



WORKER RETRAINING PROGRAM PRIVATE CAREER SCHOOLS & COLLEGES

2025-26 PROGRAM GUIDELINES

Workforce Education

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

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)
Annual WRT Contractor Mandatory Live Webinar	May 22, 2025 1-3:30pm
Funds for 2025-26 state fiscal year available in the Online Budget Information System (OBIS) for all fully executed contracts	July 1, 2025
Invoices for all expenditures through 9/30/25 due in OBIS, billing records due in SUE, completed funding survey due.	Oct. 31, 2025
Invoices for all expenditures through 12/31/25 due in OBIS, billing records due in SUE, completed funding survey due.	Jan. 31, 2026
Assessment of FTES expenditures and redistribution of funds as necessary	Feb. 2026
Invoices for all expenditures through 3/31/26 due in OBIS , billing records due in SUE, completed funding survey due.	April 30, 2026
Last date for changes to FY26 contracts	June 3, 2026
Invoices for all expenditures through 6/30/26 due in OBIS, final reports due in (SUE)	July 8, 2026

Program Contacts

Program Administration Questions

Shanna McBride
 Program Administrator, Workforce Education
smcbride@sbctc.edu
 360-704-4354

Policy Oversight Questions

Anna Nikolaeva
 Policy Associate, Workforce Education
anikolaeva@sbctc.edu
 360-704-1056

Fiscal & Contract Questions

Melanie Kielich
 Fiscal Grant Administrator
mkielich@sbctc.edu
 360-704-3971

OGMS, OBIS, & Invoicing Questions

Kari Kauffman
 Program Coordinator
kkauffman@sbctc.edu
 360-704-1021

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Acronyms Used

FTES – Full-time Equivalent Student
OBIS – Online Budget Invoicing System
OGMS – Online Grant Management System
PCSC – Private Career School or College
SAP – Satisfactory Academic Progress
SBCTC – State Board for Community and Technical Colleges
SUE – Secure Upload Engine
WRT – Worker Retraining Program

Program Overview

The Washington Worker Retraining (WRT) program plays a major role in Washington State's economic development by providing funding for eligible dislocated and unemployed workers in 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 to 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.

WRT Program Administration Overview

It is the responsibility of the PCSCs who administer WRT funds to ensure compliance with all WRT guidelines.

These responsibilities include:

- PCSC staff attend Annual WRT Contractor Mandatory Live Webinar (May 22th, 2025, 1:00-3:30 pm)
- Maintaining up-to-date and complete WRT student files and retaining these files in accordance with Washington state rules.
- Screening students and documenting eligibility, including rescreening and obtaining new documentation of eligibility prior to the start of the new fiscal year for all eligible students who cross-over into a new fiscal year.
- Providing students with current labor market information for their field of study and the PCSC's completion and employment placement rates prior to enrollment in WRT.
- Adhering to the PCSC's Satisfactory Academic Progress (SAP) attendance and refund policies.
- Documenting program completion, withdrawal or leaves of absence.
- Tracking and documenting a student's employment after completion.
- Maintaining complete master WRT files for each year in contract with SBCTC and retaining these files in accordance with state rules.
- Maintaining a satisfactory ledger of accounts for each student.
- Invoicing SBCTC no more frequently than monthly and no less frequently than quarterly, per quarterly deadlines published in WRT guidelines.
- Ensuring that WRT funds are only 1.) applied as tuition, and 2.) billed at the rate provided by SBCTC; using the billing report supplied by SBCTC to submit up-to-date billing records with each

invoice, and submitting the year-end report by the deadline.

- Responding to all funding surveys, file review requests and other administrative requests from SBCTC staff by provided deadlines.

WRT Funding Overview

In compliance with RCW 28C.04.390, private career schools and colleges WRT funds may only be used for tuition. Funding for tuition is provided at a rate of \$3,816 per Full-Time Equivalent Student (FTES). Funding is prorated for students attending programs that have more or fewer credits or hours than one FTES. The maximum funding allowed per student per program is two FTES (\$7,632).

1 Full-Time Equivalent Student (FTES) =

45 quarter credits

30 semester/trimester credits

900 clock hours (if PCSC does not award credits)

All PCSCs must bill using the hourly or credit rate provided by SBCTC. These billing rates are included as part of the contract.

More information on invoicing and billing rates can be found in the [Credit and Hourly Rates and Maximum Funding section](#).

Master WRT File Requirements

The PCSC is required to maintain a master file of WRT materials for each year in contract with SBCTC. The master file must be retained for six years. [State Government Records Retention Schedules - WA State Archives - WA Secretary of State - Washington State Archives](#)

The master file must contain:

- Course catalog that contains published hours and credits (if applicable) and published rates for each program WRT students may enroll in, and the PCSC's attendance and academic progress policies. Any addendums throughout the year must be included.
- Graduation/completion rates for all students and for a subset of all WRT students.
How to calculate the completion rate: The rate is calculated over the most recently completed fiscal year. For 2025-26, the most recently completed fiscal year is fiscal year 2024 (July 1, 2023 – June 30, 2024). The formula for the rate is:
 - $\text{All Successful Completers} \div \text{All Exiters} = \text{Completion Rate}$
- Placement rates for all students and a subset of all WRT students. The rate is calculated over the most recently completed fiscal year. For 2025-26, the most recently completed fiscal year is fiscal year 2024 (July 1, 2023 – June 30, 2024). The formula for the rate is:
 - $\text{Successful Completers who are employed} \div \text{All Successful Completers} = \text{Employment Rate}$
- Current local labor market information (LMI) for occupations related to the programs WRT

students are enrolled in. PCSCs are required to provide this information to each WRT student prior to enrolling them in WRT. See [Appendix B: Sample Labor Market Information](#) for examples.

- Up-to-date billing records. SBCTC has developed a tool that PCSCs are required to use. The tool will be updated and submitted by the PCSC with each billing. See the [Billing Records Report section](#) for instructions and an example. The report form is available in OBIS, and will be emailed to PCSCs for their use at the start of the contract.
- Copies of all site review/audit information
- Any other applicable program information

Student File Requirements

The PCSC must maintain student Worker Retraining files that are easily distinguishable from other student files. Student files must be retained for least six years. [State Government Records Retention Schedules - WA State Archives - WA Secretary of State - Washington State Archives](#)

Below is detailed information regarding the documents that the PCSC must maintain in student files.

Student Eligibility Categories and Documentation

WRT funds are for dislocated or unemployed Washington state residents who need training or retraining that will assist them in regaining employment. PCSCs must obtain and keep on file documentation that proves each WRT student's eligibility for funding. The eligibility categories and the acceptable documentation for each are detailed below. Examples of acceptable documentation can be viewed in [Appendix C: Sample Student Eligibility Documentation](#).

Students are required to complete and sign the Student Information and Attestation of Eligibility Form found in Appendix A. PCSCs are required to keep this form in the student file.

