

## How to apply for the Washington Award for Vocational Excellence (WAVE) 2025 Scholarship

The **Washington Award for Vocational Excellence (WAVE)** scholarship is a merit scholarship for Washington career and technical education students. WAVE scholarships may be used at eligible Washington public or private colleges and universities, and at approved in-state private career colleges and schools.\*

The Application Portal for WAVE is open from early February to March 17, 2025

**Are you a Washington resident\*\*** who fits one of these two categories?

1. **I am a graduating high school senior with the equivalent of two high school credits in a single career and technical education pathway.**
  - Eligible high school applicants include those who are enrolled at:
    - Public, private, State-Tribal Education Compact, or home schools
  - Career and technical education credits for high school students may be earned at:
    - Public high schools, State-Tribal Education Compact schools, Skills Centers, and Washington colleges or universities
2. **I am a college student attending a Washington public community college or public technical college with the equivalent of one year of college credits in a single professional-technical program or apprenticeship program.**
  - Eligible college applicants attend one of these 34 colleges: [SBCTC Colleges](#)
  - Approved professional-technical programs may include campus-based apprenticeships with related supplemental instruction at community and technical colleges

If you fit one of these two categories while also demonstrating excellence in your career and technical education coursework, please apply for the WAVE scholarship!

\*For a list of eligible Washington colleges, universities, and career schools where a WAVE scholarship award may be used, please select this link to the Workforce Board's [WAVE Webpage](#).

\*\* For information on Washington residency, please select this link to [Washington Residency](#).

1. **The WAVE scholarship portal works best using Google's Chrome browser.**
2. **Select the following link to access the WAVE 2025 scholarship application:**  
<https://state-of-washington-wave.wizehive.app/program/wave>

3. The link will bring you to the *WAVE Program Info* page. Select the blue box labeled *Got it*.

The screenshot shows the 'WAVE Program Info' page. On the left is a dark blue sidebar with a menu containing 'Back to Main Menu', 'Program Info' (highlighted), 'Eligibility Check', 'Intake', and 'WAVE Application'. The main content area has a header with the 'WAVE SCHOLARSHIP' logo and the text 'The Washington Award for Vocational Excellence (WAVE) scholarship is a merit scholarship for Washington career and technical education students. WAVE scholarships may be used at eligible Washington public or private colleges and universities, and at approved in-state private career colleges and schools.\*'. Below this, it says 'Applying for WAVE begins in February 2025' and 'Are you a Washington resident\*\* who fits one of these two categories?'. Two categories are listed: 1. I am a graduating high school senior with the equivalent of two high school credits in a single career and technical education pathway. 2. I am a college student attending a Washington public community college or public technical college with the... A blue overlay box on the right contains the text: 'You are in Preview Mode. All pages besides the Eligibility Check (if applicable) will be read-only while previewing. To apply to the program, click "Apply" in the top right corner of the page.' In the top right corner of the page, there is a green 'Apply' button and a red-bordered blue box with the text 'Got it'.

4. Then select the green box labeled *Apply* in the upper right corner.

This screenshot is similar to the previous one, showing the 'WAVE Program Info' page. The sidebar and main content area are the same. However, the blue overlay box is not present. The green 'Apply' button in the top right corner is now highlighted with a red border.

5. In the pop-up message, select the left tab labeled, *I'm a new user*. Enter your information, then select *Create Account*.

I'm a new user | I already have an account

Create an account for State of WA WAVE

Signup with Google

OR

First name | Last name

Email

Password | Confirm

Use 6 or more characters, including at least one upper case character and one lower case character and one digit.

Create Account

You agree to the software's [Terms of Service](#) and [Privacy Policy](#).

6. Next, a *Welcome* pop-up message prompts for a code that is sent to the email address you provided in your *Create Account* form shown above.

Welcome

To continue, verify code sent to ...

[Six empty boxes for code entry]

[Send new code?](#)

Next

7. Check your email and open the *State of Washington WAVE* message (your email interface may look different than the example shown below). A two-factor identification code (six numbers) is provided in the message that is to be entered into the six boxes of the *Welcome* pop-up.

