Workforce Pell Verification Form

For private career schools and non-SBCTC apprenticeship programs

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Start Here

Workforce Pell is a new federal grant for short, job training programs. Both the state and federal governments must approve your program before students can use it. Use this form if you are a private career school or an apprenticeship program where a community or technical college does not teach the classroom part. **Note:** If you are applying on behalf of a community and technical college, complete the SBCTC Verification form. If you're applying on behalf of a four-year college or university, complete the WSAC Verification Form.

CHECK THIS BEFORE YOU START

Your school must already be approved to distribute federal student aid, sometimes called Title IV eligibility. A Washington state license is not the same thing and is not enough. If you are not sure, check first.

Send a separate form for each program. After you send it, we review your program, checking our own records first. If it meets the rules, we send you a verification letter, and you attach that letter to your application to the Washington Student Achievement Council. If it does not, we will write to you with what we found and what would fix it. You can fix it and try again, as many times as you need.

CAREER BRIDGE SAVES YOU WORK

We check much of this in Career Bridge and the Eligible Training Provider List. A current, correct listing means less for you to send. If you run a registered apprenticeship, two rules are already met: job demand and employer hiring.

Who Checks What

Where it says nothing, send nothing. We look it up.

The rule	Who checks	How	What you send
Can give federal student aid and is accredited for this program	Workforce Board	Federal records	School ID, if known
No federal aid shutdown in five years	You	Signature	Signature
Licensed in Washington	Workforce Board	License records	Nothing
Leads to an undergraduate credential	Workforce Board	Your catalog	Signature
Right length	Workforce Board	Your outline	Program outline
Not correspondence, study abroad, or self-paced; no remedial hours	You	Signature	Signature
Offered for at least a year	Workforce Board	Career Bridge	Enrollment count, only if we cannot find it
Credential is stackable and portable, or is the field's only one	Workforce Board	Signature plus evidence	One proof document (Section 4)

The rule	Who checks	How	What you send
Job is in demand and pays well, and employers want your graduates	Workforce Board	State occupations list	Signature
70% of students finish, and 70% of finishers get a job	The state	State data and wage records	Your student records system now (Section 7). Student list when the state asks
Tuition and fees do not exceed value-added earnings	U.S. Department of Education	Federal calculation	Nothing
Outside teaching stays under the legal limit	You	Signature	The agreement, if we ask
You follow civil rights and disability laws	You	Signature	Signature
You will share data we need	You	Signature	Signature

Section 1. Your School

School name: _____

Federal school ID, if known: _____

Who accredits you: _____

Washington license number, if any: _____

Check each box that is true.

- ☐ We are approved right now to give out federal student aid.
- ☐ We are accredited by an agency the U.S. Secretary of Education recognizes, and this program is covered by it.
- ☐ We are licensed or otherwise allowed to operate in Washington.
- ☐ In the last five years, the U.S. Department of Education has not suspended, ended, or taken emergency action against our federal aid.
- ☐ We will tell the Workforce Board if our accreditation, license, or federal aid status changes.

Section 2. Your Program

Program name: _____

Your catalog code, if any: _____ Job it trains people for: _____

Type: ☐ Credit ☐ Noncredit ☐ Both Taught: ☐ In person ☐ Online ☐ A mix ☐ Other

Clock hours: _____ Credit hours: _____ Weeks of teaching: _____

THE LENGTH RULE

Your program must run at least eight and fewer than 15 weeks, which need not be back-to-back. It must also be 150 to 599 clock hours, or the credit equivalent: at least four and fewer than 16 semester or trimester hours, or at least six and fewer than 24 quarter hours (34 CFR 690.92(b)).

Give all three numbers, even if you track only one. A clock hour is an hour of real teaching, so do not count orientation, advising, or externship supervision. For apprenticeships, count classroom hours only.

Send with this form: Your program outline or curriculum. If it has student numbers, send totals only. No names or anything that identifies a person.

Section 3. Program Rules

Check each box that is true.

- ☐ The program leads to an undergraduate credential.
- ☐ I have offered it for at least one year already.

☐ It meets the length rule above.

☐ Students are taught by an instructor on a schedule. This is not a mail-in or home-study course.

☐ This is not a study abroad program, and not a self-paced program where students test out instead of taking classes.

☐ It does not count remedial or catch-up coursework toward Workforce Pell hours.

☐ My school will follow the Workforce Pell rules in 34 CFR Parts 600, 668, and 690.

Section 4. The Credential

Credential students earn: _____

Kind: ☐ Industry certification ☐ Occupational license ☐ Certificate from your school

☐ Apprenticeship certificate ☐ Associate or bachelor's degree ☐ Other

Does it prepare students for a licensing or certification test? ☐ Yes ☐ No

The credential must be one others recognize (34 CFR 690.91). Pick one:

☐ It is stackable and portable. Answer both parts below.

☐ It is the only credential the field has. Describe the field and credential briefly, answer part B below, and confirm that students can continue toward a certificate or degree with credit accepted.