PCSCs are not required to rescreen students for eligibility throughout the contract year. The exception is when a student continues from one fiscal year to the next. These students are referred to as crossover students. Crossover students must be rescreened for eligibility prior to being awarded funds in the new contract year. See the [Crossover Student section](#) for more information.

Important: Eligibility documentation must clearly demonstrate that the student was eligible for WRT funds prior to awarding the funds. Payment may be retroactively made on behalf of an eligible student as long as the payments are made for the current fiscal year and only for terms when the student was eligible. Please review the examples provided in the [Retroactive Payments section](#).

Dislocated Worker, Claiming UI Benefits

Definition: The student was laid off of work or otherwise terminated from employment due to no fault of their own and is currently claiming Washington State Unemployment Insurance benefits (UI).

Acceptable Documentation: Students can access proof of their UI claimant status through the [Washington Employment Security Office website](#). They will need to create a user name and a password to access their information for the first time. Please note, the self-serve portal is supported by Employment Security Department. SBCTC staff cannot provide troubleshooting assistance. If students have a difficult time accessing their information through the self-serve portal, please direct

them to their nearest WorkSource.

The second choice is the student's most recent UI check stub that shows a Weekly Benefit Amount (WBA) greater than \$0, and a recent Process Date. The benefit year end (BYE) date must be within two years.

Dislocated Worker, exhausted UI benefits within past 48 months

Definition: These individuals are unemployed and have exhausted their UI benefits within the past 48 months.

Acceptable Documentation: Printout from Employment Security's eServices portal. Documentation must show that the student has exhausted UI benefits within the past 48 months.

Dislocated Worker, received notice of layoff

Definition: The student has received an official layoff notice from their employer, will be eligible to receive UI benefits, and will provide acceptable documentation of receiving UI once they start claiming.

Acceptable Documentation: The student must provide the lay-off notice from their employer and a current Washington State UI Monetary Determination form that shows a weekly benefit amount of more than zero. To ensure the student was dislocated at the first date eligible for WRT funds, the student must provide acceptable documentation of an active UI claim once they are claiming UI benefits.

Displaced Homemaker

Definition: These individuals have been providing unpaid services to family members in the home and have been (a) dependent on the income of another family member but lost that supporting income within the last 48 months due to legal separation, divorce or death; and (b) are unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

Acceptable Documentation: The student must provide a Washington State legal document, such as a divorce decree, legal separation or death certificate with the date of the event within the past 24 months and a signed and dated Worker Retraining Self-Attestation Form found in Appendix D that affirms the student's status as a displaced homemaker and unemployed (see [Worker Retraining Self-Attestation Form](#)). If the student is employed, proof of underemployment is demonstrated by net income being at or below 70 percent of Washington's [Median Family Income](#) (MFI). For example, the median income for a family of four is \$8,566 per month. 70 percent of \$8,566 can be found by multiplying that number by 0.7 ($8,566 \times 0.7 = 5,996$). A student would qualify for Worker Retraining funds if they are a displaced homemaker and earned \$5,996 or less each month. Acceptable documentation of income is either the student's most recent pay stub or most recent tax return.

Formerly Self-Employed

Definition: These individuals were self-employed in Washington State but are no longer due to general economic conditions beyond their control, or because of a natural disaster. The student must be able to demonstrate that local demand for their services has declined.

Acceptable Documentation: The student must provide a signed and dated Worker Retraining Self-

Attestation Form found in Appendix D, that explains the economic conditions resulting in the loss of business, the last year's income tax return indicating self-employment and information from ESD or another agency that indicates the economic condition or natural disaster that resulted in unemployment (see [Worker Retraining Self-Attestation Form](#)).

Unemployed Veteran

Definition: A veteran of the U.S. armed services, who was discharged within the last 48 months, is a Washington state resident and is currently unemployed.

Acceptable Documentation: The student must provide a DD214 (discharge papers) that shows a separation date within the last 48 months and an identification card or driver's license issued by Washington state.

Expanded Eligibility Category

Definition: The student is employed but is vulnerable to layoff due to two of the three categories below.

- The individual is employed in an occupation identified as “not in demand” (declining) on the region's [Demand-Decline List](#); Instructions on finding this information are located in [Appendix B](#).
- The individual has not reached the “tipping point,” which is defined as one year of college credits (45 credits) plus any certificate or degree related to their college course work; and/or
- To remain employed, the individual needs to obtain new skills. The worker (and, optionally, their employer) must attest that the minimum qualifications for the worker's position have changed and that the employee is unable to meet the new skill standard without retraining.

Acceptable Documentation: At least two of the three categories above must be documented and in the student's file.

- “Not in demand”: print out or screen shot showing the student's employment category as “not in demand” for the region or state of Washington
- “Tipping Point”: student attests (using Worker Retraining Self-Attestation Form found in [Appendix D](#)) to not having earned 45 college-level quarter credits (or 30 semester credits).
- Need new skills: Student and/or the student's employer attests that their current position's minimum qualification has changed and training is necessary to maintain employment. The student must provide a completed and signed Worker Retraining Self-Attestation Form found in [Appendix D](#). An employer attestation must include the company name as well as title and contact information of the signatory.

Stop Gap Employment

Definition: Stop gap employment is when a student, who was dislocated from their employment or in other ways eligible for UI benefits, takes a job in order to make ends meet while they complete their training. Stop-gap employment must be temporary in nature with the intent to end employment upon the completion of training, obtaining self-sufficient employment related to their training program.

Acceptable Documentation: The PCSC may use one of the following to document stop-gap employment eligibility:

- An evaluation of the individual's self-sufficiency utilizing the [Washington State Self-Sufficiency Calculator](#) to establish student need.
- Recent pay stub or most recent tax return that shows wages are at or below 70 percent of Washington's [Median Family Income](#) (MFI). For example, the median income for a family of four is \$8,566 per month. 70 percent of \$8,566 can be found by multiplying that number by 0.7 ($8,566 \times 0.7 = 5,996$). A student would qualify for Worker Retraining funds if they are a displaced homemaker and earned \$5,996 or less each month.
- Each student must provide a completed and signed Worker Retraining Self-Attestation Form found in [Appendix D](#).

Active Duty Military

Definition: The student is an active duty military service member who has received an official separation notice.

Acceptable Documentation: The student must provide an official separation order that identifies the individual and the date of separation.

Attendance and Satisfactory Academic Progress (SAP)

PCSCs must maintain accurate attendance records and up-to-date transcripts that show academic progress for each WRT student.

Program Completion, Withdraw, Leaves of Absence

PCSCs must maintain records that document the date of the student's completion, withdrawal or leave of absence.

Employment Placement

PCSCs must maintain records that show the student's employment placement. PCSCs must track a student until they have confirmation of the student's employment or for nine months after the student's completion date, whichever comes first. At the point employment is confirmed, PCSCs no longer need to track the student.

At the point employment is confirmed, the PCSC must document the following:

- the date employment started
- the employer name
- title of student's position

If the student is not immediately employed upon graduation, PCSCs must follow-up with the student at three months, six months and nine months, and document the follow-up in the student file. If after nine months the student is not employed, or out of contact, make note in the student file. No further follow-up is required.

