



STATE OF WASHINGTON  
**GAMBLING COMMISSION**

*"Protect the Public by Ensuring that Gambling is Legal and Honest"*

## **TRAINING REQUIREMENTS FOR ALL APPLICANTS**

Organizations that are applying for a gambling license are required to submit affidavits of training for the gambling activities they are licensed to operate. It is the responsibility of the president or equivalent and activity manager to ensure that we receive an affidavit attesting that the training has been completed. Any new president or equivalent, or chief executive officer and activity managers must take training within 30 days of appointment or hire date.

WAC 230-03-070 states:

1. You must complete a training course we establish if you:
  - a. Signed the licensing application; or
  - b. You are a manager; or
  - c. You are responsible for conducting gambling activities or completing records.
2. You must complete training within 30 days of the effective date of your license.
3. We do not require manufacturers or manufacture representatives to complete training.

Within 30 days of the license being effective, nonprofit organizations that have a newly elected president must submit an *Affidavit for Completion of Training* (GC4-250) signed by the president or equivalent that they have viewed the *Responsibilities of Officers and Board Members* video and know their responsibilities. The video can be viewed on YouTube at <http://www.youtube.com/WSGC1973> or you may go to our website at [www.wsgc.wa.gov](http://www.wsgc.wa.gov) and select *Training*, then *Handouts/Videos*, under *Training Videos* select "*Charitable Nonprofit Gambling: Responsibilities of Officers and Board Members*". All gambling activity managers are required to read training materials for each activity they manage and sign an *Affidavit for Completion of Training* (GC4-250) listing each activity they completed training for. Go to training on our website at <http://www.wsgc.wa.gov/training/handouts.asp> and select the activity that you will be managing, read the material, sign the affidavit and return it to us. Affidavits for training can be found at the top of the training selection page. For renewal licenses, training must be completed within 30 days of the effective date of the renewal license.

Once the affidavits have been completed, mail them to:

Organizations Team  
Washington State Gambling Commission  
PO Box 42400  
Olympia, WA 98504-2400

If you are unable to view the video on YouTube or our website, contact us at 1-800-345-2529 and a CD will be sent to you.