Northwest Business Training Center — School Catalog

Oct 1, 2026

Northwest Business Training Center



Administrative office	350 Madison Ave N, Ste 2, Bainbridge Island, WA 98110
Phone	206-580-3326
Email	nwbusinessbootcamp@gmail.com
Website	nwbtc.com (also nwbusinessbootcamp.com)

Northwest Business Training Center (NWBTC) is dedicated to the cultivation and development of entrepreneurship. We give new founders practical tools and one-on-one support to start, finance and grow a business.

State licensure

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board 128 - 10th Ave. SW, Box 43105 Olympia, Washington 98504-3105 Web: wtb.wa.gov Phone: 360-709-4600 Email: pvsa@wtb.wa.gov

Accreditation and approvals

NWBTC is not accredited by an accrediting agency recognized by the U.S. Department of Education and is not authorized to offer federal financial aid. The Business Bootcamp is:

- an approved Self-Employment Assistance Program (SEAP) provider with the Washington State Employment Security Department (ESD), and
- listed on Career Bridge as eligible for WIOA training funds.

Owners, Personnel and Faculty

Role	Name
Owner (10% or more equity)	Rebecca Guillote — 100%

Role	Name
Legal entity	Northwest Business Training Center LLC
School Director / Administrator	Rebecca Guillote
Governing board	None
Parent company	None
Administrative office	350 Madison Ave N, Ste 2, Bainbridge Island, WA 98110 · 206-580-3326
Auxiliary facilities	None. All instruction is delivered online.

Instructor and qualifications

Rebecca Guillote, Founder, Director and Business Coach. Rebecca brings 14 years of experience in business consulting and entrepreneurship. She has started five businesses and sold two. Her background spans operations, business formation services, finance, business planning and marketing. She coaches every Bootcamp student one-on-one for the full six months of the program.

Program: Business Bootcamp

The Business Bootcamp is a six-lesson, six-month distance education program that takes a student from a business idea to a completed business plan, with one-on-one coaching throughout.

Program objective	Prepare students to start, finance and manage their own small business, ending with a written business plan
Occupations	Self-employed business owner, small business owner/operator, independent contractor, founder
Method of instruction	Distance education: self-guided online lessons, plus one-on-one coaching by email and phone
Number of lessons	6 (one chapter released per month)
Clock hours	120 clock hours of instruction (20 per lesson), completed at the student's own pace within the six months
Average completion time	6 months
Occupational licensure	None required to complete the program. Graduates who start a business may need a Washington business license and local or industry licenses, at their own cost.

Time commitment. The Bootcamp is a full-time program. Students are expected to work on forming and launching their business full time for the six months of enrollment. The 120 clock hours of lessons and coaching are the instructional part of that work; the rest is the student's own business development, such as research, registrations, outreach and building the business plan.

Scope and sequence

Lessons are completed in order. Each lesson ends with a written deliverable that becomes part of the student's business plan.

Lesson	Title	Topics	Deliverable	Clock hours
1	What It Takes to Run a Business	Small business ownership basics, competitive edge, brainstorming ideas, elevator pitch, types of businesses	Business idea and elevator pitch	20
2	Business Plan Overview	Mission, vision and values; defining your product or service; choosing a name	Mission, offer and business name	20
3	The Nitty Gritty	Business structures, start-up regulations, forming a legal entity, hiring basics, business insurance	Legal setup and insurance plan	20
4	Marketing and Market Analysis	Industry research, target customer, competitor analysis, pricing, marketing strategy	Pricing and marketing strategy	20
5	Accounting and Taxes	Bookkeeping basics, resources, budgeting, balancing books, tax planning	Budget and bookkeeping system	20

Lesson	Title	Topics	Deliverable	Clock hours
6	Scaling Your Business	Minimum viable product, timing growth, scaling effectively, financing growth	Growth plan and completed business plan	20
			Total	**120**

Educational credential

Students who satisfactorily complete all six lessons receive a **Certificate of Completion** from Northwest Business Training Center. Students must meet all financial obligations before the certificate is issued.

School Calendar and Admissions

Calendar, hours and start dates

Enrollment is open year-round and students may start any day. The program runs six months from the start date: Lesson 1 is released on the start date and each following lesson one month later.

- **Office hours:** Monday–Friday, 9:00 a.m.–5:00 p.m. Pacific. Email and phone messages are answered within 1 business day.
- **Lesson access:** online lessons are available 24 hours a day, 7 days a week.
- **Holidays observed** (office closed; coaching replies resume the next business day): New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas Day.