If the record is a handwritten case note, it must be dated and signed by the staff member confirming employment or follow-up. A printout or screen shot of the school's employment placement database, or an email or letter of employment from the employer is acceptable documentation as long as it

contains the criteria above.

Student Ledger

A ledger of accounts for each student must be maintained. The ledger must contain all charges to the student's account and all payments made on the student's account, regardless of source. Each payment and charge must be identified and a date that the charge to the student or the payment on the account was applied must be included. Examples of charges include tuition, book or fees. Examples of payments include student pay, Pell grants and other financial aid, WIOA and WRT. Any refunds made to the student or to a funding source (including WRT) must be shown and a running balance must be included. Student ledgers must clearly identify that all WRT payments are applied to tuition charges.

Crossover Students

Students who are enrolled in programs that span more than one fiscal year are called crossover students. PCSCs can continue to fund these students into the second fiscal year ONLY under the following circumstances:

- The PCSC is awarded a contract for the next fiscal year;
- The student has not exceeded the maximum funding threshold; AND
- The student is:
 - rescreened for eligibility
 - completes a new Student Information and Attestation of Eligibility Form - Appendix A, and
 - new eligibility documentation is on file.

Funding, Invoicing and Billing Records

Allowable Costs

Tuition only - WRT funds may only be used as tuition assistance, and may not be applied to fees, books or supplies that are charged separately to the student. WRT funds may not be used for courses or programs repeated by a student that were previously funded by WRT.

Combining Tuition Assistance Resources - WRT funds may be combined with other funds to pay for tuition but may not pay for the same tuition to which other funds are applied. For example, a student's tuition may be \$5,000. In this example, the student may be eligible to receive up to \$2,000 in WRT funding based on their program. The student may receive a separate grant (Pell) for \$4,000. The total of \$6,000 in available funding exceeds the tuition charged by \$1,000. The PCSC may choose only to invoice WRT for \$1,000 or refund \$1,000 of the other grant (Pell) to the student or grant fund source.

Note: WRT funds may never be given or refunded to a student. WRT funds may only be applied to tuition charges or returned to SBCTC.

Credit and Hourly Rates and Maximum Funding

PCSCs that award credits may provide tuition assistance to eligible WRT students at the rate of \$84.80 per quarter credit or \$127.20 per semester credit.

PCSCs that do not award credit and only operate on clock hours may provide tuition assistance to eligible WRT students at the rate of \$4.24/clock hour.

SBCTC creates a Tuition Assistance Rates document as part of the contract with each PCSC. This document is incorporated in the Program Mix and Billing Records Report tool provided as part of the application in OGMS. (More information about the tool can be found in [Appendix E: Program Mix and Billing Records Tool](#).)

PCSCs may not bill at a different rate or exceed the maximum tuition assistance per student.

Determining the First Date Eligible

The first date eligible is the earliest date when the student can be documented as being eligible and was enrolled in an eligible WRT-program. The PCSC is responsible for determining and documenting the first date a WRT student is eligible to have WRT funds applied to their tuition. The Student Attestation (Appendix A) contains a space in the Enrollment and Registration Information section where this date must be entered. This date must also be entered in the Billing Records Report for each student.

IMPORTANT: Acceptable documentation and a completed Student Information and Attestation of Eligibility Form - Appendix A (in addition to other required intake activities such as labor market, completion and placement rate data) must be on file prior to awarding any WRT funding to eligible students.

PCSCs must document, using acceptable documentation as described above, that the student:

- Is eligible at the time of completing the Student Information and Attestation of Eligibility Form - Appendix A
- Was eligible at the time tuition was due for any tuition assistance which is retroactively applied to the student's account (only applies to retroactive payments)

Retroactive Payments

Retroactive tuition assistance payments may be made for eligible students only if the PCSC can clearly document that the student was eligible during all terms retroactively billed for AND such terms occurred within the current fiscal year. Satisfactory academic progress must be met for any term towards which WRT tuition assistance will be retroactively applied.

Examples are provided below to better illustrate determining the first date eligible and whether retroactive payments are allowed:

- **Example, Newly Eligible** - Midway through a term, a student becomes eligible for WRT. Their program is an approved WRT program. They provide eligibility documentation with a date supporting their recent eligibility, complete the Student Information and Attestation of Eligibility Form - Appendix A and other requisite intake procedures.

Determination: First date eligible is the date of the event that made the student eligible and must be documented. Funding may be provided for the current term and following terms as allowed by the WRT program. The PCSC cannot award for previously completed terms during which the student was not eligible.

Example, Eligible in Previous Fiscal Year - A student realizes that they are eligible for WRT midway through their WRT-eligible program of study. The student provides eligibility documentation with a date showing eligibility starting in February of the previous year and completes the Student Information and Attestation of Eligibility Form - Appendix and other requisite intake procedures.

Determination: First date eligible is the earliest date of enrollment in the current fiscal year. The student may receive funding for the current term and any previous terms occurring in the current fiscal year. The student cannot receive retroactive payments for terms in the previous fiscal year, even though they have demonstrated eligibility.

Wait-listing Students

If PCSCs find that demand for WRT funds exceeds their contracted amount, they may elect to maintain a waitlist of eligible students who could receive funding if funding becomes available. Having an active waitlist supports any requests for additional funding. It also ensures that the PCSC can spend the contract amount if enrolled WRT students drop classes or otherwise become ineligible to receive funds.

All waitlisted students must have complete student files as described in the [Student File Requirement section](#) at the time of placement on waitlist. If funding becomes available for a waitlisted student, the PCSC must ensure current attendance and SAP eligibility are met. WRT tuition assistance may be applied in accordance with the First Date Eligible and Retroactive Payments guidance.

Refunds

If a WRT student officially or unofficially withdraws during a term after the PCSC has billed for the tuition assistance for that term, a refund to the WRT program will be made in accordance with the PCSC's published refund policy.

If a student officially or unofficially withdraws during a term before the PCSC has billed for the tuition assistance for that term, the PCSC cannot bill for any portion of the student's tuition for the term the student withdrew from.

All WRT funds collected from student refunds may be re-awarded to other WRT-eligible students within the same fiscal year. Funds should not be returned to SBCTC unless the PCSC does not expect to serve any additional WRT-eligible students within the same fiscal year. Otherwise, the funds must be returned to SBCTC. If funds must be returned to SBCTC, the PCSC must contact SBCTC prior to sending a check. The Billing Records Report must be updated to reflect the refund in the next billing.

Calculating and Submitting Invoices (OBIS)

PCSCs use the Online Budget and Invoicing System ([OBIS](#)) to submit invoices. OBIS users must have a username and password. Users obtain this information from their PCSC's OBIS Security

Administrator. A user manual is available in the Resources section of OBIS. SBCTC will provide additional information regarding OBIS to PCSCs that are new to WRT.

When to Invoice

PCSCs may not invoice more than monthly and must bill for all activities within a fiscal quarter by the invoice billing dates detailed below. PCSCs may invoice SBCTC for the allowable tuition assistance for each eligible student at the beginning of a term, or at another date later in the term.

