WASHINGTON STATE DEPARTMENT OF
LICENSING

Business and Professions Division

Overview

December
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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 Companies
- Architect Firms
- Auction Companies
- Bail Bond Agencies/Branches
- Body Art, Piercing, and Tattoo Shops
- Camping Resort Companies
- Cemetery Businesses
- Collection Agencies
- Commercial Telephone Solicitors
- Cosmetology Salons/Shops
- Cosmetology Schools
- Driver Training Schools
- Employment Agencies
- Fuel Distributors
- Funeral Establishments
- Hulk Haulers & Salvage Processors
- Interstate Commercial Vehicles (IRP/IFTA)
- Limousine Carrier Businesses
- Off Road Vehicle Dealers
- Private Investigative Companies
- Private Security Guard Companies
- Professional Engineering or Land Surveying Corporations/LLCs
- Real Estate Firms
- Scrap Metal Businesses
- Sellers of Travel
- Snowmobile Dealers
- Taxi Companies (aka Vehicles for Hire)
- Timeshare Companies
- Tow Trucks
- Vehicle 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.
- 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.

2015 – 2017 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	270.1
Division Budget	$64.8 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 ***Board***	Regulatory/ Practice	Governor	6 years	7	Yes
Collection Agencies ***Board***	Disciplinary	Governor	4 years	5	Yes
Cosmetology ***Board***	Advisory	Director	3 years	11	No
Engineers/Land Surveyors ***Board***	Regulatory/ Practice	Governor	5 years	7	Yes
Funerals and Cemeteries ***Board***	Regulatory/ Practice	Governor	4 years	7	Yes
Geologists ***Board***	Regulatory/ Practice	Director	4 years	7	Yes
Home Inspectors ***Board***	Advisory	Director	3 years	7	Approve
Landscape Architects ***Board***	Regulatory/ Practice	Governor	6 years	5	Yes
Real Estate ***Commission***	Advisory	Governor	6 years	7	Approve
Real Estate Appraisers ***Commission***	Advisory	Director	6 years	7	Approve

FY 2016 Performance Statistics

Professions
▪ 234,929 active licensees (as of 7/1/2016) ▪ 25,419 professional applications (during FY 2016) ▪ 86,239 professional renewals (during FY 2016)
Businesses
▪ 37,711 active businesses (as of 7/1/2016) ▪ 2,603 business applications (during FY 2016) ▪ 25,401 business renewals (during FY 2016)
Prorate and Fuel Tax
▪ $1,521,302,371 in annual fuel tax collected (during FY 2016) ▪ 243 audits of Fuel Tax businesses (during FY 2016) ▪ 5,341 Prorate and Fuel Tax licenses (as of 7/1/2016)
Firearms Records
▪ 1,484,029 law enforcement inquiries into Firearms database (during FY 2016) ▪ 198,170 pistol sales and transfers received by Firearms Dealers (during FY 2016) ▪ 137,771 concealed pistol licenses issued by law enforcement (during FY 2016)
Uniform Commercial Code
▪ 594,913 records in database (as of 7/1/2016) ▪ 85,990 UCC filings processed (during FY 2016) ▪ 257,627 UCC searches completed (during FY 2016)

Rule Making Fiscal Year 2016

During the fiscal year 2016, the Division completed 20 rulemaking activities to reduce costs or to assist the industry or DOL.

Program	WAC	Rule Change Description	Assist Industry	Assist DOL	Reduce Costs
Architects	308-12-205	Implementing a temporary suspension of license renewal fees.			X
Combative Sports	36-14	Ensure amateur mixed martial arts events have an ambulance/paramedical unit and physician on site, per statute; and update rule to meet current industry safety standards.	X		
Cosmetology, Manicuring, Barber, Esthetics	308-20	Update WAC to ensure current safety and sanitation requirements are being met.	X	X	
Cosmetology	308-20	Update WAC to incorporate passage of SHB 1063		X	
Real Estate	308-124H-805	Provide authority for Real Estate to specify methods for course approval application submissions.		X	
Real Estate Appraiser	308-125-180	Update existing rules to come into compliance with federal requirements under Title XI, Dodd Frank Act, to remove all state restrictions on reciprocity.	X	X	
Real Estate Appraiser	308-125-025 308-125-030 308-125-040 308-124-045 308-125-070	Language clean up. Update 308-125-070 to require only licensed work experience to qualify for application (Commission and industry request)	X		
Security Guards	308-18-150	Adjust fees to accommodate new background check process		X	
Uniform Commercial Code	308-391-101 308-391-202 308-391-203	Add language and criteria for rejecting and removing fraudulent filings.	X		
Vehicle Dealers	308-66-152	Update existing rebate advertising rules to ensure dealers advertise the vehicle price that most customers qualify for	X		

Rule Making Fiscal Year 2016

Program	WAC	Rule Change Description	Assist Industry	Assist DOL	Reduce Costs
Bail Bonds	308-19-101 308-19-102	Adjust fees to accommodate new background check process		X	
For Hire	308-89-060	Remove name/address change fee	X	X	X
Geologists	308-15	Continue a partial fee suspension			X
Private Investigators	308-17-150	Adjust fees to accommodate new background check process		X	
Limousine	308-83-010 308-83-120	Clarify definitions for “chauffeur” and “executive sedan”; add new language for safety equipment	X		
Prorate & Fuel Tax	308-91	Implement provisions of SSB 5297 and update and remove obsolete language.	X	X	
Private Investigators	308-17-150	Adjust fees to accommodate new background check process		X	
Prorate & Fuel Tax	308-77 308-78	New and amended rules to assist licensees and the public on tax administration, including fuel tax refunds, tax return filing, and tax calculation requirements as a result of SHB 1883 (2013).	X		
Real Estate	308-124C-110 308-124C-115	Update rules to accommodate electronic record storage and require licensees to notify department about actions on other licenses held by licensee.	X	X	
Real Estate	308-66-210	Update rules to reflect new streamlined process for fingerprint collection and access.	X	X	

Division Demographics

Division FTEs (2015 - 2017 Biennium)	270.1
Budget - Division (2015 - 17 Biennium)	$64.8 million
Number of Programs	44
Number of Boards/Commissions	10

6 – Full Regulatory and/or Disciplinary Boards
4 – Advisory Boards/Commissions

Professional Licensing

- **234,929 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

- **37,711 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 over **$1.5 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