Inbox | 1

Sent Items

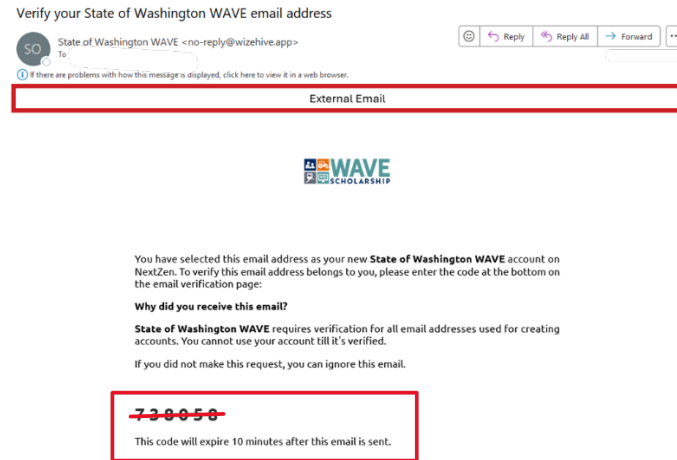
Junk Email

Today

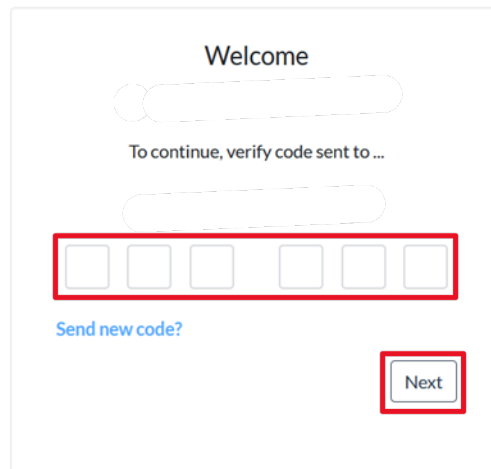
State of Washington WAVE | Verify your State of Washington WAVE...

External Email

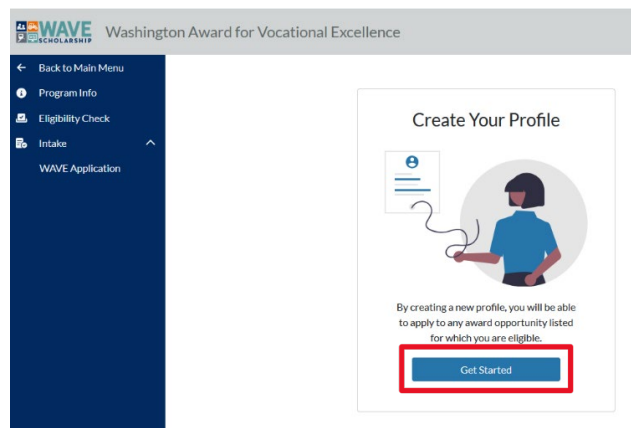
8. Open the message to access the six-digit security code. An example is shown below.



9. Return to the *Welcome* pop-up message in your WAVE application and enter your six-digit security code into the six boxes (your code will be different from the number shown above). Select the box labeled *Next*.



10. The *Create Your Profile* pop-up message will appear. Select the blue bar labeled *Get Started*.



11. The *Create Your Profile* form will appear. Complete the form with your information.

Enter a street address. A post office box is not a valid entry for the WAVE Scholarship. Enter a personal email address that you check regularly. Do not use a school email account. A trusted contact or alternative email address can also be provided. When the form is complete, select the blue bar labeled *Create Profile*.

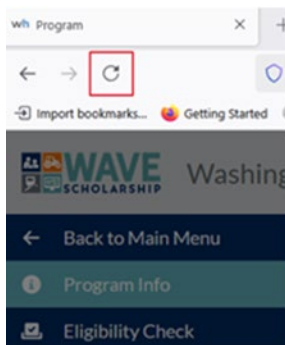
The screenshot shows the 'Create Your Profile' form for the WAVE Scholarship. The form is titled 'Create Your Profile' and includes the following fields and sections:

- First Name\***, **Middle Name or Initial**, and **Last Name\*** (each with a corresponding input field).
- Email address that you access regularly\*** (input field).
- Phone number\*** (input field).
- Address** section with a note: 'A Washington state street address is required. PO. Box addresses are not accepted as valid entries and may disqualify your application if used.'
- Address Line 1\*** and **Address Line 2** (input fields).
- City\*** (input field) and **State/Province/Region\*** (dropdown menu).
- Postal/Zip Code\*** (input field).
- County\*** (dropdown menu with a 'Clear selection' link).
- Make sure we can contact YOU!** section with a note: 'We recommend that WAVE applicants provide a trusted contact—especially high school applicants. By providing another person to contact when you CAN'T be reached, you'll be sure to receive timely scholarship information. High school students using school district email addresses will find those email addresses are deleted after graduation. Please keep the conversation going by using a non-school district email address when possible. Also, provide us with a trusted contact, by filling out the fields below.'
- Would you like to add a trusted contact or an alternative email address?\*** (input field with 'Yes' and 'No' options).
- Create Profile** button (highlighted with a red box).

12. Once the Profile is created, a pop-up message will appear. Select the blue bar labeled *Start Applying*.

The screenshot shows a pop-up message titled 'You are eligible!' with an illustration of a person holding a green checkmark. The message reads: 'Congratulations! Your responses show that you're eligible to apply for this award. Continue to view and start the application.' Below the message is a blue bar labeled **Start Applying**, which is highlighted with a red box.

