COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

WASHINGTON Workforce Training & Education Coordinating Board

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

Workforce Pell Application Information Session

Friday, Oct. 30, 2026 | 11 a.m.

Presented together by the State Board for Community and Technical Colleges (SBCTC), the Workforce Training and Education Coordinating Board (Workforce Board), and the Washington Student Achievement Council (WSAC).

First, check: do you qualify?

Your school

- **Approved to give federal student aid** (called Title IV)
- No federal penalties on that aid in the last 5 years
- **Licensed in Washington.** A license alone is not enough.
- Accredited, and your accreditor covers this program
- Has an address in Washington

Your program

- **At least 8 weeks and less than 15 weeks,** with 150 to 599 hours of class (or the same in credits)
- Offered for at least one year
- **Trains for a job on the state's list** of 123 jobs
    - Page 5 > WFP Application Guidance > WSAC Pell for Workforce Programs website.
- Leads to a credential employers accept, that also counts toward a college certificate or degree
- **70% of students finish and 70% get jobs.** The state figures this out, not you.

How to apply: five steps, in order

During the Pilot Phase | **After you apply**

1 — Get verified

Send one verification form per program to your starting agency.

2 — Get your letter

The agency checks your program. You get a letter, or a list of what to fix.

3 — Apply to WSAC

Email the WSAC's application and verification letter to wsacworkforcepell@wsac.wa.gov.

4 — State and federal review

A state committee, the Governor, then the U.S. Department of Education.

5 — Join the ETPL

After federal approval: choose Yes for the training provider list (ETPL) on Career Bridge and sign the form.

Step 1 starts with: SBCTC (colleges) | Workforce Board (private career schools) | WSAC (four-year schools)

Verification: Three starting points, one final application

Community and technical colleges

Also apprenticeship classes taught by a community or technical college

Starts with: **SBCTC**

Private career schools

Licensed by the Workforce Board

Example: Licensed school that participates in federal student aid (Title IV) seeks approval for 12-week program.

Starts with: **Workforce Board**

Four-year colleges and universities

Public and private, including apprenticeships tied to a four-year school

Verification form coming soon

Starts with: **WSAC**

Then every program: apply to WSAC with your letter → state review → Governor approves → U.S. Department of Education approves → join the training provider list (ETPL)

Same rules in every lane. One form per program.

SBCTC = State Board for Community and Technical Colleges. WSAC = Washington Student Achievement Council.

How to apply in the Pilot Phase: start to finish

1 Get verified
Send one verification form per program to your starting agency.

2 Get your letter
Your agency checks your program. You get a letter, or a list of what to fix.

3 Apply to WSAC
Email WSAC's application and your letter to: wsacworkforcepell@wsac.wa.gov

4 State and federal review

State committee review

Governor approves
The state sends you a signed approval

You apply to U.S. Dept. of Education
Online, through its E-App system

U.S. Dept. of Education approves
Your students can use Workforce Pell

Tell WSAC
Let WSAC know you were approved

5 Join ETPL

Turn on the ETPL
On Career Bridge, after federal approval

Light boxes = something you do.

If WSAC turns you down

You have 30 days to appeal in writing to WSAC. The state committee decides within 30 days. That decision is final.

How long certification takes

Every application the state committee approves goes to the Governor for certification. This pilot will show how long committee review takes, so we can predict timing in future cycles.

Source: WSAC Workforce Pell Application Guidance (9.25.26), Sections 1, 7 and 9

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SBCTC verification, including apprenticeship classes taught by a college

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START IN THE PAR PORTAL

PAR is where colleges already add and change programs.

New program

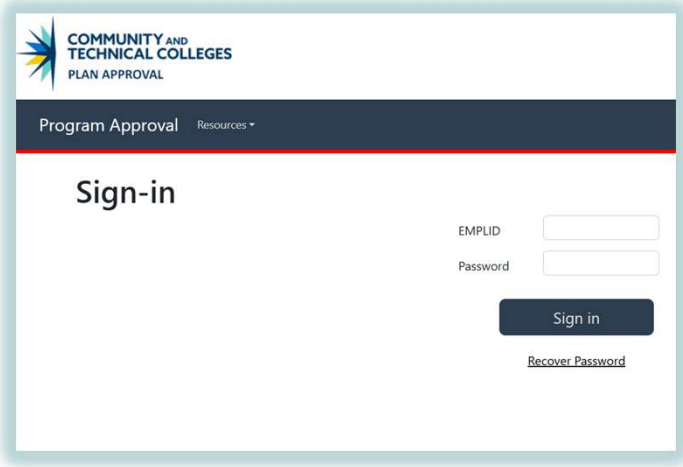
On the program application, answer the Workforce Pell question: will this program seek Workforce Pell this year? Yes, No, or Unsure.

Program you already offer

Open a program change (modification). Pick the Workforce Pell form from the drop-down list.

Either way

Enter your plan code. Much of the form fills in for you.



PAR Portal is accessible at

https://programapproval.sbctc.edu/login

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WHAT THE SBCTC FORM ASKS

Topic	What to know
Program length and clock hours	The form defines both. Most questions come up here, especially for programs with a long break.
Job match	Program and job codes (CIP and SOC) and the state's Workforce Pell Occupations in Demand list are built into the form.
Credential	Upload documentation of stackability/articulation (via an excerpt from a course catalog, an articulation agreement or similar), at the end of the form.
Third Party Instruction?	Tell SBCTC if a third-party teaches part of the program.
Completion and Placement Measures	SBCTC checks assurances of meeting the 70 percent completion and the 70 percent placement measures with its own data. It is building a list so colleges can see where they stand.
Promises and signature	Broad promises (assurances) that program meets WF Pell Requirement and a signature/approval by institution VPI or equivalent.