- **924 active licensees**
- **24 events in FY 2016**
- Provides oversight for professional boxing, wrestling, and professional and amateur martial arts events
- Licenses event officials and fighters

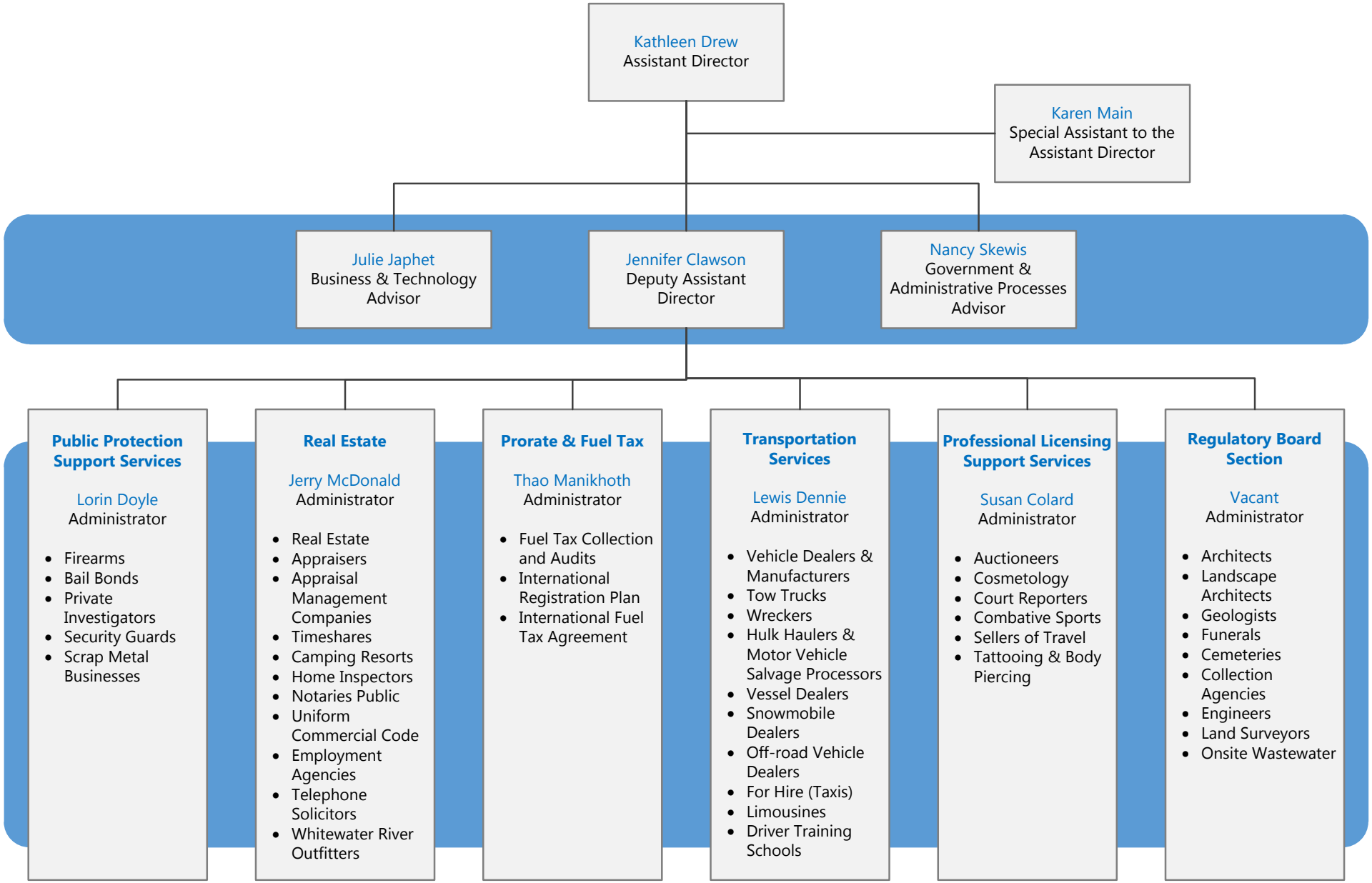
Firearms

- **546,590 active CPLs**
- **847 firearms dealers**
- **1.5 million searches**
- Updates and maintains firearms database for use by law enforcement

Uniform Commercial Code

- **594,913 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	7/1/16
Company Registration	148

	FY 16 Totals
Complaints received	22
Investigations performed	8
Formal disciplinary actions	0

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

Authority: RCW 18.310, 18.235

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	7/1/16
Architect	6,457
Architect Firm	1,275

	FY 16 Totals
Complaints received	44
Investigations performed	5
Formal disciplinary actions	2

Other Agency Partners

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

Other Program Information

- Funding: Architects Account – 003

Authority: RCW 18.08

Auctioneers

Licensee / Business

Program established in 1983

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	7/1/16
Auctioneers	253
Auction Company	105

	FY 16 Totals
Complaints received	7
Investigations performed	6
Formal disciplinary actions	2

Other Agency Partners

- None

Other Program Information

- Funding: Business and Professions Account – 06L

Authority: RCW 18.11

Bail Bond Agents/Recovery Agents

Licensee / Business

Program established in 1993

Program Description

This program supports the licensing and regulation of bail bond agents, bail bond agencies, and bail bond recovery agents. Bail bond agents are subject to WATCH background checks. Bail bond recovery agents are subject to fingerprint-based criminal background checks and compliance with firearms training administered by the Washington State Criminal Justice Training Commission.

The program works to:

- License applicants who meet required experience, training, and licensing qualifications and pose no criminal threat to the public
- 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

Authority: RCW 18.185

  - 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	7/1/16
Bail Bond Agent	299
Bail Bond Recovery Agent	145
Bail Bond Agency/Agency Branch	76

	FY 16 Totals
Complaints received	37
Investigations performed	37
Formal disciplinary actions	10

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

Body Art, Piercing, and Tattooing

Licensee / Business / Event

Program established in 2010

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.

Authority: RCW 18.300

Body Art, Piercing, and Tattooing

Licensee / Business / Event

Program established in 2010

Statistics

Active Licensees	7/1/16
Artist Operator	1,667
Artist Shop	522

	FY 16 Totals
Complaints received	97
Investigations performed	91
Formal disciplinary actions	17

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

Authority: RCW 18.300

Camping Resorts

Licensee / Business

Program established in 1982

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

Authority: RCW 19.105, 170

Camping Resorts

Licensee / Business

Program established in 1982

Statistics

Active Licensees	7/1/16
Salesperson Registration	56
Company Registration	10

	FY 16 Totals
Complaints received	0
Investigations performed	0
Formal disciplinary actions	0

Other Agency Partners

- None

Other Program Information:

- Funding: Business and Professions Account – 06L

Authority: RCW 19.105, 170

Cemeteries

Business

Program established in 1943

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.

