

WA GRANT FOR APPRENTICESHIP (WG-A) SPONSOR APPLICATION TO PARTICIPATE USING A THIRD-PARTY SERVICER

BACKGROUND

The Washington Student Achievement Council (WSAC) is a cabinet-level state agency. WSAC's mission is to increase educational opportunities and attainment in Washington. For more information on WSAC, please visit our website: www.wsac.wa.gov.

One of WSAC's responsibilities is to administer and oversee the Washington College Grant (WCG) program. In 2020, the Legislature expanded WCG to include eligible individuals participating in state-registered apprenticeship programs under chapter [49.04 RCW](#). The expansion has been referred to as Washington College Grant for Apprenticeship (WCG-A).

WSAC has initiated a campaign to refer to Washington College Grant as "WA Grant" to communicate more inclusivity of career training programs.

The primary purpose of the WA Grant for Apprenticeship (WG-A) program is to measurably increase the number of recent high school graduates and adults that can attain a higher education credential by enrolling in a registered apprenticeship program while receiving state financial aid. Eligible apprentices can use WG-A to help cover the costs of tuition and fees, program supplies and equipment, and other costs that facilitate educational endeavors.

WG-A is only available to apprentices of Sponsors who have completed the application process to participate in WG-A. To apply to participate in WG-A, Sponsors must first be registered with and approved by the Department of Labor & Industries (L&I) [Washington State Apprenticeship & Training Council](#) (WSATC) and cannot be in probationary status.

WSAC has partnered with ANEW as a third-party servicer to support Sponsors to meet administrative capability requirements for the WG-A program. All required application documents must initially be submitted to ANEW for a first review to ensure application completeness. ANEW will submit the completed application to WSAC for the review of application materials for final determination of approval to participate.

In general, Sponsors will also need to agree to support Administrative Capability requirements for WG-A, which includes, but are not limited to:

- Ensuring implementation of practices relating to identity theft protection.
- Reporting suspected fraud.
- Resolving conflicting information in apprentice applications and records.
- Reporting apprentice program progression.
- Ensuring appropriate record keeping and retention practices meet standards.
- Ensuring contingency plans are in place.
- Ensuring secure data access protocols are utilized and reporting security breaches.
- Reporting any material changes to WSAC within 30 days.

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PROCESS OVERVIEW

There are three (3) steps that must be completed for a Sponsor to be approved to participate in WG-A.

- 1. Completion of Sponsor Application to Participate using a Third-Party Servicer and initial submission to ANEW.** Once WSAC receives the completed application from ANEW, Sponsor should anticipate WSAC will be:
 - Seeking responses to follow-up questions regarding application and supporting documents
 - Requesting additional or clarifying information from Sponsor
 - Consulting the Department of Labor & Industries (L&I)
 - Referring to Program Standards listed on the Department of Labor & Industries (L&I) Apprenticeship Registration & Tracking System (ARTS) website.
- 2. WSAC will seek public comment on application per [WAC 250-21-121](#).** Once WSAC has determined that a Sponsor meets initial requirements to participate in WG-A, WSAC will provide a public notification and will accept and consider public comment during the period specified in the notification.
- 3. Sponsor will complete an Agreement to Participate with WSAC.** The agreement documents a Sponsor's legal commitment to abide by all program statutes, rules, and guidelines. The agreement is designed for yearly renewal. Once the agreement is completed, Sponsors can anticipate working with ANEW to coordinate promotion, apprentice application, verification of eligibility, and awarding and disbursement processes.

INSTRUCTIONS

The WG-A program is administered by the Washington Student Achievement Council (WSAC). Please direct questions to apprenticeship@wsac.wa.gov or 888.535.0747, option 3.

To participate in the WA Grant for Apprenticeship (WG-A) program under RCW [28B.92.200](#), this application must be completed by registered apprenticeship sponsors, referred to as the "Sponsor." All applying Sponsors must be registered with and approved by the Department of Labor & Industries (L&I) [Washington State Apprenticeship & Training Council](#) (WSATC) and cannot be in probationary status.

A current Program Manual is available at <https://wsac.wa.gov/FAA-resources>. The Program Manual should be consulted to assist in understanding the requirements of Sponsors to administer WG-A.

Submit this application and required materials by email to ANEW (wga@anewcareer.org), or mail to:
WG-A Outreach & Recruitment Specialist

ANEW
18338 Andover Park West
Tukwila, WA 98188

Supplemental required documents being submitted electronically should be in Microsoft Excel, Microsoft Word, or Adobe PDF.

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APPLICATION

SPONSOR INFORMATION

Sponsor Name
(as listed with WSATC) _____

Tax ID Number (TIN) _____

Statewide Vendor Number
Required _____

Mailing Address
Street _____

City, State, Zip _____

Contact Name _____

Phone Number
Include area code _____

Email Address _____

1) Has the Sponsor operated under any other names?

