



Overview

Beginning in the 2025-2026 academic year, students enrolled in state-approved registered apprenticeships will be eligible for the Washington College Grant for Apprenticeship (WG-A). WG-A is a need-based state financial aid program as part of the WA Grant program (RCW 28B.92.200, 49.04) designed to help eligible apprentices cover the costs of their apprenticeship program. This document provides guidance for financial aid staff on processing apprentices' financial aid to ensure awarding and reporting payments to the Washington Student Achievement Council (WSAC).

Identifying Apprenticeship Students Outside of FA

Student Records

Apprenticeship students are identified through the **SAPR** student group. The **SAPR** student group is mass assigned to enrolled students who are term activated in an academic plan that has been coded with the apprenticeship attribute (CTC_APPRENTICESHIP).

Student Financials

Waive Group **W91**



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Configuration

The configuration below helps identify students enrolled in apprenticeships.

WCG Equation

To create the WCG Eligibility page, update the current WCG equation to use WG-A equation, which captures both the current student population and apprenticeship students.

NAVIGATION: Set Up SACR > Product Related > Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > Equation Processing Options

Enter your **Academic Institution** and desired **Aid Year** then select **Search**

Select the following then save:

Application Prompt ID: Fin Aid SNG Evaluation

Equation Name: CTCFAWCGAELG

Equation Processing Options

Academic Institution:

Aid Year: 2026 2025-2026 Financial Aid Year

Mapping Details

Find | View All First 1 of 1 Last

Application Prompt ID: Fin Aid SNG Evaluation

Equation Name: CTCFAWCGAELG Determine WG-A Eligibility

Save

Return to Search

Notify

NOTE: Do not update Equation Name while WCG Eligibility processes are running. Once the equation name has been updated in setup, run the WCG Recalculating Eligibility process.

Event Definition

Create the Event ID to batch assign the Apprenticeship Review checklist to students.

- **Event ID:** FISExx179I (where **xx** represents your institution's 2-character checklist naming convention)
- **Description:** I-Apprenticeship Review
- **Short Description:** I-ApprRev

NAVIGATION: Campus Community > 3C Engine > Set Up 3C Engine > Event Definition

Event Definition

Academic Institution Spokane CC

Event ID FISESP179I

Event Detail

*Effective Date 01/01/2025

*Status Active

*Description I-Apprenticeship Review

*Short Description I-ApprRev

*Function FINA Financial Aid

User Selection

Communications

Communication Key

Detail

Comments

*Comment Category

Detail

Checklists

*Checklist Code ESP179 Apprenticeship Review

Detail

Update Status

Checklist Item Details

*Seq	*Item Code	Description	Responsible ID	*Item Status	Due Date	Due Days	Communication Speed Key
100	ESP179	ApprRev		Initiated		30	

Save

Notify

Add

Update/Display

Include History

Correct History

NAVIGATION: Campus Community > 3C Engine > Set Up 3C Engine > Event Definition > Event 3C Groups

Event 3C Groups

Academic Institution WA171

Spokane CC

Event ID FISESP179I

I-Apprenticeship Review

Function Financial Aid

Update/Inquiry Group

*Group	Description		
FAVO	FA View Only	+	-
FAVU	FA View Update	+	-
FASU	FA Super User	+	-

Save

Return to Search

Notify

Refresh

Note: The Appr 3C group was not added to Event 3C Groups. If the checklist will be assigned in batch by your Apprenticeship Coordinator, please update configuration to include **APPR** 3C Group.

Apprenticeship Review Checklist

Create the apprenticeship review checklist. This checklist can be assigned manually or in batch. See the Checklist Assignment section for batch assignment criteria.

- **Checklist:** Exx179 (where **xx** represents your institution's 2-character checklist naming convention)
- **Description:** Apprenticeship Review
- **Short Description:** ApprRev

NAVIGATION: [Campus Community](#) > [Checklists](#) > [Set Up Checklists](#) > [Checklist Item Table](#)

Checklist Item Table

Checklist Item Code ESP179

Item Code DetailFind | View AllFirst1 of 1Last

*Effective Date01/01/2025

*StatusActive

*Checklist Code DescrApprenticeship Review

Short DescriptionApprRev

Item Association

Comments

Paragraph

A^Æ

A[↓]

A[△]

A[▽]