Authority: RCW 68

- 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	7/1/16
Certificate of Authority to Operate a Cemetery	151
Prearrangement Sales License	62
Exemption from Prearrangement Sales License	10
Cemetery Crematory License	29
Cremated Remains Disposition Permit	51

	FY 16 Totals
Complaints received	15
Investigations performed	9
Formal disciplinary actions	0

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

Collection Agencies

Business *Program established in 1929*

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 *(Includes out-of-state licensees that qualify for a free license)*	Yes	$5,000	Yes	$425	1 year; $237.50
Out-of-State Branch Office *(Includes out-of-state licensees that qualify for a free license)*	Yes	$5,000	Yes	$275	1 year; $150

Authority: RCW 19.16

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	7/1/16
Collection Agency	359
Collection Agency Branch	333
Out-of-State Collection Agency	247
Out-of-State Collection Agency Branch	791

	FY 16 Totals
Complaints received	116
Investigations performed	35
Formal disciplinary actions	5

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

Authority: RCW 19.16

Combative Sports

Licensee / Business

Program established in 1993

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

Authority: RCW 67.08

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	7/1/16
Amateur MMA Participant	210
Amateur MMA Sanctioning Org	3
Amateur MMA Training Facility	3
Announcer	13
Chiropractor	3
Inspector	4
Judge	35
Manager	14
Matchmaker	9
Professional Participant	260
Physician	12
Promoter	16
Referee	18
Second	318
Timekeeper	9

	FY 16 Totals
Complaints received	6
Investigations performed	4
Formal disciplinary actions	1

Other Agency Partners

- None

Other Program Information

- Funding: Business and Professions Account – 06L

Authority: RCW 67.08

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	7/1/16
Commercial Telephone Solicitor	165

	FY 16 Totals
Complaints received	1
Investigations performed	1
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

Authority: RCW 19.158

Cosmetology

Licensee / Business / School

Program established in 1984

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

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

Authority: RCW 18.16

** 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	7/1/16
Cosmetologist, Barber, Manicurist, Esthetician	63,786
Salon/Shop	13,423
Instructor/Operator	1,606
Personal Service	202
School	88
Mobile Unit	13

	FY 16 Totals
Complaints received	242
Investigations performed	211
Formal disciplinary actions	37

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

Court Reporters
Licensee

Program established in 1989

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	7/1/16
Court Reporter	598

	FY 16 Totals
Complaints received	15
Investigations performed	11
Formal disciplinary actions	1

Other Agency Partners

- None

Other Program Information:

- Funding: Business and Professions Account – 06L

Authority: RCW 18.145

Driver Training Schools

Licensee / School

Program established in 1976

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	8 hours every 2 years. Courses must be pre-approved by the DTS program.

Authority: RCW 46.82

Driver Training Schools

Licensee / School

Program established in 1976

Statistics

Active Licensees	7/1/16
Main School	209
Branch School	272
School Instructor & Staff	1,355

	FY 16 Totals
Complaints received	96
Investigations performed	96
Formal disciplinary actions	4

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

Authority: RCW 46.82

Employment Agencies
Business

Program established in 1969

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.

Authority: RCW 19.31

Employment Agencies

Business

Program established in 1969

Statistics

Active Licensees	7/1/16
Main Office	0
Branch Office	0

	FY 16 Totals
Complaints received	1
Investigations performed	1
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

Authority: RCW 19.31

Engineers/Land Surveyors

Licensee / Business

Program established in 1935

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 national computer-based exam; no state fee	4 years	n/a	n/a	N/A	WAC 196-20-010
Professional Engineer	8-hour national exam; $65	8 years	$110 (comity only)	2 years; $116	None	WAC 196-12-010
Land Surveyor-in-Training	6-hour national computer-based exam; no state fee	4 years	n/a	n/a	N/A	WAC 196-21-010
Professional Land Surveyor	6-hour national computer-based 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

Authority: RCW 18.43

Engineers/Land Surveyors

Licensee / Business

Program established in 1935

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 national exam is offered twice a year, in mid-April and in late October.

To become licensed as a Land Surveyor in Washington, applicants must take both a national exam and a 2-hour state-specific exam. Both exams are computer-based and are offered year-round.

Statistics

Active Licensees	7/1/16
Professional Engineer	25,992
Professional Land Surveyor	1,237
Corporation	1,239
Limited Liability Company	468

	FY 16 Totals
Complaints received	120
Investigations performed	34
Formal disciplinary actions	4

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

Authority: RCW 18.43

Firearms

Data repository

Program established in 1970

Program Description

The Firearms program supports firearms record data entry, collection, and retention for 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	7/1/16
Concealed Pistol License	546,590
Firearms Dealer	847

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.

Authority: RCW 9.41

- **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

For Hire Businesses/Vehicles

Business / Vehicle

Program established in 1947

Program Description

The For Hire 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, if metered	Yes	Yes	1 year for vehicle certificates; $55 per vehicle	$25 per vehicle, if metered

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	7/1/16
For Hire Business	1,269
For Hire Vehicle	2,481

	FY 16 Totals
Complaints received	117
Investigations performed	117
Formal disciplinary actions	5

Authority: RCW 46

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.

