

WAVE 2024 Application Worksheet



How can this worksheet help you?

This Washington Award for Vocational Excellence (WAVE) worksheet can be used to help craft and save your responses to the questions on the actual scholarship application that is hosted at the WashBoard portal.

Why WAVE?

WAVE is a two-year scholarship recognizing Washington's high school and college-level career and technical education (CTE) students who demonstrate excellence in their career-connected studies and activities.

Who is eligible for WAVE? – Residents of Washington who are also:

- (1) Washington graduating high school seniors who completed, or are completing, a second year of a single career and technical education pathway.
- (2) Washington community and technical college students who recently completed, or are completing by the 2024 summer, their first year of a professional-technical program.

The community and technical colleges where eligible college applicants must have attended can be found here: <https://www.sbctc.edu/our-colleges/colleges-locations-served>.

What does WAVE pay for and at what schools?

WAVE helps pay for undergraduate college costs at eligible Washington public or private colleges and universities, in-state private career colleges and schools. The list of schools where a WAVE award can be activated is found here: <https://wsac.wa.gov/sfa-institutions> and here: <https://wtb.wa.gov/private-career-schools/student-resources/licensed-schools/>.

When can I apply for WAVE?

The WAVE application is hosted on the WashBoard portal <https://washboard.wsac.wa.gov/login.aspx>. It opens February 1st and closes on March 10, 2024.

How do I apply for WAVE?

- **The First Step – Create a WashBoard Seeker Account:** A Seeker account must be created on the WashBoard Portal to gain access to the WAVE application. Your Seeker account and profile can be completed now. A step-by-step guide for creating a WashBoard Seeker account is available at <https://wtb.wa.gov/wave/>.
- **The Second Step:** Download the following two forms from <https://wtb.wa.gov/wave/>:
 - The **WAVE 2024 CTE Certification/Recommendation Form** is for your CTE teacher or college professional technical program instructor to complete, and
 - The **WAVE 2024 Letter of Recommendation Form** is for a reference to complete who knows of your community service leadership, paid and unpaid work, and/or volunteer activities.
 - **Also download current transcripts** from your Washington high school and/or college website(s).
- **The Third Step:** Upload your transcripts (unofficial are accepted), completed WAVE forms, and submit your WAVE application on the WashBoard portal.

SAVE THIS DOCUMENT FOR YOUR FUTURE REFERENCE

There are a total of 8 pages to read through and complete

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A. The Washington Award for Vocational Excellence (WAVE) FAQs: WAVE is a two-year scholarship recognizing Washington's high school and college-level career and technical education (CTE) students who demonstrate excellence in their career-connected studies and activities. WAVE is managed jointly by the Workforce Board (<https://wtb.wa.gov/WAVE/>) and the Washington Student Achievement Council.

ELIGIBILITY - Washington residents who are also:

- (1) Washington graduating high school seniors are eligible if they have completed, or are completing, a second year of a single career and technical education pathway.
- (2) Washington community and technical college students are eligible if they have recently completed, or are completing by the 2024 summer, their first year of a professional-technical program.

REQUIRED WAVE FORMS to download from <https://wtb.wa.gov/wave/> include:

- (1) The CTE Certification/Recommendation Form for your CTE instructor to complete, and
- (2) The Letter of Recommendation Form which is for your reference to complete. Your reference is to write about your community service leadership, paid and unpaid work, or volunteer activities.

REQUIRED WAVE UPLOADS include:

- (1) High School and/or College transcripts (unofficial copies accepted).
- (2) Completed CTE Certification/Recommendation form filled out by your CTE instructor.
- (3) Completed Letter of Recommendation form filled out by a reference who knows of your paid or unpaid work experiences and volunteer contributions.

INSTRUCTIONAL GUIDES can be found at <https://wtb.wa.gov/wave/> and include:

- (1) Creating a WashBoard Seeker account specific to WAVE.
- (2) WAVE 2024 Application Worksheet.
- (3) How to Determine your legislative district for WAVE.
- (4) How to Submit Required WAVE Documents and transcripts.

B. RESIDENCY - Are you a resident of Washington state? Answer with Yes or No (if the answer is "No", you are not currently eligible for the WAVE scholarship and can exit from the WAVE application). _____

C. ACKNOWLEDGEMENT for WAVE application and document evaluation: *I hereby give my permission to the Washington Workforce Training and Education Coordinating Board, the Washington Student Achievement Council, and the Washington Award for Vocational Excellence (WAVE) application evaluators to review and retain a redacted record of my essays and other supplemental materials required to apply for the WAVE. I understand that this information will be used only for the purpose of reviewing applications and selecting awardees.* Answer with: I understand. _____

D. PUBLICITY NOTICE for awardee announcements: *I acknowledge that should I be awarded a WAVE scholarship, my name, school, and information about my career pathway studies will be announced to my school, to my career and technical education instructors, to Washington state legislators, and to the media.* Answer with: I acknowledge. _____

E. EMAIL ADDRESS - Please provide an email address that is checked regularly and remains accessible now and after June 2024. _____

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F. TRUSTED CONTACT - If you also have a trusted contact, please include their name, email address and phone number. Otherwise, please enter "not applicable" as n/a.

G. STREET ADDRESS - For all applicants, what is your street address, city, and zip code?

H. LEGISLATIVE DISTRICT – For all applicants, please access the district finder link <https://app.leg.wa.gov/districtfinder/> and fill in your resident address. What is your two-digit LEGISLATIVE District number? Enter your two-digit Legislative District number. ____

I. HS Status - Are you a graduating Washington high school senior? Please answer Yes or No. For community or technical college students, please enter "not applicable" as n/a. ____

J. HS CTE Status - For graduating high school seniors, have you completed or are you enrolled in the second course of your high school Career and Technical Education (CTE) pathway? High school seniors please answer Yes or No. For community or technical college applicants, please enter "not applicable" as n/a. ____

K. HS CTE PATHWAY - For graduating high school seniors, what is the name of the two-year Career and Technical Education (CTE) Pathway(s) you have completed or will be completing prior to graduating? For community and technical college students, please enter "not applicable" as n/a.

