

WA GRANT FOR APPRENTICESHIP (WG-A) SPONSOR INTAKE FORM TO PARTICIPATE IN WG-A USING COLLEGE FINANCIAL AID OFFICES

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 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 postsecondary credential through employment in a Registered Apprenticeship Program by supporting eligible apprentices with need-based 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 intake process with WSAC to participate in WG-A. To participate in WG-A, Programs must have received Permanent Registration Status from the Department of Labor & Industries (L&I) [Washington State Apprenticeship & Training Council \(WSATC\)](#). Programs with Provisional Registration status are not eligible to participate.

WSAC has two (2) options for Sponsors to process WG-A awards to apprentices:

1. **State Board for Community & Technical Colleges (SBCTC) Option** (Available for the 2025-2026 Fiscal Year): Programs that utilize a Community & Technical College (CTC) for Related/Supplemental Instruction (RSI) can elect to have WG-A Financial Aid Awards processed through respective CTC Financial Aid Office
2. **ANew as a Third-Party Servicer Option** (Available Now): WSAC has partnered with ANew as a third-party servicer to support Sponsors to meet Administrative Capability requirements for the WG-A program and process WG-A Financial Aid Awards to eligible apprentices.

In general, Sponsors will 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.

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PROCESS OVERVIEW

This Intake Form is only to be used for Sponsors electing to have WG-A processed to apprentices using CTC Financial Aid Offices. If electing to use ANEW as a third-party servicer, please email WSAC at apprenticeship@wsac.wa.gov. This form utilizes Adobe features that will only function in Adobe. To download the free Adobe Acrobat Reader, go to <https://get.adobe.com/reader>. If you opened this file in an Internet Web Browser (such as Microsoft Edge or Google Chrome), please download this form and open with Adobe.

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

- 1. Completion of Sponsor Intake Form to Participate in WG-A using College Financial Aid Offices and submission to WSAC.** Once WSAC receives the completed Intake Form, 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 receives intake documents to participate in WG-A, WSAC will provide a public notification to accept and consider public comment.
- 3. Sponsor will complete an Agreement to Participate with WSAC.** The agreement covers a Sponsor's legal commitment to abide by all program statutes, rules, and guidelines. The agreement is renewed annually. Once the agreement is completed, Sponsors can anticipate working with WSAC to coordinate promotion.

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 9.

To participate in the WA Grant for Apprenticeship (WG-A) program under [RCW 28B.92.200](#), this intake form must be completed by a Registered Apprenticeship Sponsor or the parent Sponsor organization (if multiple Sponsors are registered with WSATC), referred to as the "Sponsor." All applying Sponsors must have Permanent Registration status with the Department of Labor & Industries (L&I) Washington State Apprenticeship & Training Council (WSATC). Programs with Provisional Registration and status as well as, state-recognized Apprenticeship Preparation Programs (and other pre-apprenticeship programs) are not eligible for WG-A are not eligible to participate.

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.

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

Submit this Intake Form and required materials by email to WSAC at apprenticeship@wsac.wa.gov, or mail to:

WA Grant for Apprenticeship
Washington Student Achievement Council
PO Box 43430 | Olympia, WA. 98504-3430

**WA GRANT FOR APPRENTICESHIP (WG-A)
SPONSOR INTAKE FORM TO PARTICIPATE IN WG-A USING
COLLEGE FINANCIAL AID OFFICES**

SPONSOR INFORMATION

This Intake Form is being completed for:

(Select One)

Individual Sponsor (Individual Sponsor Listing with WSATC)

Sponsor Organization (Multiple Sponsors Listed with WSATC)

SPONSOR INFORMATION

Sponsor or Parent Sponsor Organization Name	
Tax ID Number (TIN)	
<u>Statewide Vendor Number</u> Required	
Mailing Address Street or PO Box	
City, State, Zip	
Contact Name	
Phone Number Include area code	
Email Address	

1. **Has the Sponsor or Parent Sponsor Organization operated under any other names?**

If yes, please provide the name below.

Yes No

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. **Union Affiliation**

Yes No

If yes, please provide the name of the Union:

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*Questions 5 - 8 exclusively apply to the sponsor listed below

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

Sponsors Name (as listed with L&I):			
Compliance Category	In Compliance		Out of Compliance
Female Participation	by numbers	by good faith efforts	
Minority Participation	by numbers	by good faith efforts	
Administrative Procedures	In Compliance		

Is a Corrective Action Plan (CAP) in place to address the Out-of-Compliance Status?

