

Licensing Division (LD)

Application for Residential Private School (RPS) License

This form is an application for an RPS License.

Application Type (*Pick one*): New Renewal Modification Move

Residential Private School Information

Residential Private School Name _____

Federal Employer Identification Number (FEIN) _____

Physical Address _____

City _____ State **WA** _____ ZIP code _____

County _____ Phone number _____

Email address _____ Website address _____

Business mailing address (*if different than physical address*) _____

City _____ State _____ ZIP code _____

Email address _____ Phone number _____

Preferred grade range _____ through _____

Preferred capacity _____

Is this RPS accredited by a State Board of Education approved accreditor? Yes No

If yes, indicate the following:

Name of accreditor(s)

Have you previously been licensed or certified? Yes No

If yes, indicate the following:

Name on license	Type of license	City and state where licensed	License status
			Open Closed
			Open Closed
			Open Closed

The Department of Children, Youth, and Families (DCYF) may not license residential private schools that discriminate against children in their care based on race, ethnicity, religion, culture, sexual orientation, gender identity, and gender expression (SOGIE), or disability. DCYF may not license residential private schools that fail to comply with federal, and state anti-discrimination laws related to personnel policies and procedures.

I have received, read, understand, and agree to comply with the [Revised Code of Washington \(RCW\) chapter 74.15](#), and [Washington Administrative Code \(WAC\) 110-04](#). I understand [WAC 110-146](#) prohibits the use of corporal punishment on residential private school students and I agree to comply with this rule. I certify that the above information and included attachments are true and complete to the best of my knowledge.

I understand that DCYF completes a Federal Bureau of Investigation and Washington State Patrol criminal history and background inquiry check as well as a check of FamLink, the DCYF information system. I understand this check is completed on any person applying for an RPS license, and on any RPS personnel or others residing in the RPS living accommodations.

Signature

Print Name _____ Title _____

Signature _____ Date _____

Attach to this application any of the documents listed below which pertain to your agency. WAC or RCW links are provided for easy reference to the requirements. Please date all written information and forms. It is not necessary to submit these documents for a reapplication unless there have been changes in content.

Select all that apply.

- Articles of incorporation (if applicable) [RCW 74.15.070](#)
- Residential Private School Roster (DCYF 15-040) [WAC 110-146-0090](#)
- Student and family orientation guide [WAC 110-146-0120](#)
- Policies and procedures [WAC 110-146-0040](#), [0090](#), [0130](#), [0170](#), [0190](#), [0210](#), [0230](#)
- In-service training plan [WAC 110-146-0100](#)
- A floor plan of the facility drawn to scale including the location of smoke detectors, carbon monoxide (CO) detectors, and fire extinguishers (a simple sketch is sufficient; blueprints are not required) [WAC 110-146-0130](#)

A certification of occupancy or equivalent approval [WAC 110-146-0130](#)

- Local health jurisdiction inspection [WAC 110-146-0130](#)