

Washington College Grant – Apprenticeship (WCG-A) Sponsor Application to Participate



Applicant Information

Sponsoring Program

Tax ID Number (TIN)

Statewide Vendor Number

Required

Mailing Address

Street

City, State, Zip

Contact Name

Phone Number

Include area code

Email Address

Required Materials

In order to begin the initial evaluation, please submit the following documentation:

- Procedures and controls for data collection
- Average supplemental instructional/tuition costs and equipment/supply costs, by program
- Program staff and qualifications
- Most recent completed state auditors or business plan (evidence of financial capacity)

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

Jeff Southard

Program Associate – Apprenticeships

Washington Student Achievement Council

PO Box 43430

Olympia, WA 98504-3430

apprenticeship@wsac.wa.gov

Additional Information

This application is required for registered apprenticeship sponsors seeking to participate in the Washington College Grant – Apprenticeship (WCG-A) program under RCW 28B.92.200. All applying sponsors must be registered with and approved by the [Washington State Apprenticeship & Training Council](#) and cannot be in probationary status.

The WCG-A program is administered by the Washington Student Achievement Council (WSAC). Direct questions to Jeff Southard at apprenticeship@wsac.wa.gov or 360-485-1315.

Process Overview

Sponsor Approval Process

1. **WSAC staff review initial application materials** – includes:
 - Questions regarding materials
 - Requests for additional or clarifying information
 - Contact with Labor & Industries
 - Possible review of independent Washington certified public accounts
2. **Sponsors receive further evaluation and training** – may include:
 - Site visits
 - Review of sponsor's policies and procedures
 - Discussion of state program mechanics
 - Training for awards processing
 - Verification of additional administrative capabilities, such as:
 - Separation of duties in terms of apprentice eligibility determinations
 - Awarding procedures
 - Reporting requirements
 - Repayment obligations

Apprentice Approval & Payment

1. **Apprentices submit application to sponsors:** Sponsors will determine individual eligibility based on apprentice's financial information.
2. **Sponsors distribute funds:** WSAC pays participating programs. Sponsors then pay apprentices.