

New Program Application or Program Change Application Instructions

This document provides guidance for completing the *New Program* or *Program Change* application in the EDvera licensing system. The information entered here will populate your program details on **Career Bridge**.

Please review all entries carefully and check for spelling and formatting errors.

Explanation of Change

(Text box) – Provide a clear explanation of what is changing.

Program Name

Ensure the name matches exactly as listed in your school catalog.

Program Types

Select the appropriate checkbox:

- **WTB Licensed Program** – Check this box if the program is approved by the Workforce Board. (Some schools will have programs that are exempt from WTB licensing requirements, e.g., degree programs or programs under three days.)

Program Length

Enter the **number only** (do not include text).

Program Length Measure

Enter the unit of measure for program length (e.g., *Hours, Days, Weeks, Months, or Years*).

Number of Lessons

Required **only** for hybrid and distance learning programs (Enter a number only.) Leave blank for in-person programs.

Clock Hours of Instruction

Required for all programs **except** distance learning (Enter a number only.)

Clock Hours Measure

Enter the unit of measure for clock hours (e.g., *Daily, Weekly, or Total*).

Credit Hours of Instruction

Required **only** for accredited schools. Leave blank if not applicable (Enter a number only.)

Completion Average Time

Enter a **whole number only** (do not leave blank).

Award Name

Enter the name of the award (e.g., *Certificate, Diploma, Degree*) (do not leave blank).

Program Award Type

Select from the following list (do not leave blank):

Code Award Type

- 0 No Award
- 1 Secondary Level Award (High School Diploma, GED)
- 2 Adult Basic Education
- 3 Certificate of Participation
- 4 Certificate of Completion
- 5 Pre-Apprenticeship
- 6 Apprenticeship
- 7 Diploma
- 8 Associate's Degree
- 9 Bachelor's Degree
- 10 Postbaccalaureate Certificate
- 11 Master's Degree
- 12 Post-Master's Certificate
- 13 Doctor's Degree – Professional Practice
- 14 Doctor's Degree – Research/Scholarship

Program of Study

Select from the following list (do not leave blank):

Code Description

- 0 Program provides measurable skills leading to employment
- 1 Credential awarded is industry-recognized
- 3 Program leads to a state or federally recognized license
- 8 Program prepares participants for employment
- 9 Program provides measurable skills leading to a credential

Method of Instruction

Select how the program is offered (*Do not select "Other." A valid response is required.*)

Catalog Upload

Upload a revised copy of your **catalog** and **enrollment agreement** if changes were made. These documents will be used to verify program details.

Catalog Page(s)

Identify the page numbers where program details can be found.

Proposed Class Schedule

Provide the proposed schedule (e.g., *Mon–Thurs, 2–4 p.m.*).

ETPL

If you want your program to appear on the **Eligible Training Provider List (ETPL)**—which may qualify it for state or federal funding—check the ETPL box.

Contact Information

Enter the **name, title, and department** of the person who can provide program information.

Website

Include the school's website address.

Admissions Information

Education Prerequisites

Select from the list below:

Code Requirement

- 0 None
- 1 High School Diploma or Equivalent
- 2 Associate's Degree
- 3 Bachelor's Degree
- 4 Master's Degree or Higher

Program English Proficiency

Select the applicable requirement:

1. High school diploma from a school where English is the primary language
2. GED or high school equivalency certificate in English
3. Passing score on TOEFL, IELTS, or a similar English proficiency exam
4. Satisfactory evaluation of foreign coursework by a reputable credentialing organization
5. Passing score on an admission test that measures basic skills or program eligibility

Program Credentials and Costs

Prerequisite Courses and Other Requirements

List any prerequisite courses or requirements that must be met before enrollment.

Certification or License Obtained

Enter the certification or license **only if issued by your school.**

(If students test externally, leave blank.)

Certification or License Test Preparation

List any license or exam preparation included in the program. Leave blank if none.

Tuition and Fees

- **Total Tuition** – Enter the tuition amount only (no "\$" sign). Do not leave blank; enter "0" if none.

- **Books and Supplies** – Enter the amount for books and supplies only (no “\$” sign) Do not leave blank; enter “0” if none.
- **Total Required Fees** – Enter required fees only (e.g., sales tax or testing fees). (no “\$” sign) Do not leave blank; enter “0” if none.

Program Description and Details

1. **Program Description** – Provide the description as it appears in the catalog. Double-check for spelling and formatting.
2. **Keywords** – Enter any keywords that may help students search for your program.
3. **Program Outline** – Include a structured plan or roadmap detailing the program’s structure, goals, and components (by hour, day, or subject). If available, include your approved curriculum.
4. **Program/Occupational Objective** – Provide a concise, measurable statement describing the intended outcomes and objectives of the training program.
5. **Training/Instructional Aids and Facilities** – Describe all instructional aids (e.g., textbooks, materials, equipment) and facilities (e.g., classrooms, labs, or virtual environments) used in the program.
6. **Approved by Another Jurisdiction?** – Upload a copy of the approval letter if applicable (e.g., Department of Health, Department of Licensing, DSHS, etc.).
7. **Approved to Train Veterans?** – Check this box **only** if your school has been issued a facility code by the U.S. Department of Veterans Affairs. To apply, contact the Workforce Board at (360) 709-4600.
8. **Accreditations** – List all program accreditations. (Note: The Workforce Training Board, Dept of Health, Dept of Licensing are regulatory bodies, **not** an accreditors.)