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APPRENTICESHIPS TAUGHT THROUGH A COLLEGE

Who starts with SBCTC

- Registered apprenticeships whose classroom part is taught by a community or technical college.

Who teaches what

- A school that gives federal student aid must teach more than half of the classroom part.
- The sponsor or another group can teach less than half.

Already met

- Apprenticeships automatically meet the job-demand and employer rules.

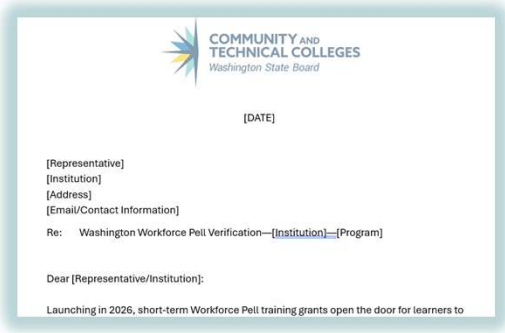
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REVIEW AND APPROVAL

1. **College submits** the request in PAR
2. **VP of Instruction** gets an email to check and approve it
3. **SBCTC reviews** the request
4. **SBCTC decides** Approve, not approve, or send it back to fix and resend
5. **Approval email** is sent automatically with your verification letter attached

VPs of Instruction: watch for the approval email. It can get lost in a busy inbox.

Timing: SBCTC will review submissions as quickly as possible after submission and local approval and issue a verification letter to the institution.


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[DATE]

[Representative]
[Institution]
[Address]
[Email/Contact Information]

Re: Washington Workforce Pell Verification—[Institution]—[Program]

Dear [Representative/Institution]:

Launching in 2026, short-term Workforce Pell training grants open the door for learners to

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GOOD TO KNOW

This is a pilot.
Expect updates as federal guidance settles.

Clock hours are the top question.
Check the definitions in the form first.

Approved programs show on Career Bridge.
Students and job seekers will find them there.

Join the ETPL after federal approval.
It applies to college programs too. See the last section.

SBCTC Workforce Pell page

sbctc.edu › workforce-pell

SBCTC Workforce Pell contact

Eric Wolf
Policy Associate, Workforce Education
ewolf@sbctc.edu

Private Career Schools

Workforce Pell: Program Verification

Washington Workforce Training & Education Coordinating Board

Path to Workforce Pell verification form

(360) 709-4600 workforce@wtb.wa.gov

Workforce Training & Education Coordinating Board

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Career Bridge

Career Bridge Modernization

Program Verification

Workforce Pell

Order Publications

Gov. Ferguson appoints co-chair

Gov. Bob Ferguso chair the Washington Workforce Board, the lead po workforce development system and investments.

April Sims, president of the Washington State Labor Council, AFL-CIO, will represent labor. Morgan Irwin, vice president of government affairs at the Association of Washington Business, will represent business.

Learn more

Click the link, or find form on our website



Community, technical, and four-year colleges: use the SBCTC or WSAC steps instead. Links to those pages are embedded on this website where it says *Note: **Community and technical colleges** and **four-year institution**s have separate verification process.*

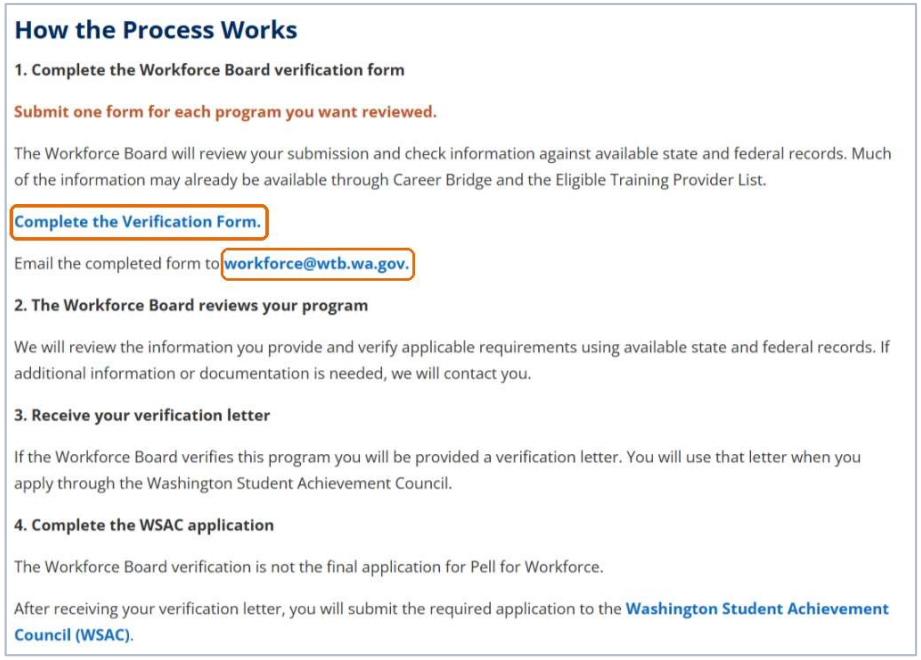
1. **Type this address**
   wtb.wa.gov/program-verification

2. **Or use our home page menu**
   Career Resources → Workforce Pell → Program Verification (see next slide)

3. **Check the page title**
   Pell for Workforce: Program Verification

Also linked from: Private Career Schools → School Administrators page

Get started: How to fill out the form



How the Process Works

1. Complete the Workforce Board verification form

Submit one form for each program you want reviewed.