No Yes

If yes, please attach a separate document and provide any other name(s) that the Sponsor has operated under and an explanation for the name change.

2) How long has Sponsor been in continuous operation under its present ownership?

Start Date: _____ Length of Operation: _____

3) Type of ownership (you may check more than one if appropriate):

501(c)(3) Nonprofit Organization	Corporation	Subsidiary
Partnership	Limited Partnership	Franchise
Jointly Managed Trust Ownership	Other: _____	

4) Program Occupational Analysis and Completion Rates. Obtain and provide a copy of the Occupational Analysis and Completion Rates for each program from the Washington State Department of Labor & Industries (L&I) for the past 5 completed years, one report for each calendar year. Do not submit a report for the current year, or if data for a recently completed calendar year is not yet reflected on the report.

Report(s) for one or more program(s)/year(s) not available. Please attach a statement detailing why the report is not available.

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5) WSATC Compliance Review and Retention Subcommittee (CRRS) Status:

	In Compliance		Out of Compliance*
Female Participation	by numbers	by good faith efforts	
Minority Participation	by numbers	by good faith efforts	
Administrative Procedures			

*If the Sponsor was out of compliance at its last CRRS review for any category, please attach a statement detailing the status with L&I and efforts taken to address the out of compliance status. If applicable, attach a copy of the Corrective Action Plan (CAP).

6) Program Standards. WSAC will be referring to the posted Program Standards on the Department of Labor & Industries (L&I) Apprenticeship Registration & Tracking System (ARTS) website. If your Program Standards posted are not updated, please submit a copy of current approved Program Standards with application.

7) Program Participation & Costs. Complete and submit one Program Participation & Cost Worksheet (attached below) per program (occupation) seeking participation in WG-A. If you have more than one program and need additional worksheets, you can download the form from <https://wsac.wa.gov/apprenticeship-program-providers>.

8) Designated Sponsor Officer (Signing Authority) & Website Link. Upon application approval WSAC will provide a Program Participation Agreement (PPA) via DocuSign. The PPA will require a Designated Sponsor Officer's signature, please provide that information below – even if it is the same as the contact person listed above. Upon receipt of the signed PPA, WSAC will list your program as an approved sponsor on the WG-A webpage at <https://wsac.wa.gov/wcg-apprentices>. Please provide a web address for your program.

Designated Sponsor Officer (Signing Authority)

Name _____

Title _____

Phone Number _____
Include area code

Email Address _____

Program Website Address _____

Submit this application and required materials by mail or email to:

WG-A Outreach & Recruitment Specialist
ANEW
18338 Andover Park West
Tukwila, WA. 98188
wga@anewcareer.org

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PROGRAM PARTICIPATION & COST WORKSHEET**

- Submit one (1) worksheet per program (occupation) seeking participation in WG-A.
- Attach any supplemental information if there are details to costs not captured in this worksheet in a separate document.

Sponsor Name (as listed with WSATC):		
Program Name (Occupation):		
Occupation Code:	Current Number of Apprentices:	
Program Costs: (For Program Renewal <u>ONLY</u>) No Anticipated Changes to Program Costs for Upcoming Fiscal Year		
A. Annual amount of Payroll Deductions per collective bargaining agreement per apprentice (specify what payroll deductions are used for):	\$	N/A
1. Apprentice Tuition:	Yes	N/A
If yes, what is the estimated annual tuition amount per apprentice?	\$	
2. Administrative Costs	Yes	N/A
3.	Yes	N/A
4.	Yes	N/A
5.	Yes	N/A
B. Annual amount of direct tuition and fees/related supplemental instruction (RSI) charged to an apprentice	\$	N/A
C. Annual amount of tuition and fees/RSI paid for by the trust or Sponsor per apprentice	\$	N/A
D. Annual amount of tuition and fees/RSI paid for by the employer per apprentice	\$	N/A
E. Does Sponsor have any clauses for repayment of tuition/RSI costs with apprentices (e.g., scholarship loan agreement)?	Yes (Please attach)	N/A
Direct costs of equipment/supply costs to an apprentice: The following list is intended to be used as a guide and is not intended to be an exhaustive list of costs an apprentice may incur to complete a program. If costs fluctuate by year in the program, please include a separate sheet that details costs by year; otherwise, please provide annual estimated averages.		
A. Textbooks/manuals	\$	N/A
B. Boots/clothing	\$	N/A
C. Tools/equipment	\$	N/A
D. Total Testing/certification/licensure fees (specify below):	\$	N/A
1.		\$
2.		\$
3.		\$
E. Lodging for RSI or other training	\$	N/A
F. Total other costs, fees, or expenses (specify below):	\$	N/A
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
G. Transportation to/from OJT/RSI	Yes	N/A
H. Technology (such as a Laptop/Computer or wireless phone)	Yes	N/A
I. Communication Services (such as a wireless phone carrier or internet service provider)	Yes	N/A
J. Childcare (if applicable)	Yes	N/A