



# **WORKER RETRAINING PROGRAM PRIVATE CAREER SCHOOLS & COLLEGES**

***2025-26 APPLICATION GUIDELINES***

Workforce Education

Washington State Board for Community and Technical Colleges

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[SBCTC.edu](http://SBCTC.edu)

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in <a href="#">OGMS</a>	February 13, 2025
Application Overview Webinar	March 3, 2025 1-2pm
Applications due in OGMS	March 20, 2025
Annual WRT Contractor Mandatory Live Webinar	May 22, 2025 1-3:30 pm
Funding begins	July 1, 2025

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# Acronyms Used in This Application

PCSC – Private Career School or College

WRT – Worker Retraining Program

SBCTC – State Board for Community and Technical Colleges

SAP – Satisfactory Academic Progress

FTES – Full-Time Equivalent Student

OGMS – Online Grant Management System

OBIS – Online Budget Invoicing System

## Overview

The Washington Worker Retraining (WRT) Program plays a major role in Washington State's economic development by providing funding to eligible dislocated and unemployed workers for training or retraining that will assist them in regaining employment.

The State General Fund provides the funding for the WRT Program. By statute (RCW 28C.04.390), the WRT Program provides access to training for dislocated and unemployed workers and includes access to vocational training provided by eligible private career schools and colleges (PCSCs). The WRT Program is administered by the State Board for Community and Technical Colleges (SBCTC).

WRT funds flow from the State General Fund through the SBCTC. SBCTC contracts with eligible PCSCs that are selected through a competitive process to provide instruction to WRT students. PCSCs are responsible for screening students and documenting their eligibility for WRT funds. Eligible students are provided tuition assistance.

## Applicant Guidelines

### Who May Apply

Private career schools and colleges (PCSCs) that are licensed in the state of Washington may apply for Worker Retraining funds. PCSCs must have a physical presence in the state to apply for these funds.

### How Does the Provider Apply?

Applications for WRT are only accepted through the Online Grant Management System ([OGMS](#)). OGMS is a web-based application system maintained by SBCTC.

It is necessary to have a username and password to access OGMS.

Access information for PCSCs that have used OGMS previously: Users obtain the PCSC user name and password from their PCSC's OGMS Security Administrator. A list of [OGMS security administrators](#) can be found online.

Access information for PCSCs that have not used OGMS previously: If the PCSC has not participated in WRT before or has not used OGMS, contact [Kari Kauffman](#).

## Disclaimer

SBCTC reserves the right to refrain from granting funding to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

## Application Sections

The following information details required information in the application. It is organized as a step-by-step guide for completing each section of the application in the order in which it appears in OGMS.

### Tab 1 – Applicant Information

1. Contract Contact: Please enter contact information for the staff person responsible for completing the application and who should be contacted with questions or information about the status of the application.
2. Secondary Contact (optional): Enter the information for a secondary contact.
3. Check the box when the information is complete and click Save.

### Tab 2 – Specific Assurances

- Not applicable for this application.

### Tab 3 – Contents (Sections 1-4)

## Section 1 - Minimum Eligibility for Consideration

This section addresses the minimum eligibility criteria that a PCSC must meet in order to be considered for funding.

- 1A.** Campus Location(s). Enter the physical address of all campuses where you intend to serve WRT students.
- 1B.** Completion Rate. The completion rate for all programs must be .40 (40%) or greater.
  - 1B.a.** Successful Completers. Enter the number of students who successfully completed their program in fiscal year 2024 (July 1, 2023 - June 30, 2024). Use total count of students who satisfy this criteria, regardless of funding source.
  - 1B.b.** All Exiters. Enter the number of students who exited during fiscal year 2024. Please see the description of All Exiters in the [Minimum Criteria section](#) above. Use total count of students who satisfy this criteria, regardless of funding source.