The Workforce Board will review your submission and check information against available state and federal records. Much of the information may already be available through Career Bridge and the Eligible Training Provider List.

Complete the Verification Form.

Email the completed form to workforce@wtb.wa.gov.

2. The Workforce Board reviews your program

We will review the information you provide and verify applicable requirements using available state and federal records. If additional information or documentation is needed, we will contact you.

3. Receive your verification letter

If the Workforce Board verifies this program you will be provided a verification letter. You will use that letter when you apply through the Washington Student Achievement Council.

4. Complete the WSAC application

The Workforce Board verification is not the final application for Pell for Workforce.

After receiving your verification letter, you will submit the required application to the Washington Student Achievement Council (WSAC).

- Click **Complete the Verification Form**. It opens as a Word document.
- ***Save the form to your desktop.***
- Fill out one form for each program.
- Have ready: your WA license number, your program outline.
- Don't know your federal school ID or job code (SOC)? Leave it blank. Our staff will help.
- Sign and date the last page. Electronic signatures are OK.

Two ways to fill it out: Save Word document to desktop, fill it out, email to Workforce Board. **Or** print form, fill in by hand, scan & email.

Email it to workforce@wtb.wa.gov

Sections 1–2: Your school and program

1 Your school

School name, federal school ID (if you know it), accreditor, Washington license number. Check boxes about federal aid and your license.

Required: Check the first box, "approved right now to give out federal student aid" (Title IV). We will not consider a form without it.

2 Your program

Program name, the job it trains for, in person or online, and total hours and weeks. Attach your program outline.

Length rule: 8 to under 15 weeks and 150 to 599 clock hours. Count teaching time only.

Section 1. Your School

School name: _____

Federal school ID, if known: _____

Who accredits you: _____

Washington license number, if any: _____

Check each box that is true.

☐ We are approved right now to give out federal student aid.

☐ We are accredited by an agency the U.S. Secretary of Education recognizes, and this program is covered by it.

☐ We are licensed or otherwise allowed to operate in Washington.

☐ In the last five years, the U.S. Department of Education has not suspended, ended, or taken emergency action against our federal aid.

☐ We will tell the Workforce Board if our accreditation, license, or federal aid status changes.

Section 2. Your Program

Program name: _____

Your catalog code, if any: _____ Job it trains people for: _____

Type: ☐ Credit ☐ Noncredit ☐ Both Taught: ☐ In person ☐ Online ☐ A mix ☐ Other

Clock hours: _____ Credit hours: _____ Weeks of teaching: _____

THE LENGTH RULE

Your program must run at least eight and fewer than 15 weeks, which need not be back-to-back. It must also be 150 to 599 clock hours, or the credit equivalent: at least four and fewer than 16 semester or trimester hours, or at least six and fewer than 24 quarter hours (34 CFR 690.92(b)).

Give all three numbers, even if you track only one. A clock hour is an hour of real teaching, so do not count orientation, advising, or externship supervision. For apprenticeships, count classroom hours only.

Send with this form: Your program outline or curriculum. If it has student numbers, send totals only. No names or anything that identifies a person.

Sections 3–4: Rules and credential

3 Program rules

Check boxes: offered 1+ year, right length, taught by an instructor on a schedule, no catch-up (remedial) hours counted.

One full year: it must have run in this form for a year, with a student enrolled whenever it ran.

Section 3. Program Rules

Check each box that is true.

- ☐ The program leads to an undergraduate credential.
- ☐ I have offered it for at least one year already.
- ☐ It meets the length rule above.
- ☐ Students are taught by an instructor on a schedule. This is not a mail-in or home-study course.
- ☐ This is not a study abroad program, and not a self-paced program where students test out instead of taking classes.
- ☐ It does not count remedial or catch-up coursework toward Workforce Pell hours.
- ☐ My school will follow the Workforce Pell rules in 34 CFR Parts 600, 668, and 690.

4 The credential

Name and type of credential. Proof it leads to a next step, and proof employers accept it.

What we look for: a firm commitment that at least one program will give credit for yours. A license endorsement (like a CDL add-on) doesn't count.

Section 4. The Credential

Credential students earn: _____

Kind: ☐ Industry certification ☐ Occupational license ☐ Certificate from your school

☐ Apprenticeship certificate ☐ Associate or bachelor's degree ☐ Other

Does it prepare students for a licensing or certification test? ☐ Yes ☐ No

The credential must be one others recognize (34 CFR 690.91). Pick one:

- ☐ It is stackable and portable. Answer both parts below.
- ☐ It is the only credential the field has. Describe the field and credential briefly, answer part B below, and confirm that students can continue toward a certificate or degree with credit accepted.

If single credential, describe the field: _____

Part A. Stackable. Attach at least one of these:

- ☐ A written agreement that credit is awarded for your program and applies toward a certificate or degree
- ☐ An articulation or transfer-of-credit agreement saying how many credits and what type
- ☐ A pre-evaluated credit designation awarded through credit for prior learning policies
- ☐ A published pathway map from your program to at least one credit-bearing certificate or degree
- ☐ Evidence the pathway has been set up and in use for at least a year
- ☐ Documentation that nothing blocks a student from moving to the next credential

Part B. Portable. Check at least one. This can often be covered by what you already told us in Section 6.

- ☐ More than one employer in the occupation recognizes it
- ☐ It is industry-recognized, shown by the American Council on Education National Guide or similar
- ☐ Labor market information shows it is useful across the occupation

WHAT WE ARE LOOKING FOR

You need a firm commitment to articulation with at least one program, at your school or another. The essential details must be in place. Smaller details can still be in development, as long as the articulation is clearly documented.