Admission requirements

The Bootcamp has no educational prerequisites and is open to anyone ready to start a business. Applicants must:

1. be at least 18 years old;
2. be able to read and write in English at a level needed to complete written lessons; and
3. have access to a computer or tablet, internet and email.

Ability to benefit. NWBTC does not require a high school diploma or GED.

How to enroll. Enroll directly at our website, or through SEAP or WIOA. SEAP applicants first submit the ESD SEAP application to NWBTC by email, wait for ESD approval (usually 1–3 weeks), then enroll. WIOA applicants arrange funding through their local WorkSource office. Every student signs an enrollment agreement before starting.

Credit for previous training. Because each lesson builds a section of the student's own business plan, NWBTC does not grant credit for previous training.

Nondiscrimination

Northwest Business Training Center does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Reasonable accommodation for students with disabilities

Disclosing a disability is voluntary, and information shared is kept confidential. A student with a disability who would like an accommodation should email or call the Director at enrollment or at any time during the program, describing the accommodation requested. The Director will respond within five business days and work with the student to provide a reasonable accommodation, such as extended deadlines, alternate lesson formats, or coaching by phone instead of email. Academic standards are the same for all students.

Tuition, Financial Aid and Refunds

Total cost of the program

Tuition covers all six lessons and six months of one-on-one coaching. There are no other required fees.

Item	Standard (incl. WIOA-funded)	SEAP-approved students
Tuition	$799	$495
Registration fee	$0	$0
Books, supplies, materials	$0 (all lesson materials provided online)	$0
Sales tax	Washington sales tax at the student's local rate	Washington sales tax at the student's local rate
Total cost	**$799 + sales tax**	**$495 + sales tax**

Students provide their own computer or tablet, internet access and email. Tuition is due in full at enrollment; no payment plans are offered.

Financial aid

NWBTC does not offer financial aid and is not authorized to offer federal financial aid. Eligible students may be able to obtain WIOA training funds through their local WorkSource office; the Bootcamp is listed on Career Bridge. ESD does not pay tuition for SEAP participants.

Cancellation and refund policy

This policy complies with WAC 490-105-130 for distance education programs. A student may cancel in any manner (email, phone or letter). NWBTC records the date of the last completed lesson.

1. **Not accepted or class canceled:** if an applicant is not accepted, or NWBTC cancels the program, all money paid is refunded.
2. **Five-day cancellation:** an applicant who cancels within five business days (excluding Sundays and holidays) after signing the enrollment agreement or making an initial payment receives a full refund.
3. **Before the first lesson is completed:** because NWBTC charges no registration fee, a student who cancels after five business days but before submitting the first completed lesson receives a full refund.
4. **After the first lesson is completed:** NWBTC may keep the following share of tuition, based on lessons completed out of six:

Lessons completed	Share of program	NWBTC keeps	Refund on $799	Refund on $495
1	17%	25% of tuition	$599.25	$371.25
2 or 3	33–50%	50% of tuition	$399.50	$247.50
4, 5 or 6	More than 50%	100% of tuition	$0	$0

5. **Official termination date** is the date of the last completed lesson when (a) NWBTC receives notice the student is withdrawing, (b) the student is dismissed under a published school policy, or (c) the student's enrollment period ends.
6. All refunds are paid within 30 calendar days of the official termination date.
7. A student who cancels after paying full tuition keeps access to all lesson materials already released.
8. If NWBTC discontinues the program after training begins, students will receive a pro rata refund or comparable training elsewhere.

Student Policies

Grading system and standards of progress

The Business Bootcamp is graded **Complete / Not Yet Complete**. Each lesson ends with a written deliverable that becomes part of the student's business plan. A lesson is marked Complete when the student submits a deliverable that addresses each part of the lesson; until then it is Not Yet Complete. Satisfactory progress means submitting each lesson's deliverable by its due date, which is the release date of the next lesson. Students who complete all six lessons receive a Certificate of Completion.

Reporting progress. Students may ask for their progress status at any time by email.

Unsatisfactory progress. NWBTC does not withdraw students for slow progress. Students keep access to all released lessons and coaching through the end of their six-month enrollment. A student who has not completed all six lessons by the end date does not receive a Certificate of Completion, but may ask the Director in writing for an extension to finish.

