

WA GRANT FOR APPRENTICESHIP (WG-A) SPONSOR INTAKE FORM TO PARTICIPATE IN WG-A USING WSAC FOR WG-A PROCESSING

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 when referring to 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 approved Sponsors who have completed the intake process with WSAC. 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 currently has 2 options for Sponsors to select from for processing WG-A awards to apprentices:

- 1) Utilize WSAC for processing WG-A Option: WSAC's Regional Program Managers are now supporting Sponsors in meeting administrative capability requirements for the WG-A program and processing WG-A Financial Aid Awards to eligible apprentices.
- 2) State Board for Community & Technical Colleges (SBCTC) Option: Programs that use a community & technical college for related/supplemental instruction (RSI) can choose to have WG-A Financial Aid Awards processed through respective campus Financial Aid Offices.

For both options, Sponsors also need to agree to support Administrative Capability requirements for WG-A, which include, 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

This Intake Form is only to be used for Sponsors choosing to use WSAC's Regional Program Managers to handle WG-A eligibility determinations and award disbursements to apprentices. If your Registered Apprenticeship Program has a contractual relationship with a Community & Technical College (CTC) for your related/supplemental instruction (RSI), you can elect to use the CTC's Financial Aid Office; however, it is one or the other. For more information or to discuss options, please email 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.** Once WSAC receives the completed intake form, Sponsors should anticipate WSAC will be:
 - Seeking responses to follow-up questions regarding intake form 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 has submitted their intake documents 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 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 intake form must be completed by Registered Apprenticeship Sponsors 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 status 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 (apprenticeship@wsac.wa.gov), or mail to:

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

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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) _____

Statewide Vendor Number _____

Required _____

Mailing Address

Street _____

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 the 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) Is the Sponsor affiliated with a Union?**

Yes No

If yes, which Union? _____

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

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

Sponsor 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 school/institution that provides related/supplemental instruction?

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.

N/A or Other:

- 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) Program Participation & Costs. Complete and submit one Program Participation & Cost Worksheet (attached below) per program (occupation) seeking participation in WG-A. This form uses Adobe features that will not function if you opened this form in an Internet Web Browser such as Microsoft Edge or Google Chrome. You will need to open the file using Adobe for full functionality. To download the free Adobe Acrobat Reader, go to <https://get.adobe.com/reader>.

10) 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	<hr/>
Title	<hr/>
Phone Number Include area code	<hr/>
Email Address	<hr/>
Program Website Address	<hr/>

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

WA Grant for Apprenticeship
Washington Student Achievement Council
PO Box 43430 | Olympia, WA. 98504-3430
apprenticeship@wsac.wa.gov

**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.

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

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