Examples:

Credit-bearing PCSCs may bill at the time tuition is due at the beginning of each term for the number of credits each eligible student is enrolling in for that term. For example, an eligible student is enrolled for 10 quarter credits for fall quarter. The PCSC may elect to bill for those 10 credits at the time tuition is due or at a date later in the fiscal quarter.

Hourly PCSCs that are continuously enrolling and do not have quarters or semesters with tuition due dates may elect to bill for hours after they occur. This makes sense for longer-term programs that make on-going payment arrangements for students. For example, a cosmetology school could bill at the end of every month for the hours eligible students completed within that month. Short-term hourly training, such as a Commercial Driver's License (CDL) course, may find it makes more sense to bill at the time tuition is due (first day of training) or wait until the student completes training.

Quarterly billing deadlines must be followed regardless of billing practice.

Quarterly Billing Due Dates

For expenses incurred	Invoice no later than
July – September	October 31, 2025
October – December	January 31, 2026
January – March	April 30, 2026
April – June	July 8, 2026

What to Invoice

The PCSC may bill for the total tuition assistance available to each eligible student for the term being billed. WRT funds invoiced by a PCSC must not exceed the tuition charged to each student. The total tuition assistance for any given student may not exceed the maximum as set in the WRT Program Tuition Assistance Rate tab in the Billing Tool document.

All invoices must be accompanied by an up-to-date Billing Records report, submitted through SUE. Invoices will not be processed without a completed and up-to-date Billing Records report.

All financial reports, including reimbursement requests, must be certified upon submission. Please read the certification statement within the OBIS invoice module and click on the check box to attest to the statement

Invoices may be pulled for pre-payment review by SBCTC financial staff. If this is done, the invoice will be placed in “Audit” status in OBIS and the recipient institution will receive an automated email detailing the next steps. It is important to provide all requested back-up documentation as soon as possible, as OBIS will not allow additional budget revisions or invoices for the same award to be submitted while an invoice is in “Audit” status.

Billing Records Report

PCSCs are required to submit with each invoice an updated Billing Records report. This report is part of the Program Mix and Billing Records Tool.

An updated Billing Records report must be submitted through the SBCTC Secure Upload Engine ([SUE](#)) at the time the invoice is submitted in the Online Budget and Invoicing System ([OBIS](#)). If the PCSC chooses to bill more frequently than quarterly, the tool must also be submitted more frequently. Invoices will not be processed until a complete and satisfactory billing records report is received.

The report is available as part of the Program Mix and Billing Records Tool Excel sheet and is incorporated as part of the PCSC’s WRT contract. At the beginning of the contract year, the PCSC can find the blank document in SUE. If throughout the year changes are made to the program mix, SBCTC will return the updated tool through SUE. After each Billing Records report is accepted by SBCTC, SBCTC will return the approved tool through SUE. The PCSC will use the approved version from SUE to start their next Billing Records report.

The PCSC must complete and submit the updated report each time an invoice is submitted. The report must be submitted via the SUE, not OBIS. Complete instructions are in the report form and in Appendix D: Program Mix and Billing Records Tool.

Invoice Certification

With each submission of an invoice and a Billing Records Tool, the PCSC must certify that each student appearing on the invoice has been reviewed for and documented as eligible to receive WRT funds, in accordance with the FY26 Program Guidelines, and that all funds invoiced for have been reviewed and determined as allowable in accordance with the FY26 Program Guidelines. This certification is completed when the Invoice Certification check box is marked above the corresponding Billing Period columns found on the Billing Records Report.

Requests for Contract Changes

If throughout the year the PCSC experiences higher or lower demand than anticipated or would like to make program changes that are on the WRT program mix, the PCSC can request changes to their contract. For more information on making changes to the program mix, contact [Shanna McBride](#).

Increasing or Decreasing Funding

SBCTC staff surveys PCSCs three to four times a year to monitor actual and obligated expenditures. Through this process, PCSCs have an opportunity to request to either reduce or increase their contracted amount. PCSCs are encouraged to notify SBCTC as soon as possible if funds need to be returned. Funds cannot be returned after June 1 of each fiscal year.

When requesting a change of funding, PCSCs must provide a justification for their request, including the total amount billed and obligated (promised to students but not yet billed for), additional FTES being requested, and a fact-based rationale for additional FTES. PCSCs are encouraged to maintain a waitlist of eligible WRT students. See the [Waitlisting Students section](#) for more information.

SBCTC staff will consider all such requests and retains the sole discretion to approve or deny any such request.

Making Changes to the Program Mix

The program mix document is submitted during the WRT application process and becomes incorporated as part of the contract with the PCSC. The programs on the mix document have been reviewed and determined eligible for the WRT program; WRT students may only be enrolled in those programs.

If the PCSC would like to add or remove programs or make changes to existing WRT programs during the contract year, such as changing the credits or clock hours, the program mix document must be updated to reflect the change and a new catalog or addendum must be submitted. A new Program Tuition Assistance Rate document will be created for the PCSC by SBCTC.

For more information on making changes to the program mix, contact [Shanna McBride](#).

Funding Surveys

SBCTC staff will conduct funding surveys throughout the year to monitor actual and obligated expenditures and to ensure PCSCs are spending down their contracts. These surveys are contractually required administrative activities and must be completed and submitted to SBCTC by the deadlines provided.

Take Back Policy

Because all WRT funds must be spent by June 30, SBCTC has instituted a take back policy to ensure that funds that are not being used at a particular PCSC are redistributed so that students at other PCSCs can benefit from WRT funds.

If the PCSC does not bill 50 percent of the contract funds by January 31, 2026, SBCTC may reduce the contract up to the difference between 50 percent of the contract and the amount billed to date.

If the PCSC does not bill 75 percent of the contract funds by April 30, 2026, SBCTC may reduce the contract up to the difference between 75 percent of the contract and the amount billed to date.

To avoid application of the take back policy, PCSCs are encouraged to notify SBCTC as soon as possible if funds need to be returned, submit invoices regularly and by the quarterly deadlines, and respond to all surveys in a timely manner.

Reporting, Desk Review and Audit Requirements

Reporting for New PCSCs

PCSCs that have not participated in WRT within the last two fiscal years must submit student file documentation to SBCTC with each invoice. This is in addition to the required billing records tool. PCSCs must use SBCTC Secure Upload Engine (SUE) to submit student files.

Desk Review

The PCSC must comply with any and all records requests made by SBCTC. SBCTC staff may conduct desk reviews of PCSCs' current and past student and master WRT files at any point within the six-year file retention period.

When a request for files is made by SBCTC staff, the PCSC is required to submit complete documentation by the given deadline. Documents must be submitted electronically via SBCTC Secure Upload Engine (SUE). SBCTC will provide detailed submission instructions at the time of request.

Periodic Site Review

SBCTC staff may periodically visit the PCSC to review processes, procedures and files. A follow-up letter from SBCTC will document the outcome of the visit and include recommendations for improved compliance or stipulations for continued participation. The PCSC must address any recommendations for continued participation in the WRT program.