B

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Fluid Field Display

☐ Organization

☐ Variable Data

☐ Status

☐ Status Date

☐ Contact Name

☐ Contact Email

☐ Due Date

Action Button Label

Menu Name

Component Name

Page Name

Save

Notify

Add

Update/Display

Include History

Correct History

NAVIGATION: [Campus Community](#) > [Checklists](#) > [Set Up Checklists](#) > [Checklist Item Functions Table](#)

Add **Exx179** to Administrative Function: FINA

NAVIGATION: Campus Community > Checklists > Set Up Checklists > Checklist Table

Checklist Table

Academic Institution WA171 Spokane CC

Checklist Code ESP179

Detail Find | View All First 1 of 1 Last

*Effective Date 01/01/2025 *Status Active

*Description Apprenticeship Review

Short Description ApprRev

*Function FINA Financial Aid

Checklist Type Staff Assignment List

Due Days 30

Due Date

Tracking Group

☐ Display in Self Service

Item List Personalize | Find 1 of 1 Last

*Sequence	*Item Code	Description	Default Due Date	Due Days	Hide	Communication Key
100	ESP179	ApprRev		30	☐	

NAVIGATION: Campus Community > Checklists > Set Up Checklists > Checklist 3C Groups

Checklist 3C Groups

Academic Institution WA171 Spokane CC
 Checklist Code ESP179 Apprenticeship Review
 Admin Function Financial Aid
 Checklist Type Staff Assignment List

Update/Inquiry Group

*Group	Description	
FASU	FA Super User	-
FAVO	FA View Only	-
FAVU	FA View Update	-
APPR	Apprenticeship 3C Group	-

Add

Save Return to Search Notify

Apprenticeship Student Program Progress (SPP) Checklist

Create the Apprenticeship Student Program Progress (SPP) checklist. This checklist will be assigned manually at the end of the aid year when SPP is determined.

- **Checklist:** Exx183 (where **xx** represents your institution's 2-character checklist naming convention)
- **Description:** Apprenticeship SPP
- **Short Description:** ApprSPP

NAVIGATION: Campus Community > Checklists > Set Up Checklists > Checklist Item Table

Checklist Item Table

Checklist Item Code ESP183

Item Code Detail Find | View All First 1 of 1 Last

*Effective Date 01/01/2025 *Status Active

*Checklist Code Descr Apprenticeship SPP

Short Description ApprSPP

Item Association

Comments

Paragraph

Fluid Field Display

☐ Organization

☐ Variable Data

☐ Status

☐ Status Date

☐ Contact Name

☐ Contact Email

☐ Due Date

Action Button Label

Menu Name

Component Name

Page Name

Save Notify Add Update/Display Include History Correct History

NAVIGATION: Campus Community > Checklists > Set Up Checklists > Checklist Item Functions Table

ESP183 Apprenticeship SPP

Add

Save Return to Search Notify

NAVIGATION: Campus Community > Checklists > Set Up Checklists > Checklist Table

Checklist Table

Academic Institution WA171 Spokane CC

Checklist Code ESP183

Detail Find | View All First 1 of 1 Last

*Effective Date 01/01/2025 *Status Active

*Description Apprenticeship SPP

Short Description ApprSPP

*Function FINA Financial Aid

Checklist Type Staff Assignment List

Due Days 30

Due Date

Tracking Group

☐ Display in Self Service

Item List Personalize | Find 1 of 1 Last

*Sequence	*Item Code	Description	Default Due Date	Due Days	Hide	Communication Key
100	ESP183	ApprSPP		30	☐	

Save Notify Add Update/Display Include History Correct History

NAVIGATION: Campus Community > Checklists > Set Up Checklists > Checklist 3C Groups

Checklist 3C Groups

Academic Institution WA171 Spokane CC

Checklist Code ESP183 Apprenticeship SPP

Admin Function Financial Aid

Checklist Type Staff Assignment List

Update/Inquiry Group

*Group	Description
APPR	Apprenticeship 3C Group
FASU	FA Super User
FAVO	FA View Only
FAVU	FA View Update

Add

Save Return to Search Notify

Item Type, Fiscals and Disbursement Rules

Complete setup for both WG-A and WG-A refund only item types. Refer to the following QRG for step by step instructions on [Creating a New FA Item Type](#). Mirror your WA College Grant (WCG) item type set up, with these differences:

- Do not populate SAPC in the Institution Reporting Cd on FA Item Type 1 tab. This ensures that students with only WG-A item types do not receive standard SAP communications.
- Do not select Auto Package on FA Item Type 2 tab (WG-A will be manually awarded).
- Optional: configure a custom Award Message for apprenticeship students and add to FA Item Type 3 tab. For more information see [Appendix I: Configure Award Message for WG-A](#)