**1B.c.** Rate (Successful Completers ÷ All Exiters). Enter the rate as a decimal. For example, enter 80% as .8.

**1B.d.** Narrative box. If the rate is not .40 (40%) or greater, please explain why.

**1C.** Employment Placements. The rate must be .40 (40%) or greater.

**1C.a.** Successful Completers who are employed. Enter the number of Successful Completers who are employed.

**1C.b.** Successful Completers. Enter the number of students who successfully completed their program in fiscal year 2024 (July 1, 2023 - June 30, 2024). This is the same number as in 1B.a.

**1C.c.** Rate (Successful Completers who are employed ÷ Successful Completers). Enter the rate as a decimal.

**1C.d.** Narrative Box. If the rate is not .40 (40%) or greater, please explain why.

**1D.** Technology Requirements. Check the box to certify your school meets technology requirements.

**1E.** Legal business name: Provide the legal business name of your school. Any awarded contracts will be written to this business name.

**1F.** Doing Business As name (DBA): Provide your school's DBA. Payments for any awarded contracts will be made out to this DBA.

**1G.** Notification of Business Change: Check the box to certify that the school will provide notice to SBCTC prior to any legal name or business change within the life of the contract.

- Check the box when the information is complete and click Save.

## Section 2 – Funding Request

This section captures the PCSC's funding request and the justification for the request. Please see the [Funding section](#) and [Calculating How Many FTES to Request section](#) for a definition of FTES and useful examples.

**2A.** FTES request. This is the PCSC's planned level of enrollment of eligible WRT students for the state fiscal year 2026 (July 1, 2025- June 30, 2026). Enter a whole number. It is important to note that an FTES does not directly translate to head count. Please carefully review the definition of an FTES prior to completing this part of the application.

**2A.a.** New FTES. Enter the number of FTES that will be new in state fiscal year 2026 (not crossovers).

**2A.b.** Crossover FTES (Only applicable for PCSCs that hold a WRT contract for the current contract year, state fiscal year 2025). If currently serving WRT students, enter the number of FTES (if any) that will be crossovers from state fiscal year 2025. Crossover FTES are comprised of students who received WRT funding in fiscal year 2025, will be

rescreened for eligibility (see the Program Guidelines for more information on crossover students), and will be receiving WRT funds in state fiscal year 2026.

**2A.c.** Total FTES request. Enter the total FTES requested for fiscal year 2026.

**2B.** Provide a narrative justification for the FTES request. Explain how requested FTES were determined and rationale for expected WRT eligible student enrollment. SBCTC staff will review this justification carefully for details that demonstrate a thorough understanding of the WRT program and WRT student eligibility, and its funding structure and limitations.

**2C.** Total funding requested. One FTES is \$3,816. Calculate the total funding requested by multiplying \$3,816 by the number of FTES requested.

**2D.** Is the PCSC accredited? Check the appropriate box.

**2E.** If yes, please provide the full name of the accrediting organization (not an acronym).

- Check the box when the information is complete and click Save.

## Section 3 – PCSC Administrative Requirements

Please review the fiscal year 2025-26 PCSC WRT Program Guidelines for detailed compliance information before completing this portion of the application.

**3A.** Check the box to certify that all appropriate PCSC staff have reviewed fiscal year 2026 PCSC WRT Program Guidelines.

**3B.** Check the boxes to certify that WRT student files will be distinguishable from non-WRT students and that the PCSC will maintain WRT student files for six years.

**3C.** Describe how WRT student files will be managed, including how WRT student files will be distinguishable from non-WRT student files. SBCTC staff will review this answer to determine whether there are satisfactory processes in place.

**3D.** Provide the title(s) (name is optional) of the staff responsible for screening students for eligibility.

**3E.** Describe the process used to determine student eligibility (i.e. interview, assessment questionnaire, at what point in the enrollment process, etc.). SBCTC staff will review this answer to determine whether there are satisfactory processes in place. Accompanying documentation to be attached as described in Section 4 of application.