L. HS NAME CITY - For graduating high school seniors, what is the name of your high school and the city in which it is located? For community and technical college applicants, please enter "not applicable" as n/a.

M. HS DUAL Enrollment - Are you a graduating high school senior and currently enrolled at a Washington community or technical college, four-year public or private college or university earning CTE credits? Please answer Yes or No. For high school seniors who are not dual enrolled, please enter "not applicable" as n/a. For community or technical college applicants who are not also in high school, please enter "not applicable" as n/a.

N. CTE START - For all applicants, when did you start your Career and Technical Education or Professional-Technical program? Please enter your answer as a two-digit month and a four-digit year (ex: 01-2024). ____

O. DUAL PROF-TECH - For graduating high school seniors who are also at a Washington community or technical college, have you completed at least one year of a professional-technical program? Please answer Yes or No. For high school seniors who are dual enrolled at a high school associated skills center, four-year college or university, please enter "not applicable" as n/a. For high school students who are not dual enrolled, please enter "not applicable" as n/a. For community and technical college students who are not also in high school, please enter "not applicable" as n/a. ____

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P. CTC CTE status - For community or technical college applicants, are you currently enrolled or were you recently enrolled in the previous quarter at a public Washington community or technical college earning a Professional-Technical certificate? Please answer Yes or No (if the answer is "No", you are not currently eligible for the WAVE scholarship and can exit from the WAVE application). For Washington high school seniors who are not dual enrolled, please enter "not applicable" as n/a. _____

Q. CTC NAME - For community or technical college applicants, what is the name of the Washington community or technical college you are attending? For high school seniors and dual enrolled students who earned CTE credits at a skills center, four-year college or university, please enter the name of your CTE associated school or learning environment.

R. PROF-TECH - For community or technical college students, what is the name of the Washington Professional-Technical Program you recently completed, or are completing, with at least one year of coursework? For high school seniors who are not dual enrolled, please enter "not applicable" as n/a.

S. CTE-COURSES - For all applicants, please indicate your Career and Technical Education (CTE) coursework concentration and the National Career Cluster your studies fall within. The National Career Cluster list is accessible at <https://careertech.org/career-clusters>.

T. EDU NAME - For all applicants, what is the name of the Washington college or university where you intend to use the WAVE scholarship if awarded? Please provide the Washington college or university name(s) whether you have been accepted at the institution(s) or not.

U. ACTIVATE - WAVE recipients have up to three years to begin using the WAVE award and must fully utilize it within three years upon activation. What is your anticipated start-date for using the WAVE award? Please enter the anticipated month and year entered as two-digit month and four-digit year (ex: 09-2024). _____

COMPLETE THE NEXT FOUR PAGES:

THREE ESSAYS with PROMPTS

(4000 character limit for each essay)

CTE and LETTER of RECOMMENDATION INFORMATION

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V. **ESSAY 1** - What Career and Technical Education (CTE) / Professional-Technical Education Means to You:

- What makes CTE meaningful to you?
- Describe how CTE has enhanced your experiences at school and in your community.
- Why did you choose your CTE pathway?
- How has your CTE program influenced your education?
- What have you discovered about yourself because of your CTE program?

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W. **ESSAY 2** - Career and Technical / Professional-Technical Education 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 in detail the ways you've put your CTE skills to use.
- How have your CTE skills helped you think about the world of work and your career goals?
- Please describe your career goals.

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X. **ESSAY 3** - Leadership and Community Service Contributions: The WAVE award selection committee seeks well-rounded individuals who step up to support their communities when needed. WAVE awardees may take a leadership role or may work effectively 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.

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CTE and LETTER of RECOMMENDATION INFORMATION

Required documents are uploaded as attachments to WashBoard. Instructions for attaching required documents for the WAVE scholarship can be found here: <https://wtb.wa.gov/wave/>.

(1) Attach your completed Career and Technical Educator (CTE) Certification/Recommendation Form (2024 version).

This includes the combined certification of your CTE coursework and Letter of Recommendation from your Career and Technical (CTE) instructor.

- (a) Name of your CTE Instructor: _____
- (b) CTE instructor's CTE coursework expertise: _____
- (c) CTE Instructor's email address: _____
- (d) CTE Instructor's Area Code and phone number: _____

(2) Attach your completed Letter of Recommendation Form.

The Letter of Recommendation form may be from your volunteer organization, workplace, or if your WAVE essays describe participation in a school-based Career and Technical Student Organization (CTSO)/service organization, your CTSO advisor.

- (a) Name and title of recommender/CTSO advisor: _____
- (b) Volunteer organization/workplace/CTSO program name: _____
- (c) Email address of recommender/CTSO advisor: _____
- (d) Area code and phone number of recommender/CTSO advisor: _____

(3) Attach your high school transcripts (official or unofficial).

☐ yes ☐ not applicable

(4) Attach Washington Public Community or Technical College transcripts (official or unofficial).

☐ yes ☐ not applicable

SAVE THIS WAVE 2024 APPLICATION WORKSHEET

Copy and paste your answers from this worksheet into
your actual WashBoard WAVE application at:

<https://washboard.wsac.wa.gov/Login.aspx>

The WAVE Application opens February 1st and closes March 10th