



STATE OF WASHINGTON

**Workforce Training and Education Coordinating Board**

128 - 10th Avenue, S.W. • P.O. Box 43105 • Olympia, WA 98504-3105

Phone: 360-753-5662 • Fax: 360-586-5862 • Web: www.wtb.wa.gov • E-mail: wtecb@wtb.wa.gov

November 8, 2005

Court Reporting Institute, Inc. d/b/a  
CRI Career Training  
Michael Girgus, Campus Director  
929 North 130 Street #2  
Seattle WA 98133

Dear Mr. Girgus:

Enclosed is your license that certifies that Court Reporting Institute, Inc. d/b/a CRI Career Training is in compliance with the requirements of the Private Vocational School Act, chapter 28C.10 RCW and WAC 490-105. The license is effective November 1, 2005 and valid through October 31, 2006. The license authorizes you to offer the following diploma or certificate programs as displayed in your current catalog. Degree programs are under the jurisdiction of the Higher Education Coordinating Board.

Name of Program	Length
Professional Sales and Marketing	600 clock hours
Microcomputer Applications	900 clock hours

CRI is no longer authorized to offer its court reporting program because that program does not meet the minimum standard for program quality. WAC 490-105-150 requires schools to "...design and implement programs that will adequately achieve the stated objectives for which they are offered." The school's single digit completion rate along with numerous student complaints are evidence its court reporting program is not adequate to prepare students for employment as court reporters. You may teach-out currently enrolled court reporting students, however, you may not enroll any new students in a court reporting program.

You may appeal this decision by filing notice of appeal with the Workforce Board, postmarked within twenty (20) calendar days of receipt of this letter. If no appeal is filed within the 20 calendar days, you have waived your right to appeal and no further remedy is available under RCW 28C.10.

The appeal will be filed under the Administrative Procedure Act, chapter 34.05 RCW. Timely filing stays the Workforce Board's decision during the appeal process. If the Workforce Board adjudication is affirmed in part or in its entirety in an administrative hearing, the school shall pay the costs of the hearing (RCW 28C.10.120(4)).

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**Please Note: License renewal applications are due one month prior to the date your license expires. You will receive a courtesy reminder via email, but it is your responsibility to ensure the application is submitted in a timely manner.**

In agreeing to comply with the Act, you have assumed responsibility for continued compliance with the requirements of the Private Vocational School Act, including those that are not explicitly covered in the license application. A member of your staff should be familiar with all the Act's provisions. The enclosure contains some of the more immediate provisions of which you should be aware.

If you have questions regarding any of the above or other portions of the Private Vocational School Act, please contact me.

Sincerely,

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Peggy L. Rudolph, Program Manager  
Private Vocational School Licensing Unit  
(360) 586-8682  
prudolph@wfb.wa.gov

Enclosure