**3F.** Check each box to attest that procedures will be followed for all eligible students.

- Check the box to certify WRT students will complete, sign and date the provided attestation document (Appendix A, Program Guidelines).
- Check the box to certify WRT students are provided with career or occupational outlook in the local labor market for the field to be studied prior to enrolling.
- Check the box to certify WRT students are provided with current completion and employment rates for students attending the PCSC prior to enrolling.

- 3G.** Describe how WRT students' satisfactory academic progress and attendance status will be monitored and confirmed prior to the PCSC submitting billings. Accompanying documentation to be attached as described in Section 4 of application.
- 3H.** Describe how actual attendance is documented for WRT students.
- 3I.** Describe how program completion will be tracked and documented for WRT students.
- 3J.** Describe how employment placements will be tracked and documented for WRT students. Be sure to address the method to track employment search/placement and the frequency of these methods, as well as the duration of the tracking progress (how long after graduation the student is tracked for placement).
- 3K.** PCSCs must maintain a master WRT file for each fiscal year in contract, as described in the Program Guidelines. Please describe what documents will be maintained in the master file. For more information see the Master WRT File Requirements section of the Program Guidelines.
- 3L.** A ledger of accounts for each student must be maintained. The ledger must clearly identify the amounts and the dates of all charges and all payments to each individual student's account. Accompanying documentation to be attached as described in Section 4 of application.
- Check the box to certify that the PCSC maintains a ledger of accounts for each student that meets WRT standards. For more information on WRT accounting standards, see the Program Guidelines.
- 3M.** Describe how WRT payments will be noted and clearly identifiable on the student ledger.
- 3N.** Check the boxes to certify you have reviewed the Program Mix & Billing Records Report tool and that you agree to submit the complete report by the quarterly deadlines, including the final report.
- Check the box when the information is complete and click Save.

## Section 4 – Attachments Checklist

This section addresses the attachments required to complete the application. To attach documents, click on the Attachment Tab in OGMS.

**Prior to attaching any of the required documentation to your application, please ensure that your college blacks out or removes any social security numbers, names, and other identifiable student information.**

- 4A.** Current License. Check the box to certify you have attached a current license from the appropriate licensing body which that has approved your school to provide training. To attach a document, click on the Attachment Tab in OGMS.
- 4B.** Program Mix and Billing Records Report Tool. Check the box after you have uploaded a completed tool.
- The tool consists of several separate tabs. A link to download a blank template can be found in the Grant Info section, located on the upper right of the OGMS screen.



- For the purpose of the application, the program mix identifies the programs the PSCS will offer to eligible students. The program mix must include the program title as it appears in the most current school catalog, CIP Code for each identified program, the total number of clock hours, total number of credits (if credits are awarded) and the type of credits (if credits are awarded). The program mix will not be considered complete without these sections filled in.

**4C. School Catalog.** Check the box after you have uploaded the current school catalog (or web site link to an online catalog saved in a document) to OGMS. The catalog must contain:

- hours and/or credits, and the tuition/fees/rates for each program found in the program mix;
- a published refund policy;
- satisfactory academic progress policy;
- and attendance policy.

Large files may need to be split into separate files in order to upload.

**4D. Student Enrollment Tracking.** Check the box to certify you have attached screenshots or print outs from database or spreadsheet that identify how student enrollment is tracked, including attendance, withdrawals and academic progress. **Black out or remove any social security numbers, names, and other identifiable student information before attaching this.**

**4E. Completion rate, placement rate and local job market information.** Check the box to certify you have attached screenshots, print outs or website links you will provide to students containing this information.

**4F. Billing ledger/invoicing.** Check the box to certify you have attached screenshots or print outs from a database or spreadsheet that address the following: 1) examples of backup documentation the school will have on file to support billings, and 2) screenshots or print outs of your student ledger. **Black out or remove any social security numbers, names, and other identifiable student information before attaching this.**

- Check the box when the information is complete and click Save.

## Tab 4 – Budget

- Enter the total amount of funding you are requesting in the ‘Tuition’ box.
- Check the box when the information is complete and click Save.