Other Program Information

- Funding: Highway Safety Fund Account – 106

Fuel Tax Services
(Prorate & Fuel Tax)

Program established in 1920s

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 and Special Fuel	Yes	$5,000 to $100,000	No	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

	FY16 Totals
Audits of Fuel Tax Businesses	4
Fuel Tax Licenses	225
Annual Fuel Tax Collected	1,521,302,371

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

Funeral Directors/Embalmers

Licensee / Business

Program established in 1943

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	

Authority: RCW 18.39

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 pre-arrangement 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	7/1/16
Embalmer	376
Embalmer Intern	154
Funeral Director	567
Funeral Director Intern	191
Funeral Establishment	243
Funeral Establishment Branch	57
Prearrangement Funeral Services Contract	168
Crematory Endorsement/License	29
Certificate of Removal Registration	38

	FY 16 Totals
Complaints received	51
Investigations performed	35
Formal disciplinary actions	10

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

Geologists

Licensee

Program established in 2000

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

Authority: RCW 18.220

Geologists
Licensee

Program established in 2000

Statistics

Active Licensees	7/1/16
Geologist	2,271
Engineering Geologist	502
Hydrogeologist	809

	FY 16 Totals
Complaints received	6
Investigations performed	3
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

Authority: RCW 18.220

Home Inspectors

Licensee

Program established in 2008

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	7/1/16
Home Inspector	1,004

	FY 16 Totals
Complaints received	30
Investigations performed	29
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

Authority: RCW 18.280

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

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

Statistics

Active Licensees	7/1/16
Hulk Hauler	241
Salvage Processor	53

	FY 16 Totals
Complaints received	5
Investigations performed	5
Formal disciplinary actions	1

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

- **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

	FY16 Totals
Number of Audits of IFTA Licenses	118
IFTA Licenses	4,933
Annual IFTA Tax Collections (WA & all member jurisdictions)	$8,517,639

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

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

	FY 16 Totals
Number of Audits of IRP Licenses	12
IRP Accounts	6,614
IRP Cab Cards Issued	9,126
Annual IRP Fees Collected (WA & Foreign Fees)	$70,070,187

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

Landscape Architects

Licensee

Program established in 1969

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 2016*	Additional Requirements	Renewal Frequency and Fee	Continuing Education
Landscape Architect	Yes, $250 exam fee plus additional fee for nationally administered exam	3 years	$450	WAC 308-13-020	2 years; $450	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	7/1/16
Landscape Architect	825

	FY 16 Totals
Complaints received	9
Investigations performed	1
Formal disciplinary actions	0

Authority: RCW 18.96

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 City of Seattle also performs limousine enforcement within Seattle city limits under contract with Department of Licensing.

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 Vehicle Certificate and Decal: $75	Yes	Yes	1 year; $350	Vehicle Inspection Report: $25 Vehicle Certificate and Decal: $75

Statistics

Active Licensees	7/1/16
Limousine Carrier	868
Limousine Vehicle	1,445

	FY 16 Totals
Complaints received	120
Investigations performed	135
Formal disciplinary actions	34

Authority: RCW 46

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.
- **City of Seattle** – City of Seattle provides limousine law enforcement within city limits 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

Notaries Public

Licensee

Program established in 1854

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	• Be able to read and write English. • Live in Washington State, **or** live in Idaho or Oregon while employed regularly in Washington or doing business in Washington	4 years; $30

Statistics

Active Licensees	7/1/16
Notary Public Appointment	74,406

	FY 16 Totals
Complaints received	37
Investigations performed	18
Formal disciplinary actions	28

Other Agency Partners

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

Other Program Information

- Funding: Business and Professions Account – 06L

Authority: RCW 42.44

Off-Road Vehicle Dealers

Business *Program established in 1971*

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	$4 per plate	Yes	$25	1 year; $25 plus plate fee; $4 per plate

Statistics

Active Licensees	7/1/16
Off-Road Vehicle Dealer	132

	FY 16 Totals
Complaints received	1
Investigations performed	1
Formal disciplinary actions	0

Other Agency Partners

- None

Other Program Information

- Funding: Motor Vehicle Fund – 108

Authority: RCW 46.09

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 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	7/1/16
On-site Wastewater Designer	227
On-site Wastewater Inspector	117

	FY 16 Totals
Complaints received	1
Investigations performed	1
Formal disciplinary actions	1

Authority: RCW 18.210

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

Private Investigators

Licensee / Business

Program established in 1992

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

Authority: RCW 18.165

- 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	7/1/16
Private Investigator	943
Private Investigative Agency and Branch	590

	FY16 Totals
Complaints received	11
Investigations performed	11
Formal disciplinary actions	1

Authority: RCW 18.165

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

The Private Security Guard program supports the licensing and regulation of unarmed and armed private security guards and private security guard companies. Private security guards are subject to fingerprint-based criminal background checks and, if armed, must comply with firearms training administered by the Washington State Criminal Justice Training Commission.

The program works to:

- License applicants who meet required experience, training, and licensing qualifications and pose no criminal threat to the public.
- 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	$91	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	$330	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	$340	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

Authority: RCW 18.170

- 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

- 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 an 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	7/1/16
Private Security Guard	11,441
Private Security Company and Branch	286

	FY16 Totals
Complaints received	120
Investigations performed	120
Formal disciplinary actions	50

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

Authority: RCW 18.170

Real Estate Appraisers

Licensee / Trainee

Program established in 1989

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 ***and*** associate degree or higher ***or*** 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 ***and*** bachelor's degree or higher from an accredited college or university	24 months and 2,500 hours	$620	2 years; $530	Yes

Authority: RCW 18.140, 18.235

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

***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	7/1/16
Appraiser Trainee	190
Licensed Appraiser	117
Certified Residential Appraiser	1,487
Certified General Appraiser	1,044

	FY16 Totals
Complaints received	67
Investigations performed	78
Formal disciplinary actions	18

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

Authority: RCW 18.140, 18.235

Real Estate Brokers/Managing Brokers

Licensee / Business

Program established in 1925

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.

RCW 18.85, 18.86, 18.235

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	7/1/16
Real Estate Broker	26,642
Real Estate Managing Broker	8,150
Real Estate Firm	3,901
Real Estate Branch Office	344

	FY16 Totals
Complaints received	741
Investigations performed	498
Formal disciplinary actions	18

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

RCW 18.85, 18.86, 18.235

Scrap Metal Businesses

Business

Program established in 1947

Program Description

The Scrap Metal program supports the licensing and regulation of scrap metal processor, recycler, and supplier businesses. Scrap metal businesses deal with collection and sales transactions of non-precious metals including copper, brass, aluminum, bronze, lead, zinc, nickel, and their alloys.