In the event that site visits and review findings discover non-compliance with student eligibility or other requirements, the PCSC must reimburse to SBCTC any WRT funds that were incorrectly invoiced. The PCSC also may be placed on probationary status. Further non-compliance during the probationary period may result in suspension from participation in the WRT Program.

In cases of egregious non-compliance, SBCTC may cancel the contract and redistribute FTES to other participating schools.

Final Invoice & Billing Records Report

The PCSC must submit their final and completed billing records report for all activities at the time the final invoice for the fiscal year is submitted. The final billing records report and final invoice for FY26 are due no later than July 8, 2026.

Frequently Asked Questions

Student Eligibility and Files Questions

I have a student who is receiving unemployment benefits from another state. The student wants to attend my school in Washington. Does the student qualify for WRT?

No. As the Student Eligibility section states, a dislocated worker must be eligible for or recently exhausted Washington State unemployment insurance benefits.

I have a student who was self-employed in another state but is now a Washington resident. Does the student qualify for WRT?

No. As the [Student Eligibility Categories section](#) states, formerly self-employed student must have been self-employed in Washington State.

If a student becomes ineligible during the year in which they were funded does the student get to continue with Worker Retraining funding?

We are not asking that student eligibility be re-verified in the middle of a school year (Note: In the case of cross-over students, eligibility must be re-determined before the second fiscal year starts). If a student discloses to you voluntarily that their status has changed, and that change affects their eligibility status, from that point forward they would no longer be eligible for program funding. It is recommended that the PCSC reviews other eligibility categories to potentially re-qualify the student.

How long are we to track students after they graduate for employment purposes?

Please see the [Employment Placement section](#) for this information.

Billing Questions

I can't find the grant/contract in OBIS.

If you are not your PCSC's OBIS Security Administrator, please contact that person for access. If you are your PCSC's OBIS Security Administrator, log into OBIS and navigate to the security section (link in top, right corner of OBIS). Choose the Manage Permissions option. From here you may either assign permissions by grant or by user. Be sure that the user account has the Submit Invoices option checked.

I have nothing to bill for this quarter. What do I do?

Your contract requires you to bill by the quarterly billing deadlines. If you have no WRT tuition for which to bill, please submit a \$0 invoice in OBIS for that time period. Please contact [Kari Kauffman](#) if you are unsure how to do this.

SUE Questions

I can't log into the SUE system.

Your username and password for the SUE system are not the same as your username and password for OGMS or OBIS. If you forgot your username, password, or are experiencing any other issue logging into SUE, please contact [Shanna McBride](#).

Appendix A: Student Information and Attestation of Eligibility

This document is provided as an example. A fillable version of the Student Information and Attestation of Eligibility form can be found on the [SBCTC's website](#).

1. Criteria for Individual Student Eligibility (check one):

- Dislocated Worker, claiming UI benefits:** Laid-off or otherwise lost employment through no fault of their own and actively claiming WA state UI benefits.
 - i. **Required Documentation:** eServices portal printout or most recent UI check stub.
- Dislocated Worker, exhausted benefits:** Is unemployed and has exhausted UI benefits within the 48 months.
 - ii. **Required Documentation:** eServices portal printout showing exhausted UI benefits within the past 48 months.
- Dislocated Worker, received notice of lay-off.**
 - iii. **Required Documentation:** Lay-off notice from employer and current WA state UI Monetary Determination form. Student must provide acceptable documentation when they start claiming UI.
- Vulnerable Worker, Expanded Eligibility Policy:** Meets two of three published criteria.
 - iv. **Required Documentation:** Evidence occupation “not in demand”, self-attestation and/or employer statement.
- Stop Gap Employment:** Student has taken a stop gap job as defined in published eligibility guidelines.
 - v. **Required Documentation:** Self-sufficiency calculator, recent pay stub showing income at or below 70 percent of Washington's [Median Family Income](#) (MFI), or signed Worker Retraining Self-Attestation.
- Displaced Homemaker:** Has been providing unpaid services to family members in the home and (a) has been dependent on the income of another family member but lost that supporting income within the last 48 months; and (b) is unemployed, or underemployed as defined in the eligibility guidelines.
 - ☒ **Required Documentation:** Signed attestation by eligible student supported by a copy of WA state legal document, such as divorce decree, legal separation, death certificate. If employed, proof that net earned income (pay stub or tax return) is at or below 70 percent of Washington's [Median Family Income](#) (MFI)
- Formerly Self-Employed:** Unemployed as a result of general economic conditions in the WA state community in which the individual resides, or as the result of a natural disaster.
 - vi. **Required Documentation:** Attestation by eligible students, most recent tax return indicating self-employment, and proof of economic condition or natural disaster that

resulted in unemployment.

- Active Duty Military Member:** Active duty military service member with an official notice of separation.

vii. **Required Documentation:** Official notice of separation.

- Unemployed Veteran:** Separated from the U.S. armed services in the last 48 months, is a WA state resident, and is currently unemployed.

viii. **Required Documentation:** DD214 (discharge papers) showing a separation date within the past 48 months and a WA state-issued identification card.

2. SBCTC Disclaimer: Student Social Security Number

The Washington State Board for Community and Technical Colleges (SBCTC) pursuant to RCW 28B.50.090 authorizes this organization to ask you to provide your social security number. The number will be used for keeping records, research on students in general, and summary reporting. Your number also will be provided to SBCTC. SBCTC gathers information about students and programs to meet state reporting requirements. It also helps to plan, research and develop programs. This information helps to support the progress of students and their success in the workplace and other educational programs. When conducting research, your social security number will only be disclosed in a manner that does not permit personal identification. Your social security number will never be used to report personal information. By providing your social security number, you are consenting to these uses as identified. Provision of your social security number and consent to its use is not required and if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent for the use of your social security number at any time.

3. Student Information

Name: _____ Home Phone Number: _____

Social Security Number: _____ - _____ - _____

Home Address: _____

City, State, Zip: _____

- 4. Student Attestation: I hereby attest that I meet the eligibility criteria checked in question one (above) and wish to apply for WRT funds to assist me with tuition at my chosen PCSC. I have provided the most current documentation available to substantiate my eligibility. I understand that Worker Retraining funds will pay for tuition only.
- 5. Student Acknowledgement of Receipt (SAR): I have been provided with information about the program completion and placement rates of the program of study and the career or occupational outlook for this program of study in the local labor market.

Student Signature: _____ Date: _____

Enrollment and Registration Information

THESE SECTIONS MUST BE COMPLETED BY THE PRIVATE CAREER SCHOOL OR COLLEGE

Program Information	Response
Program Title:	
CIP Code ¹ :	
Program Start Date:	
Program End Date ² :	
First Date Eligible for WRT Funding:	
Program Tuition ³ :	

Complete all that apply to this program:

	Clock Hours	Quarter Credits	Semester Credits
Total # in program:			
Total # in fiscal year (7/1/24-6/30/26):			

¹ CIP codes are on the [SBCTC website](#).