## Tab 5 - Submit

- Once all sections of the application are complete, enter your name, title and phone number. Click the Submit button.

# Funding

In compliance with Revised Code of Washington (RCW) 28C.04.390, PCSCs may only use WRT funds for tuition assistance.

Eligible PCSCs may apply for funding based on the number of full-time equivalent students (FTES) they will be able to serve in fiscal year 2026 (July 1, 2025 – June 30, 2026). Funding is based on FTES. One FTES equals \$3,816. Funding is prorated for students attending programs that have more or fewer credits or hours than one FTES (see the definition of FTES below). The maximum funding allowed per student per program is two FTES (\$7,632). Please see the Calculating How Many FTES to Request section below for more information.

## 1 Full Time Equivalent Student (FTES) =

- 45 quarter credits, or
- 30 semester/trimester credits, or
- 900 clock hours (if school does not award credits)

# Calculating How Many FTES to Request

To calculate how many FTES to request, first determine how much of a FTES a single student in each of the offered programs would generate. FTES are not the same as head count. Several students attending a PCSC's program could constitute a single FTES. For example, a program comprised of 30 quarter credits is 2/3 of an FTES ( $30 \text{ cr.} \div 45 \text{ cr.} = .667$ , or 2/3). An eligible WRT student attending that program would only constitute 2/3 of an FTES.

Please note: Minimum criteria for a PCSC to be considered eligible to provide WRT funds to students include the ability to serve at least two FTES across all programs.

To determine how much of an FTES a single student in each of the offered programs generates, divide the number of credits (or hours, if credits not awarded) in the program by the number of credits (or hours, if credits not awarded) in one FTES. This equals how much of a single FTES is generated by a student enrolling and completing this program. The table and examples below illustrate how this works.

Credit Type	FTE Calculation Formula
If quarter credits are awarded:	$[\text{total \# of quarter credits}] \div 45 = \# \text{ of FTES}$
If semester credits are awarded:	$[\text{total \# of semester credits}] \div 30 = \# \text{ of FTES}$
If credits are not awarded:	$[\text{total \# of clock hours}] \div 900 = \# \text{ of FTES}$

### Example 1 – Quarter Credits Awarded

Welding Technology program awards 72 quarter credits total.

$72 \text{ quarter credits} \div 45 \text{ quarter credits in an FTES} = 1.6 \text{ FTES per student completing program.}$

### Example 2 – Semester Credits Awarded

Medical Assisting program awards 32 semester credits total.

32 semester credits ÷ 30 semester credits in an FTES = 1.07 FTES per student completing program.

### Example 3 – Hourly, No Credits Awarded

Truck Driving program is 160 hours.

160 hours ÷ 900 hours in an FTES = .18 FTES per student completing program.

Please note, WRT only allows for a maximum of two FTES per student per program. Programs that are longer than 90 quarter credits, 60 semester credits or 1800 clock hours cannot award more than two FTES worth of WRT tuition funding to a single student.

When calculating the FTES request, also consider the start and end dates of the programs. Programs that start later in the contract year (contract year is July 1, 2025 - June 30, 2026) will not be able to generate as many FTES as those programs that start earlier in the contract year. For example, WRT students enrolled in a semester-based medical assisting program and start in July will generate more FTES than WRT students who start the same program in January.

## Minimum Criteria

There are certain minimum criteria that must be met before a PCSC's application can be considered for funding. Not meeting the minimum requirements as described below may result in the application being deemed ineligible. PCSCs interested in applying should review the following criteria carefully before proceeding. Please note: Applications will not be reviewed prior to the submission deadline.

1. **Washington Location and Licensure:** The PCSC must have a training facility in Washington State and be licensed or authorized to provide training by the appropriate regulating state agency. Most schools are licensed by the Workforce Training and Education Coordinating Board, though cosmetology schools receive their license through the Washington State Department of Licensing. A current valid license or authorization letter must be provided as part of the application package.
2. **Minimum Completion Rate:** The PCSC must monitor, measure, and document the completion rate of the entire student body. The completion rate must be 40 percent or greater.

