 2</i>	\$620.00	\$530.00	2
	Registered Real Estate Appraiser Trainee	\$200.00	\$200.00	2
	Real Estate Appraiser Temp Permit	\$150.00		
	Reciprocity	\$620.00		
	Examination	\$105.00		
	<p><i>Note 1: \$370 due at time of initial application, additional \$250 due after passing examination. \$80 from certification, renewal, and reciprocity goes to Appraisal Subcommittee</i></p> <p><i>Note 2: Renewal every second birthday after original license - first renewal period may be less than two full years after original license</i></p>			
Real Estate Brokers and Managing Brokers				
18.85	Real Estate Broker <i>See note 1</i>	\$146.25	\$146.25	2
	Examination <i>See note 2</i>	\$138.25		
	Reexamination	\$138.25		
	Certification	\$26.50		
	Real Estate Managing Broker <i>See note 1</i>	\$210.00	\$210.00	2
	Examination <i>See note 2</i>	\$138.25		
	Reexamination	\$138.25		
	Certification	\$26.50		
	Real Estate Firm	\$200.00	\$200.00	2
	Real Estate Firm Branch	\$189.50	\$189.50	2
	Firm Assumed Name (each name) <i>See note 3</i>	\$200.00	\$200.00	2
	<p><i>Note 1: \$10 of the license & renewal fee are deposited in the Real Estate Research Account</i></p> <p><i>Note 2: \$58 of exam and re-exam fee retained by AMP (the exam provider)</i></p> <p><i>Note 3: License expiration date is the same as the expiration date of the firm. The first renewal date could be less than 2 years</i></p>			
Scrap Metal Businesses				
19.290	Scrap Metal Processor	\$1,250.00	\$625.00	1
	Scrap Metal Recycler	\$1,250.00	\$625.00	1
	Scrap Metal Supplier	\$350.00	\$175.00	1
	First set of plates (for any of above)	\$5.00	\$5.00	1
	Second set of plates (for any of above)	\$2.00	\$2.00	1

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Security Guards				
18.170	Private Security Guard Company			
	Armed principal	\$360.00	\$300.00	1
	Unarmed principal	\$350.00	\$300.00	1
	Private Security Guard Company Branch	N/A	N/A	
	Private Security Guard	\$111.00	\$85.00	1
	Armed Private Security Guard Endorsement	\$10.00	N/A	
	Certified Trainer	\$25.00	\$15.00	1
Sellers of Travel				
19.138	Sellers of Travel Agency or Branch	\$202.00	\$202.00	1
Snowmobile Dealers				
46.10	Snowmobile Dealer	\$25.00	\$25.00	1
	Original or Additional Plate	\$3.00	\$2.00	1
	Replacement Plate	\$2.00	N/A	
Timeshares				
64.36	Timeshare Company Registration See note	\$1,000.00	\$500.00	1
	Timeshare Salesperson Registration	\$25.00	\$25.00	1
	Note: Additional properties will increase fees			
Tow Truck Operators (Registered)				
	Tow Truck			
	Operator	\$100.00	\$100.00	1
	Permit (per vehicle)	\$50.00	\$50.00	1
Uniform Commercial Code				
62A.9A	Financing Statement, Correction Statement, or Amendment (first 2 pages)	Paper/ Electronic		Valid for
60.11	Crop Lien	\$25.00/\$18.00		5 years
60.13	Processor or Preparer Lien	\$25.00/\$18.00		5 years
60.68	Federal Tax Lien	\$25.00/\$18.00		10 years
	Additional Page or PDF attachment (each single-sided page or equivalent)	\$1.00/\$1.00		
	Request for Information (each debtor name)	\$10.00/No fee		
	Request for Information w/copies (each debtor name)	\$15.00/\$15.00		
	Bulk Data (all text files)	\$500.00		
	Bulk Data (all image files)	\$500.00		
	Bulk Data (weekly updates)	\$150.00		

BPD Fee Schedule as of October 2015

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
Vehicle Dealers and Manufacturers				
46.70	Vehicle Dealer	\$975.00	\$325.00	1
	Additional classification See note	\$975.00	\$325.00	1
	Business Structure Change (BSC) See note	\$975.00	N/A	
	Original Plate	\$43.00	\$33.00	1
	Replacement Plate	\$5.50	N/A	1
	Permanent Sub-Agency	\$100.00	\$25.00	1
	Temporary Sub-Agency	\$100.00	N/A	
	Tab Replacement	\$2.00	N/A	
	Note: Additional classification and BSC are considered a new original license			
	Manufacturer	\$500.00	\$250.00	1
	Original/Additional Plate	\$43.00	\$33.00	1
	Replacement Plate	\$7.00	N/A	
Vehicle Transporters				
	Transporter	\$25.00	\$15.00	1
	Original or Additional Plate	\$3.00	\$2.00	
	Replacement Plate	\$2.50		
Vessel Dealers				
	Vessel Dealer	\$120.00	\$60.00	1
	First Decal	\$40.00	\$40.00	1
	Additional Decal / Replacement Decal	\$20.00	\$20.00	1
Whitewater River Outfitters				
79A.60	Whitewater River Outfitters	\$25.00	\$25.00	1
Wreckers				
46.80	Wrecker	\$25.00	\$10.00	1
	First Plate	\$6.00	\$5.00	1
	Additional Plate	\$3.00	\$2.00	1
	Replacement Plate	\$2.50	N/A	