This program works to:

- License applicants who meet required minimum licensing qualifications and pose no criminal threat to the public.
- 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	7/1/16
Scrap Metal Processors	54
Scrap Metal Recycler	45
Scrap Metal Suppliers	32

	FY16 Totals
Complaints received	76
Investigations performed	76
Formal disciplinary actions	20

Authority: RCW 19.290

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

Sellers of Travel
Business

Program established in 1994

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	7/1/16
Main Office Registration *	1,078
Branch Office Registration *	50

* Includes out-of-state main & branch offices

	FY16 Totals
Complaints received	3
Investigations performed	2
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

Authority: RCW 19.138

Snowmobile Dealers

Business

Program established in 1971

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; $4 per plate	1 year; $25 plus plate renewal fee; $4 per plate

Statistics

Active Licensees	7/1/16
Snowmobile Dealer	93

	FY16 Totals
Complaints received	0
Investigations performed	0
Formal disciplinary actions	0

Other Agency Partners

- None

Other Program Information

- Funding: Motor Vehicle Fund – 108

Authority: RCW 46.10

Timeshares

Licensee / Business

Program established in 1983

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	7/1/16
Company Registration	45
Salesperson Registration	401

	FY16 Totals
Complaints received	15
Investigations performed	2
Formal disciplinary actions	1

Other Agency Partners

- None

Other Program Information

- Funding: Business and Professions Account – 06L

Authority: RCW 64.36, 19.170

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 plus $50 per truck
Tow Truck Operator Branch	Yes	N/A	N/A	Yes	No fee	No fee	No fee

Statistics

Active Licensees	7/1/16
Registered Tow Truck Operator	467
Tow Truck Operator Branch	94

	FY 16 Totals
Complaints received	87
Investigations performed	87
Formal disciplinary actions	18

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

Uniform Commercial Code

Data Repository

Program established in 1967

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

	7/1/16
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

Authority: RCW 62A.9A

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; $50.75 per plate	1 year; $325 plus plate fee; $38.75 per plate	5 hours
Vehicle Manufacturer	Yes	Yes*	None	$500 plus plate fee; $50.75 per plate	1 year; $325 plus plate fee; $38.75 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)

Authority: RCW 46.70

Vehicle Dealers/Manufacturers

Business

Program established in 1951

Statistics

Active Licensees	7/1/16
Vehicle Dealer/Subagency/ Wholesaler	3,201
Vehicle Manufacturer	345

	FY 16 Totals
Complaints received	824
Investigations performed	824
Formal disciplinary actions	124

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

Authority: RCW 46.70

Vehicle Transporters

Business

Program established in 1947

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 $2 per vehicle plate fee	1 year; $15 plus $2 per vehicle plate fee

Statistics

Active Licensees	7/1/16
Vehicle Transporter	1,739

	FY 16 Totals
Complaints received	7
Investigations performed	7
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

Authority: RCW 46.76

Vessel Dealers

Business

Program established in 1983

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	7/1/16
Vessel Dealer	518

	FY 16 Totals
Complaints received	4
Investigations performed	4
Formal disciplinary actions	1

Other Agency Partners

- None

Other Program Information

- Funding: General Fund - State

Authority: RCW 88.02

Whitewater River Outfitters

Business *Program established in 1987*

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	7/1/16
Whitewater River Outfitter	32

	FY 16 Totals
Complaints received	0
Investigations performed	0
Formal disciplinary actions	0

Authority: RCW 79A.60

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

Wreckers
Business

Program established in 1987

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

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

Statistics

Active Licensees	7/1/16
Vehicle Wrecker and Branch	252

	FY 16 Totals
Complaints received	20
Investigations performed	20
Formal disciplinary actions	7

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

Authority: RCW 46.80

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 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
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
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	Aircraft Fuel Distributors	On-site visit and audit	None in statute	RCW 82.42	WAC 308-78
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
Funeral Establishment and Crematory Inspection	Funeral Establishments and Crematories	On-site visit	At least once a year	RCW 18.39	WAC 308-48

Inspection and Audit Information

Inspection or Audit Name	Business Activity Requiring	Method Conducted	Required Frequency	RCW Governing	WAC Governing
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)

As of June 2016, all fingerprints are collected electronically by a third-party vendor.

Continuing Education Requirements

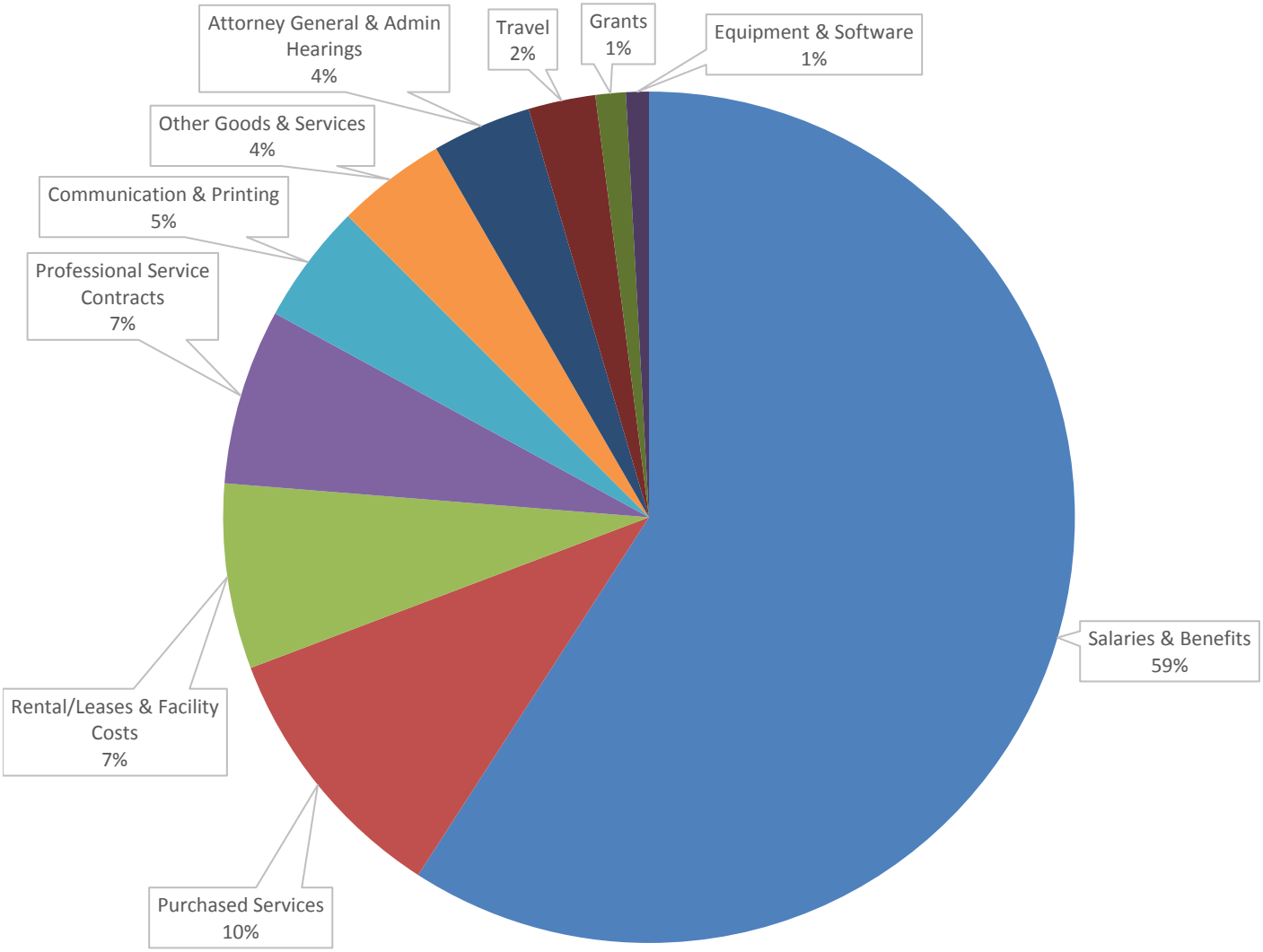
Program	Hours & Type of Training	When	Special Requirements
Architects	24 hours of professional development	For every 2-year renewal cycle	At least 16 hours must address public health, safety, and welfare
Bail Bond Agents	4 hours of continued education	Annually at renewal	Must have been completed in the past year and meet the approved programs as established in rule
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	None
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	Each year	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