Sections 5–6: Demand and employers

5 Is the job in demand?

The job code (SOC) from the state's list. Not sure? Leave it blank or describe the job. We'll help.

The job must be on the state's list. Registered apprenticeships meet this automatically.

6 Employer involvement

How employers helped in the last 12 months. Skip if it's in your license file. Apprenticeships skip this.

Check every kind of employer help from the last 12 months.

Section 5. Is the Job in Demand?

You give us the job code. We check it against the state's approved Workforce Pell Eligible Occupations List and the NCES/BLS CIP-SOC crosswalk. For the pilot, the Workforce Pell Eligible Occupations List is the only way to show a job is in demand. We do not accept labor market surveys or employer letters for this. Registered apprenticeships meet this rule automatically.

If the NCES/BLS CIP-SOC crosswalk does not match your program to the job, you can still apply. The crosswalk is a starting point. It is built from program and job descriptions, not from real hiring data, so it can miss real matches. Tell us

in a few sentences how your program prepares students for the job: the skills you teach, the credential students earn, or local employers who hire your graduates into that job. The job itself must still be on the state list.

Job the program trains people for: _____

Job code (SOC), if known: _____

Only if the crosswalk does not match your program to this job, explain the match:

_____

_____

HOW A JOB GETS ON THE LIST

It must require a credential beyond a high school diploma, pay at or above the state self-sufficiency wage (currently $20.46 an hour for 2025), and be in demand according to the Employment Security Department.

Section 6. Employer Validation

Skip this if you run a registered apprenticeship. Otherwise, check every kind of employer engagement that has happened in the last 12 months for this program.

☐ Helped build the curriculum ☐ Reviewed the program ☐ Helped decide what skills to teach

☐ Sit on an advisory board ☐ Provide work-based learning ☐ Interview or prefer your graduates

☐ A union, employer group, or industry partnership is involved

We also count the employer engagement already built into Private Vocational Schools licensing. You do not have to document that part twice.

Sections 7–8: Outcomes and partners

7 Finishing and getting hired

Promise to send student lists when we ask. Name your student records system. Never ask students what they earn.

The state calculates results. Your records system must pull enrollment, completion, and exit dates.

Section 7. Finishing and Getting Hired

At least 70% of students must finish within one and a half times the normal program length, and 70% must have a job by the second three-month period after they leave. You do not calculate either number. The state does, matching your student records against wage records. Never ask students what they earn.

- ☐ I will send a list of students who entered and completed the program, with unique identifiers, for the period the state asks about, using the secure method the state gives you.
- ☐ I will answer requests for information needed to check our results.

Tell us below what system you track students in, and whether it can pull enrollment, completion, and exit dates for each student. If it cannot, your program will not pass this step later.

Student records system: _____

Can it pull enrollment, completion, and exit dates for each student? ☐ Yes ☐ No

8 Outside teaching

Does another organization teach part of the program? If yes, you need a written agreement.

Apprenticeship sponsors: a federal-aid school must teach more than half. Call us first.

Section 8. Does Anyone Else Teach Part of Your Program?

Does another organization teach part of it? ☐ Yes ☐ No If yes, who: _____

- ☐ My school stays responsible for the program.
- ☐ The outside teaching stays under the legal limit in 34 CFR 668.5.
- ☐ We have a written agreement and will send it if asked.

APPRENTICESHIP SPONSORS, READ THIS FIRST

A school that can give out federal student aid must teach more than half of the program. An outside group that cannot can teach up to 25%. If it teaches the classroom part of a registered apprenticeship, it can go above 25% but must stay under 50%.

So, if your sponsor teaches all the classroom hours and no federal-aid school is involved, the program cannot qualify, no matter how good it is. The apprenticeship rule at 34 CFR 690.93(g) only waives the demand and employer requirements. It does not change this one. Call us before you finish this form.

Sections 9–10: Promises and signature

9 Promises

The information is true, and you follow fair treatment and access rules.

You also agree to let us check your information in federal and state systems.

Section 9. Attestations

- ☐ Everything here is true and correct as far as I know.
- ☐ My school is a legal business in Washington with the licenses, accreditation, or approvals it needs, and has not been found ineligible to receive federal money.
- ☐ My school does not discriminate, follows the Americans with Disabilities Act and civil rights laws, and keeps and shares a complaint process as required by the Workforce Innovation and Opportunity Act and 29 CFR Part 38.
- ☐ My school will follow Workforce Pell and Eligible Training Provider List rules and Workforce Board policy.
- ☐ My school gives the Workforce Board and its state partners permission to check this in federal and state systems.

10 Signature

Signer's name, job title, signature, and date. Electronic signatures are OK.

False information can lead to denial, removal, repayment, or penalties.

Section 10. Signature

School name: _____

Your name: _____

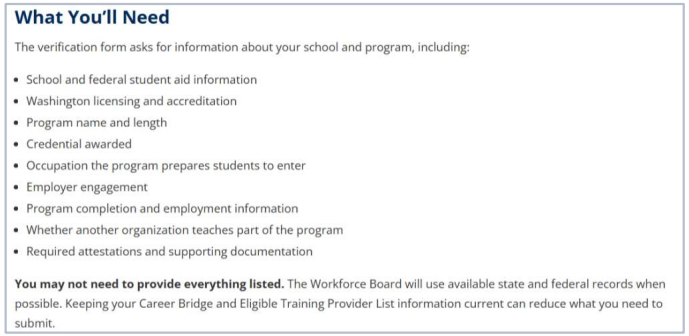
Your job title: _____

Signature: _____

Date: _____

By signing, you are saying this information is true, correct, and complete. Knowingly giving false information can lead to denial, removal, repayment, investigation, or penalties under state and federal law.

