

Workforce Training and Education Coordinating Board

Agency 354

Audit Report	Finding Number	Finding and Corrective Action Status
1032073	2022-001	<p>Finding: The Board did not have adequate internal controls to ensure it properly collected private vocational school licensing and tuition recovery trust fund fees.</p> <p>Corrective Action: The Workforce Training and Education Coordinating Board is committed to ensuring that internal controls are in place to collect private vocational school licensing and tuition recovery trust fund fees appropriately and in accordance with the statute.</p> <p>The Board received funding for a new licensing system in the 2021 legislative session, but implementation was delayed due to resource shortage and being placed into the Office of the Chief Information Officer’s gated funding oversight. The Board continued to move forward on implementation and the EDvera licensing system was launched by the end of July 2023.</p> <p>The Board had taken extra steps to ensure accuracy of the old system and properly document actions taken. In response to the audit finding, the Board has taken the following corrective actions:</p> <ul style="list-style-type: none"> • Fiscal and administrative staff began scanning the checks as another piece of their mail process. • A notification email was sent to all schools to remind them about timely submission, complete renewal packages, and the potential of late fees and how they are calculated. • A secondary review process was implemented for manual data entry to ensure the accuracy of fees collected. <p>Completion Date: July 2023, subject to audit follow-up</p> <p>Agency Contact: Lisa Engelhart Chief Financial Officer PO Box 43105 Olympia, WA 98504-3105 (360) 709-4620 lisa.engelhart@wtb.wa.gov</p>