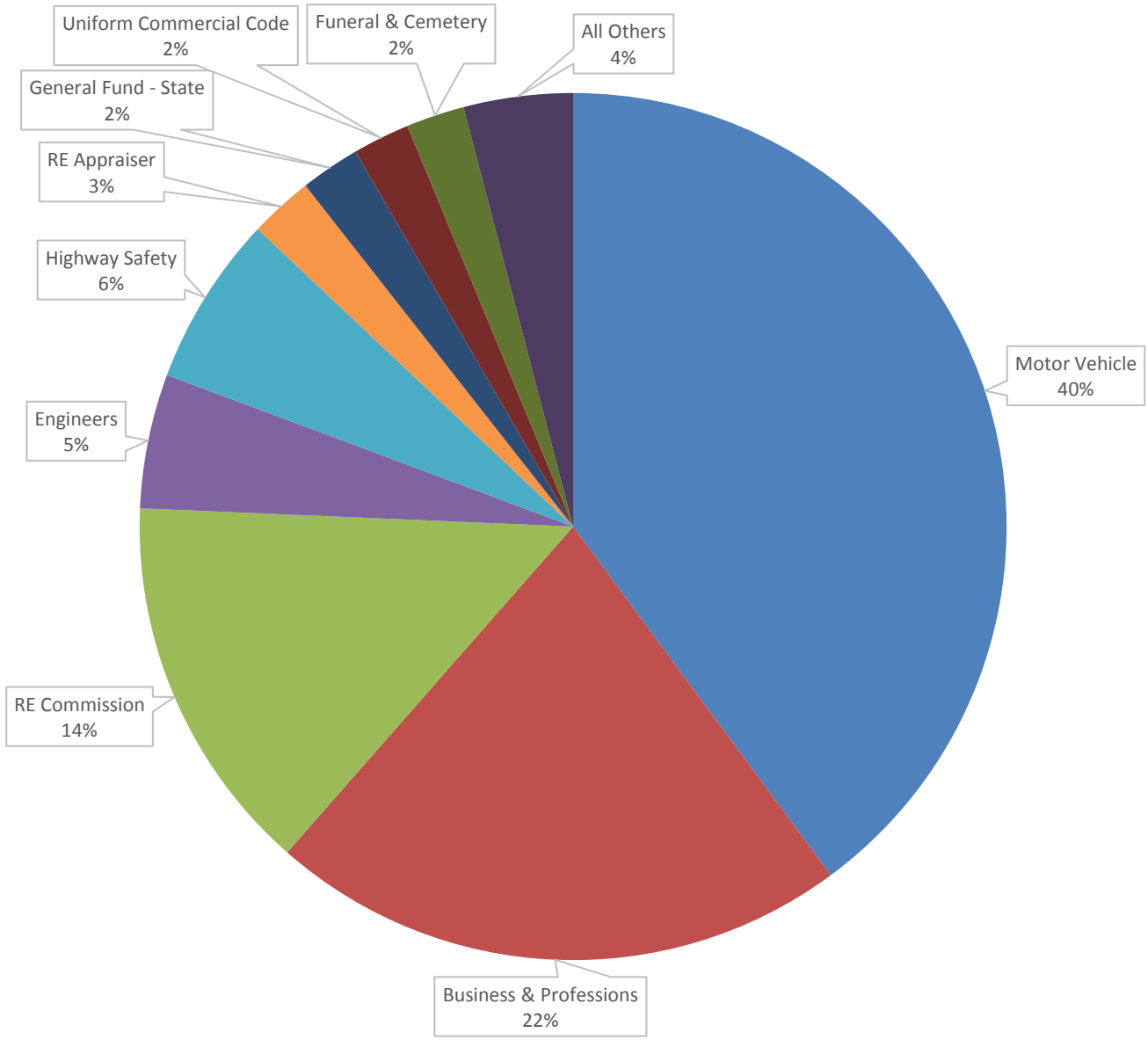
2015-2017 BPD Budget by Expenditure Category

Salaries & Benefits	$38,041,027	Other Goods & Services	$2,938,073
Purchased Services	$6,315,669	Attorney Gen & Admin Hearings	$2,726,736
Rental/Leases & Facility Costs	$4,524,321	Travel	$1,627,185
Professional Services Contracts	$4,298,255	Grants	$713,840
Communication & Printing	$3,052,123	Equipment & Software	$546,588
		Total all objects	**$64,783,817**



2015 - 2017 BPD Budget by Fund

001	General Fund – State	$1,439,444	06L	Business & Professions	$13,991,148
003	Architects	$833,795	04F	RE Research	$410,000
024	Engineers	$3,247,846	15V	Funeral & Cemetery	$1,406,466
026	RE Commission	$9,203,329	16B	Landscape Architects	$360,267
04E	Uniform Commercial Code	$1,379,342	298	Geologists	$576,898
06G	RE Education	$268,000	048	Marine Fuel Tax	$26,000
16M	Appraisal Management	$163,200	106	Highway Safety	$4,112,824
06G	RE Appraiser	$1,537,346	108	Motor Vehicle	$25,827,912
				Total all funds	**$64,783,817**