What to submit—what we'll verify



What You'll Need

The verification form asks for information about your school and program, including:

- School and federal student aid information
- Washington licensing and accreditation
- Program name and length
- Credential awarded
- Occupation the program prepares students to enter
- Employer engagement
- Program completion and employment information
- Whether another organization teaches part of the program
- Required attestations and supporting documentation

You may not need to provide everything listed. The Workforce Board will use available state and federal records when possible. Keeping your Career Bridge and Eligible Training Provider List information current can reduce what you need to submit.

Less paperwork if your listing is up to date
We check existing records first. If your Career Bridge listing is current, you may have less documentation to provide.

Attach this	What it looks like
Program outline (always)	A page with your courses, total hours, and number of weeks.
Proof of a next step (at least 1)	A written agreement that a college gives your students credit, or a career map showing the next step.
Proof employers accept it (at least 1)	Letters from more than one employer, or a listing in the ACE National Guide.
Employer involvement	Describe it on the form. Skip it if it's already in your license file.
Agreement with another teacher	Only if another group teaches part of your program, and only if we ask.
No need to attach	Federal student aid (Title IV) status, school license, job list, student employment and earnings outcomes. We'll verify these items.

Source: Workforce Board Verification Form v1.2, Sections 2, 4, 6, 8

Where to send your form

Email your form and attachments to	**workforce@wtb.wa.gov**
Subject line	**WFP Verification – School name – Program name**
We'll confirm receipt within	**5 business days**

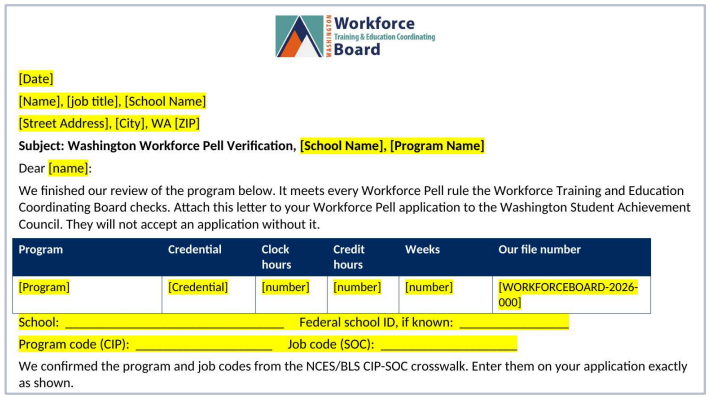
Pilot deadline: Send us your form by Mon., Nov. 2. That gives us time to send your letter before WSAC's Nov. 6 deadline.

Questions
workforce@wtb.wa.gov | (360) 709-4600

Changes to your program after approval:
careerbridge@wtb.wa.gov

What happens after you apply?

Letter A: Your program passed



Workforce Training & Education Coordinating Board

[Date]

[Name], [job title], [School Name]

[Street Address], [City], WA [ZIP]

Subject: Washington Workforce Pell Verification, [School Name], [Program Name]

Dear [name]:

We finished our review of the program below. It meets every Workforce Pell rule the Workforce Training and Education Coordinating Board checks. Attach this letter to your Workforce Pell application to the Washington Student Achievement Council. They will not accept an application without it.

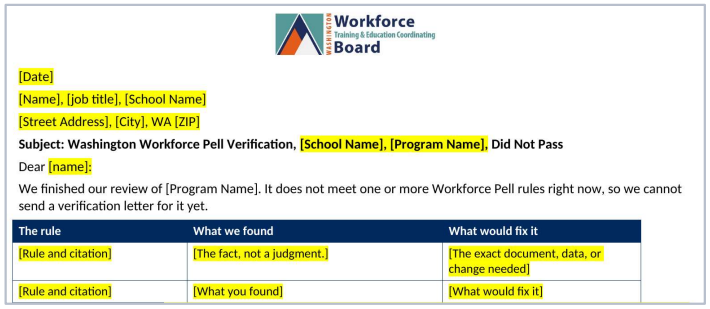
Program	Credential	Clock hours	Credit hours	Weeks	Our file number
[Program]	[Credential]	[number]	[number]	[number]	[WORKFORCEBOARD-2026-000]

School: _____ Federal school ID, if known: _____

Program code (CIP): _____ Job code (SOC): _____

We confirmed the program and job codes from the NCES/BLS CIP-SOC crosswalk. Enter them on your application exactly as shown.

Letter B: Not yet…



Workforce Training & Education Coordinating Board

[Date]

[Name], [job title], [School Name]

[Street Address], [City], WA [ZIP]

Subject: Washington Workforce Pell Verification, [School Name], [Program Name], Did Not Pass

Dear [name]:

We finished our review of [Program Name]. It does not meet one or more Workforce Pell rules right now, so we cannot send a verification letter for it yet.

The rule	What we found	What would fix it
[Rule and citation]	[The fact, not a judgment.]	[The exact document, data, or change needed]
[Rule and citation]	[What you found]	[What would fix it]

If it passes (Letter A)

- You get one letter for each program.
- It shows your program code (CIP) and job code (SOC). Copy them onto WSAC's application exactly.
- Attach it to WSAC's application. WSAC won't take an application without it.
- Email it to WSAC by Nov. 6: wsacworkforcepell@wsac.wa.gov

If not yet (Letter B)

- A table shows what didn't pass and what would fix it.
- It lists what did pass, so you don't redo it.
- Fix it and send it again. There's no limit on submittals.
- You can't appeal our review. Washington's one appeal comes later, if WSAC turns down your application.

Two documents, two different purposes

Verification form: You complete and email to the Workforce Board, along with required supporting documentation.