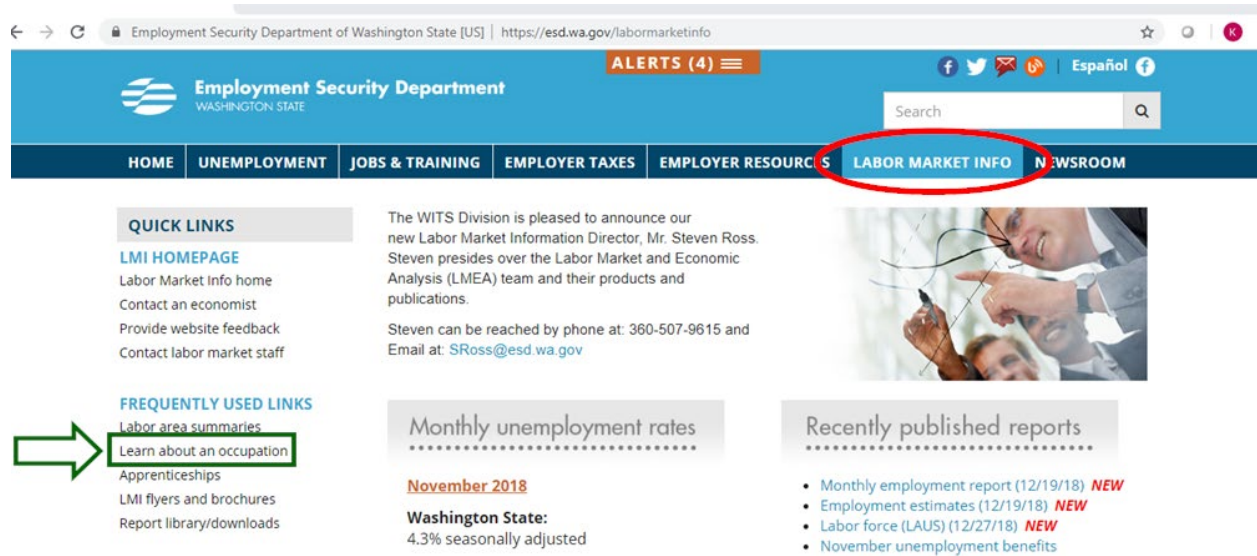
² Students enrolled in programs that span two or more fiscal years must be re-screened for eligibility each fiscal year. Eligibility documentation must be completed prior to receiving funding for each fiscal year.

³ The total amount received through WRT may only be applied toward tuition, not books or fees. WRT payments *cannot* exceed the total tuition charged (tuition includes registration fees and lab fees, but does **not** include kits, supplies, or books).

Appendix B: Sample Labor Market Information

Labor Market Information may be found on the Employment Security Department's (ESD) [website](https://esd.wa.gov).

The PCSC may provide WRT students with labor market information from the website by clicking on the Labor Market tab and then selecting "Learn about an occupation" on the left-side menu.



Click on the Learn about an Occupation link near the top of the page.



On the Learn about an Occupation screen, you may search for an occupation by typing in an occupation title. One to several choices may appear. In this example, Automotive Technicians and Mechanics was chosen.

Learn about an occupation

Use this web tool to search for or select an occupation title to get a job description, educational requirements, pay, employment trends and resources, or to explore careers. You can filter by county or Washington state. Close the filter list after selecting your area, to see all the data.

The Occupations in Demand (OID) list is the key component on the "Learn about an occupation page." Click here for [detailed information](#) about the list. The list consists *only of occupations that have 50 or more jobs* within a designated geographical area. If your search produces no results, the occupation you picked is not on the list for your area.

Workforce Development Councils - maintenance of the OID list (download current list):

Please send any updates and/or feedback you have for the Occupations in Demand list to Robert Haglund (LMEA) who will update the list for you.

The screenshot shows the search interface. A search bar contains the text "Type your search term here". To the right of the search bar, it says "Displaying 100 of 759". Further right are "Reset" and "Select Locations & Categories" buttons. Below the search bar is a table with the following data:

Demand	SOC#	Occupation Title	Workforce Development Area
↓	111011	Chief Executives	Washington State
↓	111021	General and Operations Managers	Washington State
↓	111031	Legislators	Washington State

Select the appropriate county(ies) or Workforce Development Council area. In this example, the Pacific Mountain Workforce Development Area was chosen.

Automotive Technicians and Mechanics

The screenshot shows the search interface with "Automotive Service Techn" in the search bar. The "Select Locations & Categories" button is highlighted with a green box and an arrow. Below the search bar is a "Filter" panel with the following options:

- Location
- Categories
- Occupation Demand

The "Location" filter is expanded, showing a list of Workforce Development Areas:

- Mason - Pacific Mountain
- Okanogan - North Central Washington
- Pacific - Pacific Mountain
- Pend Oreille - Eastern Washington

Next, click on the occupation title.

Demand	SOC#	Occupation Title	Workforce Development Area
+	493023	Automotive Service Technicians and Mechanics	Pacific Mountain WDA: Grays Harbor, Lewis, Mason, Pacific, Thurston counties

The following information will be displayed:

Automotive Service Technicians and Mechanics

Not in demand
Pacific Mountain WDA: Grays Harbor, Lewis, Mason, Pacific, Thurston counties
 Soc Code: 493023 Updated: 8/21/18

Job description	Education and training
Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes Automotive Body and Related Repairers (493021), Bus and Truck Mechanics and Diesel Engine Specialists (493031), and Electronic Equipment Installers and Repairers, Motor Vehicles (492096).	According to the Federal Bureau of Labor Statistics (BLS), the typical level of education that most workers need to enter this occupation is: Postsecondary nondegree award . Additional training, experience, licenses or credentials may be required. Learn more at BLS . Training programs Career Bridge

Pay		Employment trends	
Average annual salary	\$45,485	Average annual growth rate (2016-2026)	0.8%
Average hourly wage	\$21.87	Estimated employment (2016)	1,207
		Average annual total openings (2016-2026)	495

Click the reset button to go back to the previous page.

[Back to Search](#)

Search results for learn about an occupation

Automotive Service Technicians and Mechanics

Statewide information in this occupation can be obtained by clicking on the occupation title.

Demand	SOC#	Occupation Title	Workforce Development Area
+	493023	Automotive Service Technicians and Mechanics	Washington State
+	493023	Automotive Service Technicians and Mechanics	Pacific Mountain WDA: Grays Harbor, Lewis, Mason, Pacific, Thurston counties
+	493023	Automotive Service Technicians and Mechanics	Northwest WDA: Whatcom county

Automotive Service Technicians and Mechanics

In demand

Washington State

Soc Code: 493023

Updated: 8/21/18

Job description

Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes Automotive Body and Related Repairers (493021), Bus and Truck Mechanics and Diesel Engine Specialists (493031), and Electronic Equipment Installers and Repairers, Motor Vehicles (492096).

