



WAVE 2023 Pre-Application

Interested in the WAVE scholarship? Well, get ready to answer key questions about your CTE path, schooling and more. This pre-application form is your chance to get prepared right now!

By pulling your information together into this form you'll be able to more easily enter these details once you arrive at the scholarship portal, [theWashBoard.org](https://www.thewashboard.org). The WAVE scholarship portal is open from Feb. 1-March 17, 2023.

Please use this tool to be sure you have what you need — right away. Then simply cut and paste what you've entered on this form into the scholarship portal. Note: this pre-application form isn't required, but strongly recommended to help keep you on track in the application process.

****Please save or print this document for future reference.****

Washington's scholarship search tool, [theWashBoard.org](https://www.thewashboard.org), allows you to create a profile and then complete the WAVE application. [TheWashboard.org](https://www.thewashboard.org), managed by the Washington Student Achievement Council, can also connect you to additional scholarship opportunities. It is spam-free and will never sell your information.

A. WAVE Applicant Contact Information

Last Name:

First Name:

Middle Initial:

Street Address:

City:

State:

(applicant must be a Washington resident to be eligible)

County:

Zip Code:

B. Area code and phone number:

C. Email address *(must be accessible before and after June 2023)*:

D. Who is your trusted contact to receive WAVE information on your behalf? (Optional)

Name:

Email address:

Area code and phone number:

E. What is your Washington Legislative District?

(1) Access this link <https://app.leg.wa.gov/districtfinder/>

(2) Enter your resident street address, city, and zip code in the district finder

(3) Your Washington Legislative District Number is:

F. Are you a resident of Washington?

(1) Yes No *(if the answer is No, you are not eligible for the WAVE scholarship)*

G. What is your student status?

(1) **Are you a graduating high school student who completed, or is enrolled in, the second course of a single Career and Technical Education (CTE) pathway?**

Yes No

(2) **Are you a community or technical college student who completed, or is enrolled in, at least one year of a professional-technical program?**

Yes No

H. When did you start your Career and Technical Education (CTE) program?

(1) Month and Year:

I. For graduating high school students:

(1) **Name of High School:**

(2) **Name the high school Career and Technical Education (CTE) courses you have completed or are in the process of completing:**

J. For community or technical college students:

(1) **Name of the Community or Technical college you are attending:**

(2) **Name of Professional-Technical Program you have completed or are enrolled in:**

(3) **CTE coursework concentration or National Career Cluster your studies fall within (optional):**

(The National Career Cluster list is accessible at <https://careertech.org/career-clusters>)

- K. **Name of the Washington college or university where you intend to apply the WAVE award**
(You do not need to be accepted into the school yet):
- L. **What is your anticipated start date for using the WAVE Award?**
Month and Year:
- M. **The following essay questions will be asked of you in [theWashBoard.org](https://www.thewashboard.org) scholarship portal. Please take a look now and consider how you will answer them. Now is your chance to write answers to these essay questions so that you can copy them to the scholarship portal later.**

ESSAY: What Career and Technical Education (CTE) Means to You

What makes CTE meaningful? You might describe how CTE enhanced your experiences at school, in the workplace, and in your community; why you chose your CTE pathway; how your CTE program influenced your education and career goals; or generally, what you discovered about yourself because of your CTE program. *(2000 Character Limit – includes spaces, symbols, punctuation)*

N. ESSAY: CTE in Action - Skills and Experiences Applied to the World of Work

You may have applied your CTE knowledge in class projects, in the workplace, at home, or in your community, through either paid or unpaid experiences. Please describe some of the ways you've put your CTE skills to use and how this has helped you think about the world of work and your career goals. Please describe your career goals. *(2000 Character Limit – includes spaces, symbols, punctuation)*

O. ESSAY: Leadership and Community Service Contributions

The WAVE selection committee seeks well-rounded individuals who step up to support their communities. WAVE awardees may take a leadership role or work as part of a team. Describe your specific community contributions and the role you played. What were the outcomes or impact of your volunteer contributions? If you contributed through a Career and Technical Student Organization (CTSO) or school-based service organization, please include a letter from your faculty or staff advisor as one of your two references. *(2000 Character Limit – includes spaces, symbols, punctuation.)*