How to calculate the completion rate: The rate is calculated over the most recently completed fiscal year. For this application, the most recently completed state fiscal year is 2024 (July 1, 2023 – June 30, 2024). The formula for the rate is:

$$\text{Successful Completers} \div \text{All Exiters} = \text{Completion Rate}$$

Successful Completers are those students who completed and/or graduated from their program during the reporting period (state fiscal year 2024 for this application).

All Exiters means any student who is no longer enrolled at the PCSC by the end of reporting

period. This includes those who successfully completed their program or those who were expelled, withdrew due to active military, incarceration, death or illness, or who dropped and had not reenrolled by the end of state fiscal year 2024.

3. Minimum Employment Placement Rate: The PCSC must monitor, measure, and document the employment placement rate of the entire student body. The employment placement rate must be 40 percent or greater.

The rate is calculated over the most recently completed fiscal year. For this application, the most recently completed state fiscal year is 2024 (July 1, 2023 – June 30, 2024). The formula for the rate is:

Successful Completers who are employed ÷ Successful Completers = Employment Rate

“Successful Completers” is the same number for both the completion rate and the employment rate calculations.

Please note: SBCTC performs data checks on employment with the Washington State Employment Security Department (ESD).

4. Technology Requirements: Applications and invoicing are done online and most communication is done by email. The PCSC must have regular access to the internet, check email regularly, and have access to Excel-compatible software.
5. Properly completed application: The complete application must be submitted by the deadline, including all required documents uploaded into OGMS.
6. Volume: The PCSC must be able to serve the minimum threshold of eligible Worker Retraining students (two FTES total).

## Application Evaluation

Contracts for WRT in PCSCs are awarded on a competitive basis. Applying for funding does not guarantee that a PCSC will receive funding.

Applications for WRT funding are reviewed by SBCTC staff. Each application is reviewed to determine if it meets minimum criteria. Those applications that do not meet minimum criteria may not be eligible for funding.

An eligible PCSC’s application will be evaluated based on:

- A clear understanding of WRT program requirements, as evidenced in the application responses.
- PCSC’s previous performance in the WRT program, if the PCSC has been in contract previously. This includes, but is not limited to: compliance with program requirements; responsiveness to administrative requests and deadlines; past funding levels and ability to meet the contracted FTES target.
- Completion and employment outcomes for students, as reported in the application.

# Contracting

A contract will be issued by SBCTC after the PCSC's application has been approved, the PCSC has attended the annual contractor mandatory webinar, and the PCSC has completed any required modifications, if applicable. PCSCs that would like to view contract terms prior to applying may contact the Fiscal Grant Administrator.

## Annual Contractor Mandatory Live Webinar

All PCSC contractors must attend the annual mandatory live webinar in order for a contract to be issued. The purpose of the webinar will be to review WRT student eligibility and billing processes and share program best practices with other participating PCSC contractors. During the webinar, the PCSC will have the opportunity to discuss the WRT program policies and requirements with SBCTC program and fiscal staff.

All PCSC contractors are required to participate in the Annual Contractor Mandatory Live Webinar before a contract can be offered. Details regarding the webinar are provided below.

### Webinar Date

PCSCs that are being considered for funding will receive an electronic invitation to the webinar, which will be held via video conference. Please hold May 22th, 2025 from 1p.m. to 3:30 p.m. (PST) for your relevant staff to attend the mandatory meeting. Staff from the PCSC who will screen students for eligibility, document attendance and student progress, and prepare billings to SBCTC must be present during the webinar.

### Required Modifications

The PCSC must submit all required modifications to SBCTC within two weeks of receipt of feedback. The final date will be communicated via email at the time SBCTC provides feedback. If the PCSC does not submit modifications by that time, the PCSC will not be eligible to participate in the Worker Retraining program for the upcoming fiscal year.



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