2015 – 2017 Budget Summary by Program

Program	FTE	Biennium Budget	Demographics	
Administration				
Assistant Director's Office	10.0	$2,644,350		N/A
Solar Phase 2	3.0	$1,754,000		N/A
Decentralized Administration	0.0	$4,274,691		N/A
Other	0.0	$414,893		
Professional Licensing Services				
Auctioneers	0.1	$71,393	358	Licensees
Combative Sports	3.0	$572,919	924	Licensees
Cosmetology	27.4	$5,271,507	79,118	Licensees
Court Reporters	0.3	$79,918	598	Licensees
Sellers of Travel	0.1	$135,270	1,153	Licensees
Tattooing , Body Art & Piercing	2.6	$701,054	2,214	Licensees
Prorate & Fuel Tax				
Prorate & Fuel Tax	70.5	$12,945,985	5,341	Licensees
Prorate System Replacement	2.2	$5,059,000		N/A
Fuel Tax Investigations & Travel Grants	N/A	$362,000		N/A
Public Protection Services				
Bail Bonds	2.3	$482,793	520	Licensees
Firearms	7.1	$1,251,256	137,771	CPLs issued
Private Investigators	2.7	$469,839	1,533	Licensees
Security Guards	8.8	$1,692,631	11,727	Licensees
Scrap Metal Theft Reduction	3.9	$662,107	131	Licensees
Real Estate				
Appraisal Management Companies	0.7	$147,898	148	Licensees
Camp Resorts	0.3	$90,190	66	Licensees
Commercial Telephone Solicitors	0.1	$9,380	165	Licensees
Employment Agencies	0.0	$1,321	0	Licensees
Home Inspectors	1.5	$193,687	1,004	Licensees
Notaries	1.7	$685,768	74,406	Licensees
Real Estate Appraisers	6.6	$1,301,130	2,838	Licensees
Real Estate Commission	39.0	$7,162,758	39,037	Licensees
Real Estate Education	N/A	$268,000		N/A
Real Estate Research	N/A	$410,000		N/A
Timeshares	0.8	$176,845	446	Licensees
Uniform Commercial Code	3.0	$1,052,300	586,750	Filings
Whitewater River Outfitters	0.1	$10,710	32	Licensees

2015 – 2017 Budget Summary by Program

Program	FTE	Biennium Budget	Demographics	
Regulatory Boards Section				
Architects	3.7	$698,449	7,732	Licensees
Collection Agencies	2.4	$875,049	1,730	Licensees
Engineers/Land Surveyors	10.9	$2,440,969	28,936	Licensees
Funeral & Cemetery	5.7	$1,262,818	1,907	Licensees
Geologists	2.6	$460,836	2,271	Licensees
Landscape Architects	1.5	$275,282	825	Licensees
On-Site Wastewater Treatment	N/A	$0	344	Licensees
Transportation Services				
Dealer Administration	26.0	$5,164,592	5,324	Licensees
Vessel Dealer Licensing	0.0	$1,544		N/A
Driver Training Schools	14.6	$2,096,286	1,836	Licensees
Limousines & For Hire	3.9	$1,152,399	2,137	Licensees

Summary of Self-Supporting Fund Balances (as of November 2016)

Program Area	Fund	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Firearms	001	n/a	n/a	n/a	n/a	n/a	n/a
Architects	003	924.9	798.5	856.3	961.5	1,019.3	1,124.5
Engineers	024	1,952.1	1,816.0	1,707.5	1,575.1	1,466.6	1,334.2
Real Estate Commission	026	4,036.2	2,638.0	1,589.9	105.6	(942.5)	(2,426.9)
Uniform Commercial Code	04E	1,749.5	1,223.2	659.4	129.2	(434.6)	(964.9)
Real Estate Appraisers	06G	490.4	206.9	12.8	(270.7)	(464.9)	(748.4)
Auctioneers	06L	46.8	65.3	92.7	113.9	141.3	162.6
Bail Bonds	06L	83.5	16.6	(22.1)	(69.4)	(109.3)	(156.6)
Camping Resorts	06L	(37.1)	(45.3)	(49.7)	(50.0)	(54.1)	(54.3)
Collection Agencies	06L	334.6	23.4	(151.6)	(478.2)	(653.2)	(979.8)
Combative Sports	06L	(849.5)	(1,119.1)	(1,345.6)	(1,618.1)	(1,844.6)	(2,117.1)
Cosmetology	06L	3,621.3	3,532.1	3,549.4	3,261.4	3,278.7	2,990.7
Court Reporters	06L	(2.6)	21.4	53.0	79.6	111.2	137.8
Employment Agencies	06L	(16.9)	(17.5)	(18.2)	(18.8)	(19.5)	(20.1)
Home Inspectors	06L	404.7	561.1	691.8	853.0	978.4	1,140.4
Notaries	06L	655.0	680.7	905.0	929.7	1,154.0	1,178.7
Private Investigators	06L	173.7	55.4	(56.1)	(182.5)	(294.0)	(420.4)
Scrap Metal	06L	(290.2)	(768.1)	(1,207.7)	(1,679.0)	(2,118.6)	(2,589.9)
Security Guards	06L	1,356.3	1,407.7	1,602.3	1,660.1	1,782.3	1,767.6
Sellers of Travel	06L	424.1	556.0	688.3	817.3	949.6	1,078.6
Tattoo	06L	256.4	379.4	509.7	617.0	747.3	854.5
Telephone Solicitors	06L	(20.8)	(18.1)	(14.8)	(12.3)	(9.0)	(6.5)
Timeshares	06L	30.6	37.5	40.7	44.2	47.3	50.7
Whitewater River Outfitters	06L	(74.2)	(84.6)	(94.0)	(104.2)	(113.6)	(123.8)
Total		6,095.8	5,284.0	5,173.1	4,163.5	3,974.0	2,893.0
Real Estate Research	06R	1,033.4	938.4	1,071.0	977.4	1,110.0	1,016.4
Funeral & Cemetery	15V	801.6	782.4	726.1	722.0	665.7	661.6
Landscape Architects	16B	266.2	274.7	276.7	293.5	295.5	312.2
Appraisal Management Companies	16M	430.1	351.8	367.5	289.2	304.9	226.6
Geologist	298	352.1	344.4	381.4	415.9	452.9	487.6