13. If there are webpage loading delays, it helps to refresh the webpage. To refresh a webpage, select the refresh arrow as highlighted in the red box below:



14. The WAVE Scholarship application sections will then be visible. Select *Instructions – WAVE Timelines and Helpful Steps* to successfully begin your WAVE application. The blue *Start* buttons indicate that you can begin completing the sections of your application. If the blue buttons are labeled *View*, that indicates you need to log in by first selecting the green *Apply* button. The application works best if you go in order from top to bottom.

A screenshot of the WAVE Scholarship application interface. The header shows the "WAVE SCHOLARSHIP" logo and "Washington Award for Vocational Excellence". On the left, there's a sidebar menu with options: "Back to Main Menu", "Program Info", "Eligibility Check", "Intake", and "Application". The main content area is titled "Application" and contains a list of sections to complete. Each section has a "Start" button. The sections are: "Instructions - WAVE 2025 Scholarship Timelines and Helpful Steps", "Permission and Acknowledgements", "Instructions - Request Forms", "REQUEST FORM - CTE Certification and Recommendation", "REQUEST FORM - Personal Letter of Reference Form", "Education Status", "WAVE Scholarship Essays", "Legislative District", "Instructions - Submitting Your WAVE 2025 Scholarship Application", "Voluntary Demographic Information", and "Transcripts Upload". The first three sections are highlighted with red boxes.

15. There are three WAVE Application Instruction sections to pay close attention to. Read through all the instructions at least once. Helpful Tip - Print the instructions out before you continue further in the application.

16. Complete the *REQUEST FORMS* before the rest of your application. Do so as early as possible. The first Request Form is labeled *Career and Technical Education Instructor Certification and Recommendation*. Send Requests to your Career and Technical Education (CTE) instructor or Professional-Technical instructor. They need time to complete and submit the link that is sent to their email address. Choose a CTE instructor who has a strong understanding of your contributions inside and outside of the classroom related to career and technical education.

WA-WAVE (ctc10 ctc10) Test Mode Active

WAVE Application - 1

**REQUEST FORM - Career and Technical Education Instructor Certification and Recommendation**

Choose a CTE instructor who has a strong understanding of your contributions inside and outside the classroom. The CTE instructor must verify you have earned required CTE credits and provide a statement highlighting your excellence in your CTE coursework and associated activities and contributions using CTE skills. Your CTE instructor must complete their form on your behalf before you can submit your application. Career and Technical Education Instructor CTE Certification and Recommendation

Fill in your CTE instructor's information below. Send the request to your CTE instructor by selecting the link labeled "Send a Request." Your CTE instructor must complete their form on your behalf before you can submit your application.

You should submit a minimum of 1 requests You can submit a maximum of 1 requests

Add a New Request

There are no requests yet.  
Add a New Request to get started

Back Exit Section Next

#### Send Requests

Please add the first name, Last Name, Title and Email for each person who will receive a request.

	First Name*	Last Name*	Role or Title*	Email Address*
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Contact

Cancel Send Requests

17. You can send, delete and resend the *Career and Technical Education Instructor Certification* form by making choices in the *Actions* drop down menu.

WA-WAVE (test test) TT

Application

**REQUEST FORM - CTE Certification and Recommendation**

Choose a CTE instructor who has a strong understanding of your contributions inside and outside the classroom; they must verify you have earned required credits and provide a statement highlighting your excellence in coursework and contributions using you CTE skills. They must complete their certification form on your behalf before you can submit your application. Certification and Recommendation

Fill in your CTE instructor's information below. Add a request to be sent your CTE instructor by selecting the blue link labeled "Add a Request."

You should submit a minimum of 1 requests You can submit a maximum of 1 requests

Add a New Request

Name	Email	Requests Sent	Status	Actions
First Name Last Name	cseto@wtb.wa.gov	2/3/2025	Requested	Actions

Back Exit Section Next



18. The second request form is labeled *Personal Letter of Reference Form*. Choose a reference who has a strong understanding of your contributions inside and outside of the classroom.

WA-WAVE (test test)

### Application

**REQUEST FORM - Personal Letter of Reference Form** (\*NOTE: This cannot be the same person who completes the Career and Technical Education Instructor CTE Certification and Recommendation form)

Choose a personal reference who has a strong understanding of your contributions inside and outside the classroom. Your personal reference is to provide details of your career and technical education, training, skills, leadership qualities, and contributions to your community. Your personal reference must complete their form on your behalf before you can submit your application.

Personal Letter of Reference

Fill in your personal reference's information below. Send the request to your personal reference by selecting the link labeled "Send a Request." Your personal reference must complete their form on your behalf before you can submit your application.

You should submit a minimum of 1 requests You can submit a maximum of 1 requests [Add a New Request](#)

There are no requests yet.