Verification letter: We email you a PDF confirming whether your program meets the requirements. We also send a copy to WSAC.

What goes to WSAC? Attach our verification letter to your WSAC application. You do not need to send WSAC your verification form or supporting documentation; the Workforce Board keeps those on file.

The verification letter is one step, not final approval. The verification letter is one step, not final approval. After you apply to WSAC, your program must meet federal outcome requirements: at least 70% of students complete the program and at least 70% are employed in the second quarter after they leave the program.

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Four-Year Colleges and Universities

WSAC verification, then the final application every program uses

Four-year schools: form coming soon

Who it's for

- Public and private four-year colleges and universities
- Including registered apprenticeships tied to a four-year school

What's happening now

WSAC is meeting with the Council of Presidents and four-year institutions in the coming months to shape the four-year verification process.

In the meantime: watch wsac.wa.gov/pell-workforce for the form and guidance. Questions: wsacworkforcepell@wsac.wa.gov

COMING SOON

WSAC Four-Year Institution Verification Form

Four-year programs will start here once the form is ready.

After Approval: Join the ETPL

For every Workforce Pell program, from all three starting points

Washington Workforce Training & Education Coordinating Board

Get on the Eligible Training Provider List

When: after the U.S. Department of Education approves your program.

You're probably already on Career Bridge

- Most early applicants are.
- You also need to be on the Eligible Training Provider List (ETPL). That means your program is listed, the ETPL box is checked, and you signed the official assurances form.

Why it matters

- ETPL programs are part of a data agreement that lets the state see wages from other states.
- So graduates who find jobs in other states count in your yearly results.
- Without the ETPL, we can't get those wages. The state's education data center (ERDC) doesn't have the status to access them, and getting it would take years.
- Missing those jobs could hurt your program's yearly federal review.

Who this applies to

- Every Workforce Pell program, including ones checked by SBCTC and WSAC.
- Not required, but strongly recommended.
- **Bonus:** ETPL programs can also get federal job training funds (WIOA).

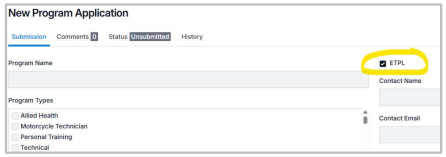
Sources: Workforce Board Verification Letter Template v1.3; ETPL Application Process 2026

Two ways to add the ETPL

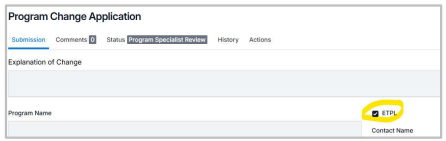
Licensed private career school Use EDvera

- Log in to EDvera: wtb.edvera.com
- Fill out a new program application or if it's an existing program, fill out a program change application.
- Choose the **ETPL option**.
- Upload the documents on the checklist. The ETPL form is part of the review.
- Once approved, your program shows up on Career Bridge.

New program

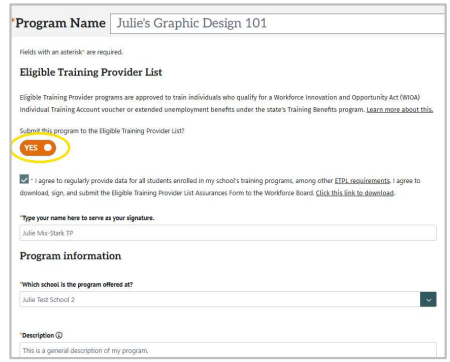


Existing program



Not required to be licensed Use Career Bridge

- **Follow the 6 steps on the next slides:**
- **Step 1:** Sign in with SAW
- **Step 2:** Create your username
- **Step 3:** Get to know My Dashboard
- **Step 4:** Add schools and programs
- **Step 5:** Turn on the ETPL
- **Step 6:** Submit and track it



New school? First fill out our licensing questions form. It tells you if you need a license.

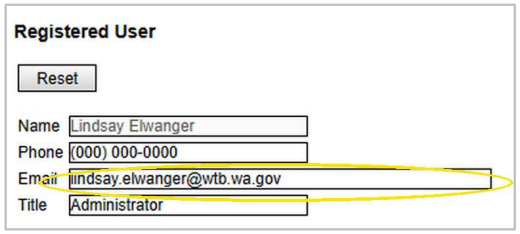
Licensing questions? Darlene Bartlett
Darlene.Bartlett@wtb.wa.gov | (360) 709-4605

Source: ETPL Application Process 2026 (Workforce Board), Steps 1–4 and 7

Sign in with SAW

1 Find your registered user email

If you are an existing Training Provider on the legacy Career Bridge, your school and programs have been transferred over to the new site.



2 Click Sign In/Sign Up

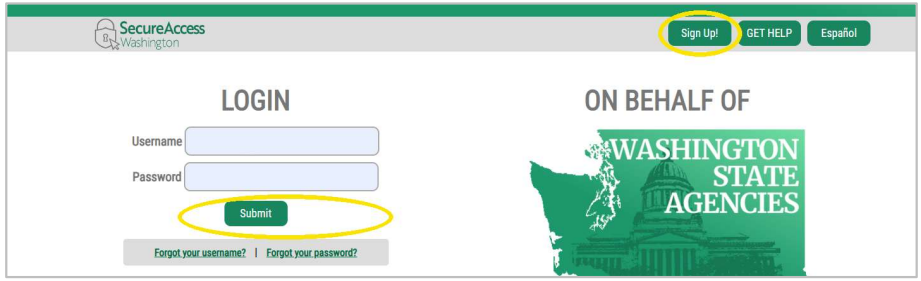
Go to careerbridge.wa.gov. Click Sign In/Sign Up at the top.