Re-entry. Because students are not withdrawn for unsatisfactory progress, re-entry does not apply. A student who withdraws voluntarily may re-enroll by sending a written request to the Director.

Attendance and participation

Because the program is self-paced distance education, attendance is measured by lesson submissions and contact with the instructor, not seat time.

- **Due dates:** each lesson's deliverable is due by the release date of the next lesson; Lesson 6 is due by the program end date.
- **Late work / tardiness:** a deliverable submitted after its due date is recorded as late. Students who expect to be late should email the instructor before the due date.
- **Make-up work:** a missed deliverable may be submitted any time before the program end date without penalty.
- **Leave of absence:** a student may request in writing a leave of up to 60 days for illness, family or other serious reasons; the program end date is extended by the length of the leave. SEAP participants must also get ESD approval, since changes to a SEAP training plan require approval from both the school and ESD.
- **Withdrawing:** a student may withdraw at any time by notifying the Director by email, phone or letter. Refunds are calculated from the last completed lesson.
- **SEAP participants:** NWBTC reports each SEAP student's enrollment, attendance, active participation and satisfactory progress to ESD on the Satisfactory Progress Report every six weeks, or as requested by ESD.

Religious accommodation

NWBTC makes good-faith efforts to provide reasonable religious accommodations to students whose sincerely held religious practices or beliefs conflict with a program requirement. Students should email the instructor with as much advance notice as possible. Examples include moving a lesson due date or scheduling a coaching call on another day.

Student conduct

The following conduct is not tolerated:

1. Bias or harassment based on race, religion, ethnicity, gender, sexual orientation, disability, national origin, veteran status or creed, in any written or verbal communication.
2. Sexual harassment of any kind.
3. Dishonesty, including plagiarism, submitting another person's work as one's own, or knowingly giving false information to the school.
4. Threatening, abusive or disruptive communication with the instructor or school.
5. Sharing, reselling or distributing NWBTC lesson materials without permission.
6. Violation of published school policies.

Conditions for dismissal

A student may be dismissed for: violating the conduct policy or not meeting financial obligations to the school. The Director notifies the student in writing with the date and reason for dismissal. Refunds follow the refund policy. Nothing in this policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

Readmission

A dismissed student may request readmission in writing to the Director. Students dismissed for financial reasons may re-enter once the balance is paid. Students dismissed for conduct must meet with the Director before readmission. The Director replies in writing within five business days.

Complaints, Facilities and Records

Student grievance, complaint and appeal process

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 or pvsa@wtb.wa.gov at any time with a concern or a complaint.

Students with a complaint, or who wish to appeal a grade or dismissal, should send a written request to the Director at nwbusinessbootcamp@gmail.com or the administrative office address. The request should include:

1. the student's full name, email and mailing address;
2. a description of the concern, with dates and anyone involved;
3. the date and the student's signature (typed is acceptable); and
4. three dates and times, within 10 business days, when the student is available for a phone or video meeting.

The Director confirms the meeting in writing, makes every effort to reach a fair resolution, and notifies the student in writing of the outcome within five business days of the meeting. If the agreement is canceled by either party, the date of the last completed lesson is used to calculate any refund.

Facilities and training equipment

NWBTC delivers all instruction online; there is no classroom facility. Lessons are provided as digital chapters with worksheets and templates, and coaching takes place by email and phone. Students need a computer or tablet with internet access, an email account and a phone. Lesson materials work with standard screen readers and can be provided in alternate formats on request.

- **Maximum class size:** n/a, the course is self-guided with rolling admissions
- **Student-to-instructor ratio:** n/a, the course is self-guided with rolling admissions

Student records and transcripts

NWBTC keeps student records, including enrollment agreements, lesson completion records, for 50 years as required by WAC 490-105-200. If the school closes, records are transferred to the Workforce Board. Students may review their records at any time and may request copies of their records by emailing the Director; copies are sent within 10 business days at no charge.

Placement assistance

NWBTC does not offer job placement assistance. The program prepares students for self-employment.

Externships

The program does not include an externship.

Liability coverage

NWBTC maintains professional and E&O insurance through Next First Insurance Agency Inc. with proof on file with the Workforce Board.

Catalog changes

Any supplement or errata to this catalog will be dated, identify the information it replaces, and be filed with the Workforce Board before use. Information on nwbtc.com is kept consistent with this catalog.