Yes No

If yes, please submit a copy of the Correction Action Plan (CAP) with this Intake Form.

If applicable, please provide a statement detailing the Out-of-Compliance status with L&I and efforts taken to address the Out-of-Compliance status.

6. Are apprentices under this Sponsor required to settle balances for tuition and fees with their provider of Related/Supplemental Instruction(RSI)?

Yes, apprentices pay their tuition and fees directly to their RSI provider.

No, tuition and fee balances are not charged directly to the apprentice. The apprentice may indirectly pay for tuition and fees through payroll deductions, but the Sponsor (or employer or union) settles (or pays for) the tuition and fee balances.

Other: _____

N/A

7. Are apprentices required to sign a contractual agreement that requires repayment of training or other educational-related costs if they separate from their employment prematurely?

Yes No

If yes, please attach a copy of the agreement with this form.

8. **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.

Program Standards Updated: Submit a Copy of Current approved Program Standards.

Program Standards Revisions to be reviewed at upcoming WSATC Meeting: Submit a Copy of Draft Program Standard Revisions.

Program Standards are current on L&I ARTS Website

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- 9. Designated Sponsor Officer (Signing Authority) & Website Link.** Upon completion of the Intake process, 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 <small>Include area code</small>	
Email Address	
Program Website Address	

- 10. Program Participation & Costs.** Complete and submit one Program Participation & Cost Worksheet (attached below) per Program (Occupation) seeking participation in WG-A. Please complete this worksheet to the best of your ability to project for the 2025-2026 Fiscal Year (July 1, 2025, through June 30, 2026). Refer to the following guidance:

- A. General, but accurate information, provided on Program (Occupation) Costs helps ensure WG-A Awards do not exceed need, which could violate the State Constitution for gifting of public funds.**

 - WSAC recognizes that Sponsors have various ways of handling tuition and fees. If the options available to report on tuition and fees do not meet your program, please let us know by email or attach an explanation.
 - For all other program costs, please include the general out-of-pocket costs that an average apprentice would be responsible for in order to get to the job site for On-the-Job Training (OJT), complete Related/Supplemental Instruction (RSI), or to journey out of the apprenticeship.
 - WSAC recognizes that while most costs between Programs (Occupations) may be the same (such as the need for boots or clothing), costs may vary from Program (Occupation) to Program (Occupation).

For example, the average Residential Wireman's costs may differ from the average Inside Wireman's costs because there are specific License Examination Fees/Costs that the apprentice must pay for.

- Because of these potentially unique costs between Program (Occupation), WSAC needs these specified by Program (Occupation).
 - If there are costs that you cannot capture on our Worksheet, please provide additional information to WSAC via email or an attachment. For example, please communicate with WSAC if your program covers the first license exam fee, but subsequent retests are the responsibility of the apprentice.

B. Additionally, WSAC recognizes that each Program (Occupation) may utilize multiple or different colleges for their Related/Supplemental Instruction (RSI).

 - Accurate responses ensure that apprentices can select the appropriate campus to have their WG-A processed efficiently.

For example, if your Residential Wireman program uses Renton Technical College and Spokane Community College for RSI, and your Inside Wireman program uses only Renton Technical College, please ensure that these are specified by Program (Occupation) to ensure that Inside Wireman apprentices can only select Renton Technical College to have their Financial Aid processed at Renton Technical College.

**WA GRANT FOR APPRENTICESHIP (WG-A) SPONSOR INTAKE
PROGRAM (OCCUPATION) 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 or email WSAC at apprenticeship@wsac.wa.gov.

Sponsor Name (as listed with WSATC):		
Program Name (Occupation):		
Occupation Code:	Current Number of Apprentices:	
List the College Campus(es) that the listed Program (Occupation) on this Worksheet uses for Related/Supplemental Instruction (RSI). Accurate responses here ensure that apprentices can select the appropriate campus to have their WG-A processed efficiently.		
(For Program Renewal ONLY) No Anticipated Changes to Program Costs for the Upcoming Fiscal Year.		
Program Costs for Payroll Deductions and Tuition & Fees:		
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
B. Annual amount of direct tuition and fees for Related/Supplemental Instruction (RSI) charged to an apprentice	\$	N/A
C. Annual amount of tuition and fees for RSI paid for by the trust or Sponsor per apprentice	\$	N/A
D. Annual amount of tuition and fees for RSI paid for by the employer per apprentice	\$	N/A
Other Direct Costs to the 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.		\$
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