3 Log in to SecureAccess Washington (SAW)

If you already have a SAW account using the same email as the registered user email address, login using that email and password. The password will not be accepted but you can hit the button that says "proceed with email". It will send you a link to verify the account.

If you don't have a SAW account with the same email, please click the Sign Up! Button to get started. Use the same email address as the registered user on your legacy Career Bridge account.



Why the same email? It links your new login to your school and programs.

Create your username

1 Go back to Career Bridge

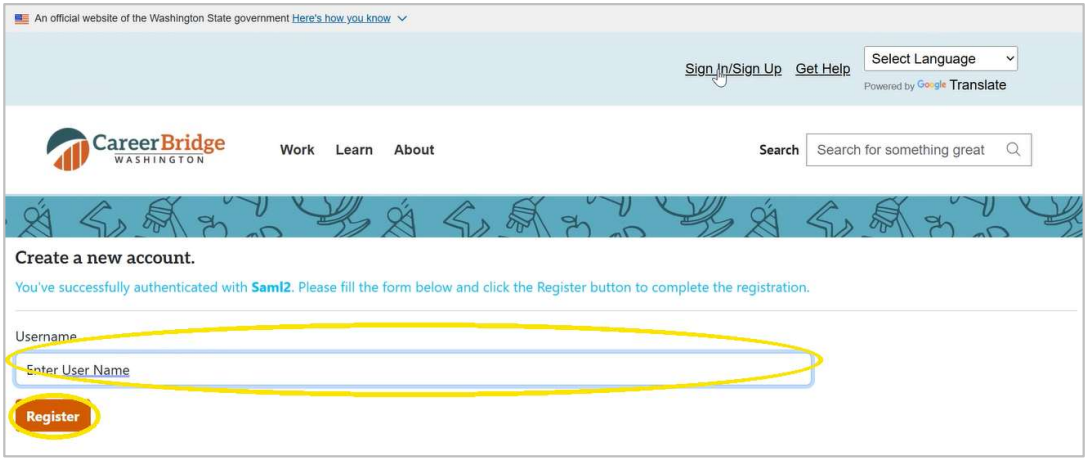
After you set up SAW, go back to careerbridge.wa.gov. Click Sign In/Sign Up again.

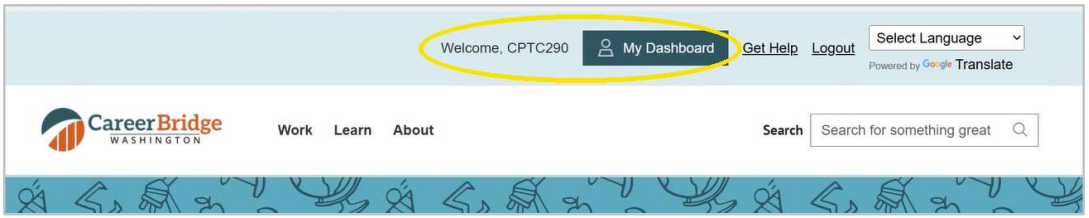
2 Make a username

Pick a username that is different from your email. Then click Register.

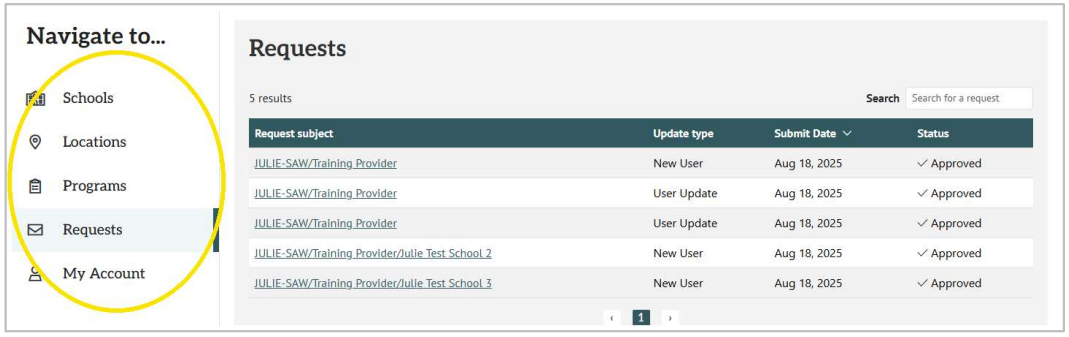
3 Find My Dashboard

Your username now shows next to My Dashboard. Click My Dashboard to see your schools and programs.





Get to know My Dashboard



Tip: Add your school first. Then add its locations. Then add its programs.

Requests (default screen)
Every change you've asked for, and where it stands.

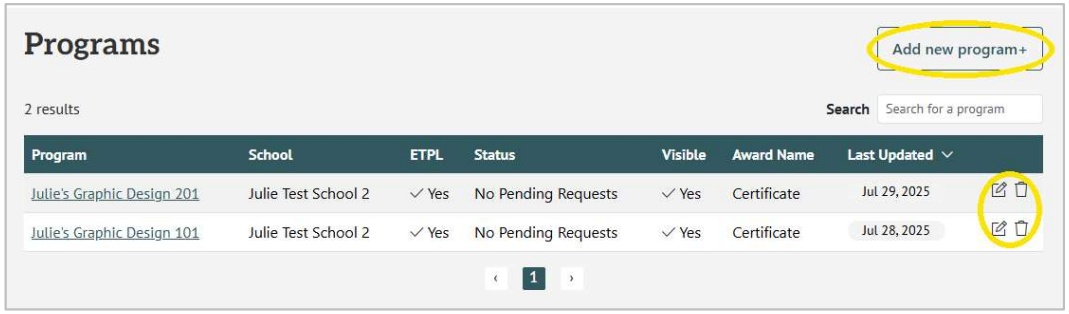
Schools
Schools where you are the registered user. Click a school's name to see its page.