Education and training

According to the Federal Bureau of Labor Statistics (BLS), the typical level of education that most workers need to enter this occupation is: **Postsecondary nondegree award**. Additional training, experience, licenses or credentials may be required. Learn more at [BLS](#).

[Training programs](#)

[Career Bridge](#)

Pay

Average annual salary	\$48,410
Average hourly wage	\$23.27

Employment trends

Average annual growth rate (2016-2026)	1.4%
Estimated employment (2016)	16,318
Average annual total openings (2016-2026)	6,968

Consolidated Labor Market Information

The following is a sample of a consolidated labor market information sheet that PCSCs offering multiple training programs may choose to use. The information is found at on the [ESD website](#) and consolidated onto one page. If the PCSC uses a consolidated list like this, it must be updated frequently. Below the sample are instructions for locating information from the website.

In the sample below the local market region has been defined as the Pacific Mountain Workforce Development Area (Grays Harbor, Lewis, Mason, Pacific and Thurston Counties). You may pick the Workforce Development Council Area or county (counties) in your region.

Automotive Technology			
Estimated Employment in Local Market Area (2016)	1,207	Statewide Average Annual Total Openings (2016-26)	6,968
Average Annual Total Openings in Local Area (2016-26)	495	Statewide Average Annual Growth Rate	1.4%
Percentage of successfully placed graduates (2018)	3.0%	Average Annual Salary	\$48,410

Heating, Ventilation, Air Conditioning & Refrigeration Technology			
Estimated Employment in Local Market Area (2016)	321	Statewide Average Annual Total Openings (2016-26)	2,548
Average Annual Total Openings in Local Area (2016-26)	136	Statewide Average Annual Growth Rate	2.0%
Percentage of successfully placed graduates (2018)	25%	Average Annual Salary	\$52,877

Legal Assistant/Paralegal			
Estimated Employment in Local Market Area (2016)	325	Statewide Average Annual Total Openings (2016-26)	1,758

Legal Assistant/Paralegal			
Average Annual Total Openings in Local Area (2016-26)	92	Statewide Average Annual Growth Rate	1.5%
Percentage of successfully placed graduates (2018)	0.0%	Average Annual Salary	\$61,672

Machine Technology			
Estimated Employment in Local Market Area (2016)	282	Statewide Average Annual Total Openings (2016-26)	1,732
Average Annual Total Openings in Local Area (2016-26)	72	Statewide Average Annual Growth Rate	0.6%
Percentage of successfully placed graduates (2018)	33.8 %	Average Annual Salary	\$60,500

Office Administration			
Estimated Employment in Local Market Area (2016)	284	Statewide Average Annual Total Openings (2016-26)	1,884
Average Annual Total Openings in Local Area (2016-26)	81	Statewide Average Annual Growth Rate	1.5%
Percentage of successfully placed graduates (2018)	7.0%	Average Annual Salary	\$39,200

Appendix C: Sample Student Eligibility Documentation

This section contains examples of acceptable eligibility documentation. If a student is unable to produce one of the following eligibility documents, please contact SBCTC staff to explore whether other options may be available.

Please note: The PCSC must ensure that documentation is current. A student cannot be reasonably assumed to still be eligible if the last shown payment on the WIA 001 report or process date on a UI check stub is several weeks prior.

Dislocated Worker Documentation

eServices Portal Printout: Have students log-in through the [eServices website](#) and provide the “weeks summary” view from their UI claim data. They can find that by starting on their home page:

The screenshot shows the eServices Portal Home page. At the top, there is a navigation bar with 'Menu' and 'Home'. Below this, there are three main sections: 'About me', 'Alerts', and 'I want to'. The 'About me' section shows the user's name (BOB WRIGHT) and address (640 WOODLAND SQUARE LOOP SE, LACEY WA 98503-1045). The 'Alerts' section shows two unread notices and two unread letters. The 'I want to' section has links for 'Change federal withholding preference' and 'Update union information'. Below these sections is a horizontal menu with 'Summary', 'Recent items', 'Names and addresses', and '1099s'. Underneath is a 'My accounts' section with a table of accounts.

Account type	Benefit year begin	Benefit year end	Status	Expiration
UI claim	Jul 17 2016	Jul 15 2017	Active	Jul 15 2017

Information about the UI claim, found by clicking on the blue UI Claim hyperlink under “My accounts”. Here is the printout needed for eligibility:

The screenshot shows the eServices Portal UI claim page. At the top, there is a navigation bar with 'Menu', 'Home', and 'UI claim'. Below this, there are three main sections: 'About me', 'Account alerts', and 'I want to'. The 'About me' section shows the user's name (BOB WRIGHT) and address (640 WOODLAND SQUARE LOOP SE, LACEY WA 98503-1045). The 'Account alerts' section shows two unread letters and a weekly claim to file. The 'I want to' section has links for 'File an additional claim or reopen your claim', 'Register for training benefits', and 'Request standby'. Below these sections is a horizontal menu with 'Weeks summary', 'Recent items', 'Names and addresses', 'Decisions status', 'Benefits', and 'Report change'. Underneath is a 'Weeks summary' section with a table of weeks.

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
Jul 30 2016	Paid	162.00	0.00	0.00	162.00	Jul 31 2016
Jul 23 2016	Waiting week	0.00	0.00	0.00	0.00	

Unemployment Insurance (UI) Check Stub

The check stub must show a weekly benefit amount (WBA) of more than \$0 and a process date that shows the payment was made recently.

WARNING: THIS DOCUMENT HAS A WATERMARK ON THE REVERSE SIDE. DO NOT TAMPER WITH OR DUPLICATE THIS DOCUMENT. PENALTIES FOR DOING SO ARE SEVERE.

UI benefit account payable through Olympic Center 140 Key Bank of Washington Olympia, Washington to the Treasurer Employment Security Department

Employment Security Department No. 1003234359

Issue Date: 05/24/2013 • VOID AFTER 180 DAYS

1003234359

PAY to the order of PAY ONLY TO THE ORDER OF THE STATE OF WASHINGTON

PLEASE VERIFY IDENTIFICATION

PAY THIS AMOUNT

263.00

Commissioner

Treasurer

1003234359 125000574 471481001538

DETACH AT PERFORATION BEFORE CASHING

STATE OF WASHINGTON - EMPLOYMENT SECURITY DEPARTMENT

CLAIMANT'S NAME		IDENTIFICATION NUMBER		CK					
BYE	PROCESS DATE	LVP	BALANCE	WBA	EXT	BATCH	PR		
770	01/04/14	05/24/13	05/18/13	4469	263	9624	01		
263	0.00	0.00	0.00	0	0	0	263		
GROSS AMT	EARNING DED	OTHER	SELF EMPL	PENS DED	DAYS NE	OP OFFSET	OSE	IRS	NET AMT
WEEK(S) PAID									

05/18/13

Note: This example shows the actual check in addition to the detachable stub. A copy of the check is not necessary.

Appendix D: Worker Retraining Self Attestation Form

A fillable version of this form can be found on the SBCTC website.