BPD Fee Schedule as of October 2016

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 See note	$75.00	$75.00	2
	Examination Application	$50.00		
	Reciprocity Application	$250.00		
	Architect Firm	$100.00	$50.00	1
	Note: Application and renewal fees reflect a temporary fee reduction in effect until July 1, 2017			
	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	$300.00	$300.00	1
	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 See note 1	$300.00	See note 2	1
	Prearrangement Sales	$225.00	$205.00	1
	Exemption From Prearrangement Sales	$70.00	$32.00	1
	Cemetery Crematory	$210.00	See note 3	1
	Cemetery Cremated Remains Disposition Permit See note 1	$70.00	$32.00	1
	Note 1: Application and renewal fees reflect a temporary fee reduction in effect until January 1, 2017 Note 2: $5.58 per burial during previous year Note 3: $7.20 per cremation during previous year			

BPD Fee Schedule as of October 2016

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	Amateur Mixed Martial Arts Participant	$25.00	$25.00	1
	Amateur Mixed Martial Arts Sanctioning Organization	$500.00	$500.00	1
	Amateur Mixed Martial Arts Training Facility	$500.00	$500.00	1
	Announcer	$65.00	$65.00	1
	Chiropractor	$65.00	$65.00	1
	Inspector	$65.00	$65.00	1
	Judge	$65.00	$65.00	1
	Manager	$65.00	$65.00	1
	Matchmaker	$65.00	$65.00	1
	Physician	N/A	N/A	1
	Professional Participant	$25.00	$25.00	1
	Promoter – Boxing and Martial Arts	$500.00	$500.00	1
	Promoter – Wrestling	$200.00	$200.00	1
	Referee	$65.00	$65.00	1
	Second	$25.00	$25.00	1
	Timekeeper	$65.00	$65.00	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

BPD Fee Schedule as of October 2016

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
	Court Reporters			
18.145	Certified Court Reporter	$150.00	$125.00	1
	Driver Training Schools			
46.82	Driver Training Instructor	$150.00	$100.00	2
	Driver Training School Staff See note	$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: $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			
82.38	Special Fuel License Reinstatement (IFTA, Fuel Tax)	$100.00	N/A	
	Funeral Directors and Embalmers			
18.39	Embalmer See note 1	$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 2	1
	Prearrangement Funeral Services Contract	$225.00	$205.00	1
	Certificate of Removal Registration	$30.00	$14.00	1
	Note 1: All application and renewal fees in this section reflect a temporary fee reduction in effect until January 1, 2017 Note 2: $7.20 per cremation during previous year			

BPD Fee Schedule as of October 2016

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
	Geologists			
18.220	Geologist (through examination) See note 1 & 2	$100.00	$40.00	1
	Specialty (each specialty) See note 2	$100.00	$50.00	
	Specialty Examinations (each specialty)	$300.00		
	Geologist (through reciprocity) See note 1 & 2	$200.00	$40.00	1
	Specialty (each specialty) See note 2	$150.00	$50.00	
	Note 1: Additional endorsements will increase fees Note 2: Renewal fees reflect a temporary fee reduction in force until July 1, 2017			
	Home Inspectors			
18.280	Home Inspector See note	$680.00	$375.00	2
	Exam (State portion)	$125.00		
	Course Review	$75.00		
	Note: License expires on second birthday after original license – first renewal period may be less than two full years after original license			
	Hulk Haulers and Salvage Processors			
46.79	Hulk Hauler	$10.00	$10.00	1
	First Plate	$5.00	$5.00	1
	Additional Plate	$2.00	$2.00	1
	Replacement Plate	$5.00	N/A	
	Secondary Replacement Plate	$2.00	N/A	
	Tab Replacement	$2.00	N/A	
	Salvage Processor	$25.00	$10.00	1
	First Plate	$5.00	$5.00	1
	Additional Plate	$2.00	$2.00	1
	Replacement Plate	$5.00	N/A	
	Secondary Replacement Place	$2.00	N/A	
	Tab Replacement	$2.00	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	$450.00	$450.00	2
	Examination	$250.00		
	Reciprocity	$450.00		

BPD Fee Schedule as of October 2016

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	N/A	
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	N/A	
	Off-Road Vehicle Dealers			
46.09	Off-Road Vehicle Dealer	$25.00	$25.00	1
	Original or Additional Plate	$4.00	$4.00	1
	Replacement Plate	$4.00	N/A	
	Tab Replacement	$4.00	N/A	
	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 2016

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
	Real Estate Appraisers			
18.140	Real Estate Appraisers			
	Certified General Real Estate Appraiser See note 1 & 2	$620.00	$530.00	2
	State Licensed Real Estate Appraiser See note 1 & 2	$620.00	$530.00	2
	Certified Residential Real Estate Appraiser See note 1 & 2	$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		
	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 Note 2: Renewal every second birthday after original license - first renewal period may be less than two full years after original license			
	Real Estate Brokers and Managing Brokers			
18.85	Real Estate Broker See note 1	$146.25	$146.25	2
	Examination See note 2	$138.25		
	Reexamination	$138.25		
	Certification	$26.50		
	Real Estate Managing Broker See note 1	$210.00	$210.00	2
	Examination See note 2	$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) See note 3	$200.00	$200.00	2
	Note 1: $10 of the license & renewal fee are deposited in the Real Estate Research Account Note 2: $58 of exam and re-exam fee retained by AMP (the exam provider) 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			
	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 2016

RCW	Business or Profession	Initial Fees	Renewal Fees	Renewal Cycle (years)
	Security Guards			
18.170	Private Security Guard Company			
	Armed principal	$330.00	$300.00	1
	Unarmed principal	$350.00	$300.00	1
	Private Security Guard Company Branch	N/A	N/A	
	Private Security Guard	$91.00	$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	$4.00	$4.00	1
	Replacement Plate	$4.00	N/A	
	Tab Replacement	$4.00	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 2016

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	$50.75	$38.75	1
	Replacement Plate	$20.75	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	$50.75	$38.75	1
	Replacement Plate	$20.75	N/A	
	Tab Replacement	$9.25		
	Vehicle Transporters			
	Transporter	$25.00	$15.00	1
	Original or Additional Plate	$2.00	$2.00	
	Replacement Plate	$2.00		
	Tab Replacement	$2.00		
	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	$5.00	$5.00	1
	Additional Plate	$2.00	$2.00	1
	Primary Replacement Plate	$2.00	N/A	
	Secondary Replacement Plate	$2.00	N/A	
	Tab Replacement	$2.00	N/A	