- P. **You will see this request to provide permission for the following in theWashboard.org. Please note that we MUST receive your permission in order to review your WAVE application:**

I hereby give my permission to the Washington Workforce Training and Education Coordinating Board, the Washington Student Achievement Council, and Washington Award for Vocational Excellence (WAVE) application reviewers to review and retain a record of my academic transcript and other supplemental materials required to apply for the WAVE. It is my understanding that this information will be used only for the purpose of reviewing applications and selecting applicants and will be kept confidential by application reviewers, the Washington Student Achievement Council, and the Workforce Training and Education Coordinating Board.

- Q. **Please have your high school or CTE instructor fill out this CTE Certification Form. You MUST submit a form from your teacher showing your CTE eligibility status. Forms are available at wtb.wa.gov/wave.**

Career and Technical Educator Certification Form (REQUIRED):

- (1) **High school/community college students:** Download the CTE certification form and email it to your CTE teacher. Once you have received it from your teacher, you will be able to upload to your theWashBoard.org account.

- R. **Two Letters of Recommendation (Required, please submit only two letters of recommendation):**

- (1) Required Letter of Recommendation from a Career and Technical (CTE) instructor who is familiar with your CTE work:

- (a) Name of CTE Instructor:
- (b) CTE Program name:
- (c) CTE Instructors's School:
- (d) Email address of CTE Instructor:
- (e) Area code and phone number of CTE Instructor:

- (2) If your essays described participation in a school-based Career and Technical Student Organization (CTSO) or service organization, your faculty or staff advisor can also provide a letter of recommendation.

- (a) Name of CTSO Faculty/Staff Advisor:
- (b) CTSO Program name:
- (c) Email address of CTSO Advisor:
- (d) Area code and phone number of CTSO Advisor:

--OR--

Volunteer/Workplace Letter of Recommendation:

- (a) Name of recommender:
- (b) Title of recommender:
- (c) Volunteer organization/workplace name:
- (d) Email address of recommender:
- (e) Area code/phone number of recommender:

S. Student Applicant Instructions - There are two ways to submit recommendation letters:

(1) Use the [theWashboard.org](https://www.wtb.wa.gov) Seekers portal option to automatically request letters of recommendation. [Click here for instructions](#).

(2) Go to <https://wtb.wa.gov/wave/> and download the Letter of Recommendation form. Read the instructions, make sure it's complete, and upload it to your profile at [theWashBoard.org](https://www.wtb.wa.gov).

****Instructions for requesting letters of recommendation through your profile at [theWashBoard.org](https://www.wtb.wa.gov) are also included below****

(1) Click on the green "My Profile" tab on the top banner;

(2) In the gray area below, to the far right, click the "Attachments" tab;

(3) Scroll down and click the "Request Letter of Recommendation" button;

(4) Enter two reference email addresses;

(5) In the message box paste this statement:

"Please address this student's excellence in Career and Technical Education, their character, leadership, and civic contributions. For more about Washington State's WAVE award, go to <https://www.wtb.wa.gov/wave/>";

(6) Below the text box, select the button "Only your Name and Email Address";

(7) Click the "Send" button

After you've completed these steps, you will need to return to the main application. and type in "yes" to confirm you've done this. We explain how to get back to the main application in the next section (T.).

T. All applicants: AFTER the request for Letters of Recommendation is sent, please return to the top of the screen.

(1) select "My Applications" tab;

(2) Click on the WAVE scholarship.

(3) In the WAVE application, click the "Edit" button;

(4) Select the "Additional Requirements" tab at the top right to navigate back to this question (Question P). Please indicate with a "yes" that your request for Letters of Recommendations was sent to your references as part of the section above (S.).

Thank you for your participation!

For questions, please contact Program and Research Analyst Colleen Seto at Colleen.Seto@wtb.wa.gov.