



## **Work-Based Learning Incentive (WBLI) Program**

### **Pre-application Checklist**

This document assists applicants in preparing to submit their WBLI Employer Application. Please review the steps below to ensure you will be prepared to complete the online application in its entirety and you understand the terms and conditions of the program.

- ☐ Ensure the applying company is eligible for the WBLI Program. Eligible entities include those that:
  - Are located in Colorado;
  - Demonstrate experience or a plan to create work-based learning opportunities for adults and youth;
  - Work within and across the State to partner with multiple partners, local education providers, institutions of higher education, or other educational entities, and other public and private entities to facilitate work-based learning;
  - Commitment to implementing work-based learning in alignment with the [Work-Based Learning Quality Expectations](#) and sharing best practices regarding meeting those expectations.
- ☐ Review the [WBLI Program Statement of Work](#). Applicants should take special note of the following references and sections:
  - [Colorado's Work-Based Learning Continuum](#)
  - [Employer Incentive Checklist](#)
  - Allowable costs and activities
  - Reimbursement Requests and Payments
  - Program Evaluation
- ☐ Review the terms and provisions of the [State of Colorado Small Dollar Grant Award](#) which are the terms and conditions of the WBLI Program
- ☐ Complete a W-9 to email as part of the online application - [Link to Fillable Form](#)
- ☐ Provide a certificate of good standing (from the Colorado Secretary of State link: <https://www.coloradosos.gov/pubs/business/businessHome.html> look under "Services" section for "Certificate of good standing")
- ☐ Active Connecting Colorado account? Yes \_\_\_\_ No \_\_\_\_
  - ☐ If no, please create an account. [Connecting Colorado](#)

All complete? Great! Please proceed to the online application located on the [WBLI website](#). Questions? Reach out to [CDLE\\_WBLI@state.co.us](mailto:CDLE_WBLI@state.co.us)

*Thank you for your interest in the Work-Based Learning Incentive Program!*