Student Information			
Last Name:	First Name:	MI:	
Address:	City:	State:	Zip:
Self-attestation Questions: Students who are displaced homemakers, formerly self-employed, eligible under the expanded eligibility policy or the stop gap employment policy may self-attest to the information below.			
1. Are you formerly self-employed, and no longer have work because of local economic conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Are you formerly self-employed, and no longer have work because of a natural disaster?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Are you a displaced homemaker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Are you currently unemployed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Are you currently employed, but have a net income of less than 70% of Washington's Median Family Income (displaced homemakers and stop-gap employment categories only)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Are you currently employed, but the position is temporary in nature and only intended to support you as you complete training? Upon completion of your training program you intend to end this job for a position in line with your training program	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. Have you earned 45 college-level quarter credits (30 semester credits) and a credential?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. Have the minimum qualifications for your current position changed and training is necessary to maintain employment in your current position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Student Statement: Provide any additional information that supports your eligibility for the Worker Retraining program.			
Self-Attestation Statement:			
I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from the Worker Retraining program and/or penalties as specified by law.			
Student Signature		Date	

Appendix E: Program Mix and Billing Records Tool

The Program Mix and Billing Records Tool has been developed to support PCSCs in fully and accurately calculating each invoice. Use of the tool is required and is incorporated into the PCSC's WRT contract.

General Information

- The tool consists of several different tabs in an Excel workbook and has several pre-programmed aspects to minimize administrative burden
- The entire tool must be submitted with each invoice, not just the Billing Records Report tab.
- The tool must be submitted as an Excel workbook.
- PCSCs must still maintain backup documentation that supports the billing. This includes the student ledgers, transcripts, attendance and proof of satisfactory academic progress
- Certain cells or entire tabs may be locked to preserve the integrity of the tool. If changes are needed in one of these areas, contact SBCTC.
- The tool is intended as an electronic document and is not designed for printing.

Final Reporting

A completed and finalized Program Mix and Billing Records tool must be submitted with the final invoice for the fiscal year. The Billing Records Report must be fully updated, including Student Status and all applicable Employment Status.

Sections of the Tool

Instructions

This tab contains basic information regarding the tool and contact information if additional technical assistance is needed.

General Contact Information

Most of this section must be completed by the PCSC as part of the WRT application. This information auto-populates cells throughout the tool. SBCTC will update this section with the approved contract amount if the PCSC is selected.

If staff changes at the PCSC occur during the contract year, please contact SBCTC as well as update that information in this section.

Program Mix

The Program Mix document is completed by the PCSC during the application process. A complete Program Mix is a minimum requirement to be considered for a WRT contract.

It is important to note that the Program Mix document is not considered complete unless each cell

is filled in for each program name entered. The only exception is if the program does not award credits, in which case “Total Number of Credits in Program” can be left blank.

Once the Program Mix is approved and incorporated into the contract, the sheet will be locked. Any changes to the Program Mix must be made by request to SBCTC. Only adjustments to existing WRT programs will be considered.

Billing Records Report

The Billing Records Report must be updated every time the PCSC submits an invoice through OBIS. The report helps PCSCs track each student they are serving with WRT funds, and provides SBCTC with the data necessary to ensure invoices are accurate as well as monitor outcomes for students.

Name	Description
PCSC Name, Billing Contact, and orange Balance Box	<p>PCSC Name, Billing Contact and Contract Amount are automatically populated based on information entered on the General Contact Information tab.</p> <p>The Total Billed to Date is calculated based on the information entered in the billing sections of the report. The difference between the contract amount and the billed amount is shown as Balance. This balance is the total amount of WRT funds still available to be billed.</p>
Student Status	<p>Enter whether the student is active, completed or has dropped. Update this field for all students, as applicable, each time the report is submitted.</p>
Employment Status	<p>Update this field as each student completes their program. For more information on employment tracking requirements, see the Employment Placement section.</p>
Program Name	<p>This is automatically populated with the PCSC’s approved WRT programs. Select the appropriate program.</p>
First Date Eligible	<p>Enter the first date the student is eligible for WRT funds. See the Determining the First Date Eligible section for guidance. This date must also be entered on the student’s Appendix A.</p>
Program Start Date	<p>Enter the published start date of the student’s program, not the first date eligible for funds.</p>
Program End Date	<p>Enter the expected end date of the student’s program. If the student’s end date changes be sure to update this field.</p>
Billing Rate	<p>This is automatically populated with the appropriate billing rate for the approved WRT program.</p>
Total Eligible per Program	<p>Enter the total eligible hours or credits for which the student is eligible to receive WRT tuition assistance.</p> <p>This may be the same number as the total eligible hours or credits for the program as found on the Program Tuition Assistance Rate tab. However, the total eligible hours or credits must be adjusted to only include those hours occurring after the First Date Eligible.</p> <p>The Total \$ field will automatically calculate.</p>

Name	Description
Total Billed in Prior Fiscal Years	Enter the amount billed in previous fiscal years for each student.
Total Billed to Date in Current Fiscal Year	This field is automatically calculated based on what is entered in the following billing columns for each student. Please use this field to double check the billing documentation and submitted invoices for each student.
All Eligible but Not Yet Billed	This section is automatically calculated based on the amounts entered in Total Billed to Date in Current Fiscal Year and in the Total Eligible per Program fields. Please use this section to monitor expenditures for each student.
Billing Sections	<p>Each time the PCSC bills, a different Billing Section will be completed. These billing sections help calculate the total amount the PCSC may invoice for in the given billing period.</p> <p>The first step is to replace the column title with the billing period dates. These are the same dates entered on the invoice in OBIS. To replace, click in the cell that says <i>{Replace with Billing Period dates}</i>. Type in the dates using a dd/mm/yy format.</p> <p>Next, enter the number of hours or credits billed in the billing period for each student. The <i>Amount Billed</i> is automatically calculated based on the Billing Rate entered for the student. If the PCSC is providing a reduced rate for the student, manually enter the total amount billed for the student in the billing period in the Total \$ column. Please note: SBCTC does not recommend PCSCs provide their students a reduced rate.</p> <p>At the top of the billing section there is a gray box with a running total for the billing period. This total must match the amount billed in OBIS.</p> <p>This report is a living document and will be used at the end of the year as the final report for <u>all</u> students served. Do not delete students who receive WRT funds in the current fiscal year.</p>

CIP Codes

A table of all CIP Codes (Classification of Instruction Programs Codes) is included to assist with the creation of the program mix document.

Program Tuition Assistance Rates

*Please note: this tab is not viewable until a contract has been awarded.

The Program Tuition Assistance Rates are calculated by SBCTC once a contract has been awarded. For more information on how rates are calculated see the [Credit and Hourly Rates and Maximum Funding](#) section. Refer to this document in offering WRT funding to students and in completing the billing records report.

Submitting the Tool

The tool must be submitted through [SUE](#). It may not be emailed. When submitting the tool, please add the invoice date to the title. For example, "FY26_SchoolName_Oct31".



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Washington State Board for Community and Technical Colleges