[Add a New Request to get started](#)

[Back](#) [Exit Section](#) [Next](#)

#### Send Requests

Please add the first name, Last Name, Title and Email for each person who will receive a request.

	First Name*	Last Name*	Role or Title*	Email Address*
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Contact](#)

[Cancel](#) [Send Requests](#)

19. You can send, delete and resend the *Personal Letter of Reference* form by making choices in the *Actions* drop down menu.

WA-WAVE (test test)

### Application

**REQUEST FORM - Personal Letter of Reference Form** (\*NOTE: This cannot be the same person who completes the Career and Technical Education Instructor CTE Certification and Recommendation form)

Choose a personal reference who has a strong understanding of your contributions inside and outside the classroom. Your personal reference is to provide details of your career and technical education, training, skills, leadership qualities, and contributions to your community. Your personal reference must complete their form on your behalf before you can submit your application.

Personal Letter of Reference

Fill in your personal reference's information below. Send the request to your personal reference by selecting the link labeled "Send a Request." Your personal reference must complete their form on your behalf before you can submit your application.

You should submit a minimum of 1 requests You can submit a maximum of 1 requests [Add a New Request](#)

Name	Email	Requests Sent	Status	
Reference Test	cseto@wtb.wa.gov	2/3/2025	Requested	<a href="#">Actions</a>

[Back](#) [Exit Section](#) [Next](#)



- You will receive a message to your email address from *State of Washington WAVE no-reply@zenginehq.com* when you send the form your CTE instructor and personal reference and again when each have successfully submitted their forms.
- Check your *junk mail* folder before reaching out to your instructor or reference to see if they need a reminder. You can also *resend the request directly from the request form section*.
- If you do not receive the email message that indicates your CTE instructor and personal reference have submitted their forms, contact your instructor and reference well before the WAVE Scholarship deadline of March 17, 2025.

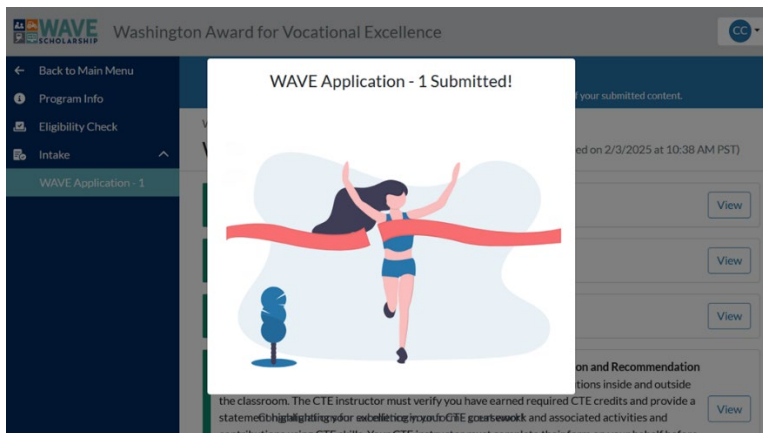
**20. Continue to complete every section of the WAVE 2025 scholarship Application.**

21. Answer all the questions in *Education Status*. You can scroll up and down in the section to be sure you have fully answered every question. Transcripts can only be loaded once all related *Education Status* questions are answered.
22. Compose your three career and technical education *WAVE Scholarship Essays* and provide detailed, relevant information for each prompt.
23. Enter your current street address (not a post office box) to determine your *Legislative District*.
24. The *Voluntary Demographic Information* section is optional to complete.
25. Upload your *Transcripts* for each current school where your career and technical education credits have been earned.

26. Once every section of your application is complete, select the *Submit* button.

The screenshot shows the 'Application' page for the Washington Award for Vocational Excellence (WAVE). The page has a dark blue sidebar on the left with navigation links: 'Back to Main Menu', 'Program Info', 'Eligibility Check', 'Intake', and 'Application' (which is highlighted). The main content area is titled 'WA-WAVE (best test) Application'. It contains a list of application sections, each with a 'Start' button: 'Instructions - WAVE 2025 Scholarship Timelines and Helpful Steps', 'Permission and Acknowledgements', 'Instructions - Request Forms', 'REQUEST FORM - CTE Certification and Recommendation', 'REQUEST FORM - Personal Letter of Reference Form', 'Education Status', 'WAVE Scholarship Essays', 'Legislative District', 'Instructions - Submitting Your WAVE 2025 Scholarship Application', 'Voluntary Demographic Information', and 'Transcripts Upload'. In the top right corner, there are two buttons: 'Review' and 'Submit'. The 'Submit' button is circled in red.

27. If all sections of your application are complete, you will receive a pop-up graphic indicating your submission was successfully achieved.



Select this link to learn more about the WAVE scholarship webpage:

<https://wtb.wa.gov/wave/>.

**Good Skill and Good Luck!**