If single credential, describe the field: _____

Part A. Stackable. Attach at least one of these:

☐ A written agreement that credit is awarded for your program and applies toward a certificate or degree

☐ An articulation or transfer-of-credit agreement saying how many credits and what type

☐ A pre-evaluated credit designation awarded through credit for prior learning policies

☐ A published pathway map from your program to at least one credit-bearing certificate or degree

☐ Evidence the pathway has been set up and in use for at least a year

☐ Documentation that nothing blocks a student from moving to the next credential

Part B. Portable. Check at least one. This can often be covered by what you already told us in Section 6.

☐ More than one employer in the occupation recognizes it

☐ It is industry-recognized, shown by the American Council on Education National Guide or similar

☐ Labor market information shows it is useful across the occupation

WHAT WE ARE LOOKING FOR

You need a firm commitment to articulation with at least one program, at your school or another. The essential details must be in place. Smaller details can still be in development, as long as the articulation is clearly documented.

Section 5. Is the Job in Demand?

You give us the job code. We check it against the state's approved Workforce Pell Eligible Occupations List and the NCES/BLS CIP-SOC crosswalk. For the pilot, the Workforce Pell Eligible Occupations List is the only way to show a job is in demand. We do not accept labor market surveys or employer letters for this. Registered apprenticeships meet this rule automatically.

If the NCES/BLS CIP-SOC crosswalk does not match your program to the job, you can still apply. The crosswalk is a starting point. It is built from program and job descriptions, not from real hiring data, so it can miss real matches. Tell us

in a few sentences how your program prepares students for the job: the skills you teach, the credential students earn, or local employers who hire your graduates into that job. The job itself must still be on the state list.

Job the program trains people for: _____

Job code (SOC), if known: _____

Only if the crosswalk does not match your program to this job, explain the match:

_____

_____

HOW A JOB GETS ON THE LIST

It must require a credential beyond a high school diploma, pay at or above the state self-sufficiency wage (currently $20.46 an hour for 2025), and be in demand according to the Employment Security Department.

Section 6. Employer Validation

Skip this if you run a registered apprenticeship. Otherwise, check every kind of employer engagement that has happened in the last 12 months for this program.

☐ Helped build the curriculum ☐ Reviewed the program ☐ Helped decide what skills to teach

☐ Sit on an advisory board ☐ Provide work-based learning ☐ Interview or prefer your graduates

☐ A union, employer group, or industry partnership is involved

We also count the employer engagement already built into Private Vocational Schools licensing. You do not have to document that part twice.

Section 7. Finishing and Getting Hired

At least 70% of students must finish within one and a half times the normal program length, and 70% must have a job by the second three-month period after they leave. You do not calculate either number. The state does, matching your student records against wage records. Never ask students what they earn.

- ☐ I will send a list of students who entered and completed the program, with unique identifiers, for the period the state asks about, using the secure method the state gives you.
- ☐ I will answer requests for information needed to check our results.

Tell us below what system you track students in, and whether it can pull enrollment, completion, and exit dates for each student. If it cannot, your program will not pass this step later.

Student records system: _____

Can it pull enrollment, completion, and exit dates for each student? ☐ Yes ☐ No

Section 8. Does Anyone Else Teach Part of Your Program?

Does another organization teach part of it? ☐ Yes ☐ No If yes, who: _____

- ☐ My school stays responsible for the program.
- ☐ The outside teaching stays under the legal limit in 34 CFR 668.5.
- ☐ We have a written agreement and will send it if asked.

APPRENTICESHIP SPONSORS, READ THIS FIRST

A school that can give out federal student aid must teach more than half of the program. An outside group that cannot can teach up to 25%. If it teaches the classroom part of a registered apprenticeship, it can go above 25% but must stay under 50%.

So, if your sponsor teaches all the classroom hours and no federal-aid school is involved, the program cannot qualify, no matter how good it is. The apprenticeship rule at 34 CFR 690.93(g) only waives the demand and employer requirements. It does not change this one. Call us before you finish this form.

Section 9. Attestations

☐ Everything here is true and correct as far as I know.

☐ My school is a legal business in Washington with the licenses, accreditation, or approvals it needs, and has not been found ineligible to receive federal money.

☐ My school does not discriminate, follows the Americans with Disabilities Act and civil rights laws, and keeps and shares a complaint process as required by the Workforce Innovation and Opportunity Act and 29 CFR Part 38.

☐ My school will follow Workforce Pell and Eligible Training Provider List rules and Workforce Board policy.

☐ My school gives the Workforce Board and its state partners permission to check this in federal and state systems.

Section 10. Signature

School name: _____

Your name: _____

Your job title: _____

Signature: _____

Date: _____

By signing, you are saying this information is true, correct, and complete. Knowingly giving false information can lead to denial, removal, repayment, investigation, or penalties under state and federal law.

AFTER YOUR PROGRAM IS APPROVED

Each year you will send a list of students who entered and completed the program, with unique identifiers, plus your published tuition and fees.

When the U.S. Department of Education approves your program, tell the Washington Student Achievement Council.

Tell us if you make a material change to the program's structure, curriculum, delivery, employer alignment, or credential, or if you stop offering it. Changing a program restarts the one-year clock: it has to run in its new form for a year before it can be certified again. Send us an email at careerbridge@wtb.wa.gov.