Locations
All of your locations.

Programs
All of your programs.

My Account
Your account details.

Add schools and programs



New: make your school page stand out

Add a short description of your school. Add a logo (300 x 300 pixels, .jpg or .png with a solid background) and a header image (1152 x 420 pixels, .jpg). Check the box that says you have permission to use them.

Need help? Email careerbridge@wtb.wa.gov and we'll upload them for you.

1 Add something new

Click Add new school, Add new location, or Add new program.

2 Change something

Click the pencil icon next to it. Make your changes.

3 Remove something

Click the trash can to ask us to delete it.

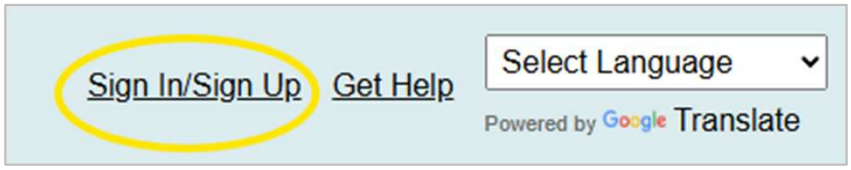
4 Fill in the form

Boxes with a star (*) are required.

Turn on the ETPL

1 Sign in

Sign in, click My Dashboard, then click Programs.



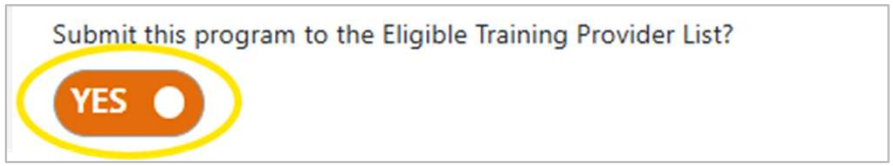
2 Open your program

Click the pencil icon next to your Workforce Pell program.



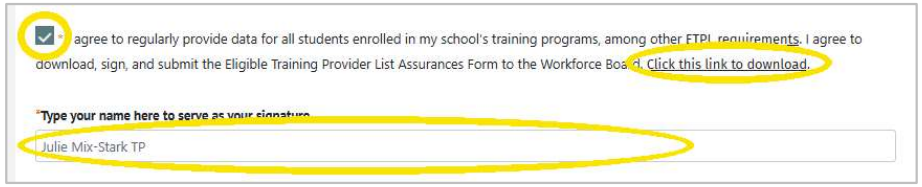
3 Choose Yes for ETPL

Under Eligible Training Provider List, switch the toggle to Yes.



4 Sign the form

Check the box and type your name. Download the form, sign it, and email it to careerbridge@wtb.wa.gov.



Submit and track it

1 Click Submit

Save as Draft only saves your work. We can't review it until you click Submit.



Questions? Email careerbridge@wtb.wa.gov. Once a change is approved, it shows on Career Bridge.

2 Check your Requests

On My Dashboard, click Requests. Draft means it was not sent. Click its name to finish, then click Submit.

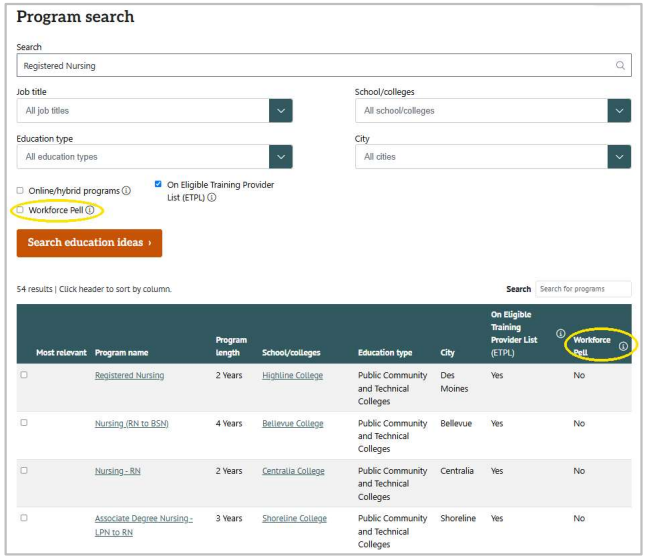


3 We review it

Submitted means we have it. Workforce Board staff review and approve it.



Career Bridge: approved programs and results



Program search: filter for ETPL programs; Workforce Pell filter and column circled.



Program page: completion, employment, and earnings results.

Today

Career Bridge shows job and pay results for recent graduates of ETPL programs.

Next

Programs approved for Workforce Pell will be marked on Career Bridge so students can find them.

Ongoing

We will track job and pay results for approved programs and post them here.

Your part

Stay on the ETPL and keep your Career Bridge listing up to date.

careerbridge.wa.gov | WSAC shares the list of approved programs with us so they show up on Career Bridge.

Questions?

Federal rules: U.S. Department of Education Workforce Pell FAQs (Oct. 2026)

SBCTC

Community and technical colleges

sbctc.edu › workforce-pell

ewolf@sbctc.edu

Workforce Board

Private career schools and the ETPL

workforce@wtb.wa.gov

360-709-4600

wtb.wa.gov/program-verification

WSAC

The final application for every program. Four-year form coming soon.

wsacworkforcepell@wsac.wa.gov

wsac.wa.gov/pell-workforce