NAVIGATION: Set Up SACR > Product Related > Financial Aid > Awards > Financial Aid Item Types

Financial Aid Item Types

FA Item Type 1
FA Item Type 2
FA Item Type 3
FA Item Type 4
FA Item Type 5
FA Item Type 6

SetID WA171
Item Type 912000000150 WCG Apprenticeship
Aid Year 2026 2025-2026 Financial Aid Year

FA Item Type Setup

Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active Copy

*Description WCG Apprenticeship Short Description WCG-A

Financial Aid Type Grant Source State Federal ID

Aggregate Area Institution Reporting Cd

Comments

Financial Aid Item Types

FA Item Type 1
FA Item Type 2
FA Item Type 3
FA Item Type 4
FA Item Type 5
FA Item Type 6

SetID WA171
Item Type 912000000151 WCG Apprenticeship Refund Only
Aid Year 2026 2025-2026 Financial Aid Year

FA Item Type Setup

Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active Copy

*Description WCG Apprenticeship Refund Only Short Description WCG-ARFD

Financial Aid Type Grant Source State Federal ID

Aggregate Area Institution Reporting Cd

Comments

NAVIGATION: Set Up SACR > Product Related > Financial Aid > Awards> Fiscal Item Types

Fiscal Item Types

Assign Fiscal Limits					Fiscal Fund Status		Fiscal Fund Notes	
SetID WA171								
Item Type 912000000150 WCG Apprenticeship			Aid Year 2026 2025-2026 Financial Aid Year					
		Offer	Accept			Disbursements		
Budgeted	99,999,999,999.00		99,999,999,999.00	Budgeted	99,999,999,999.00			
Gross	0.00		0.00	Paid	0.00			
Reductions	0.00		0.00	Potential Payments	99,999,999,999.00			
Net	0.00		0.00					
Available	99,999,999,999.00		99,999,999,999.00					
Count	0		0					
Highest	0.00		0.00	Audit Fields				

Fiscal Item Types

Assign Fiscal Limits					Fiscal Fund Status		Fiscal Fund Notes	
SetID WA171								
Item Type 912000000151 WCG Apprenticeship Refund Only			Aid Year 2026 2025-2026 Financial Aid Year					
		Offer	Accept			Disbursements		
Budgeted	99,999,999,999.00		99,999,999,999.00	Budgeted	99,999,999,999.00			
Gross	0.00		0.00	Paid	0.00			
Reductions	0.00		0.00	Potential Payments	99,999,999,999.00			
Net	0.00		0.00					
Available	99,999,999,999.00		99,999,999,999.00					
Count	0		0					
Highest	0.00		0.00	Audit Fields				

NAVIGATION: Set Up SACR > Product Related > Financial Aid > Disbursement > Define Item Type Rules

Define Item Type Rules

Indicators
Groups/Thresholds
Checklists/Tracking

Item Type 912000000150 WCG Apprenticeship
Aid Year 2026
Academic Career: Undergraduate
Institution WA171

Indicators

Find
First
1 of 1
Last

Eff Date 01/01/1901
Status Active
Copy Setup Data

Descr WCG Apprenticeship
Short Desc WCG-A

☒ Review Complete
☒ Package Complete
☒ Verification Complete
☒ Official Fed SAI
☐ NSLDS Loan Year Match
☐ Bdgt/Term Level Match
☒ Hold If No Enrollment Data
☐ Loan Entrance Intervw Req

☐ Awd Career Match Term Career
☐ Honor Disbursement Hold
☒ Must Meet Satisfactory Prog
☐ Hold Disb Fed Overaward
☐ Hold Disb Inst Overaward
☒ Hold If Withdrawn
☐ Match Fees
☐ Authorize To Fee Assessment

☒ Post Disb Reduction Control

Load Level Rules

☐ Bdgt/Term Load Match
☐ Awd/Term Load Match

Disbursement Proration Rule
Use Current Load

Define Item Types Rules may look different for each college

Define Item Type Rules

Indicators
Groups/Thresholds
Checklists/Tracking

Item Type 912000000150 WCG Apprenticeship
Aid Year 2026
Academic Career: Undergraduate
Institution WA171

Tracking/Messages

Find
First
1 of 2
Last

Eff Date 01/01/2025
Status: Active
Description WCG Apprenticeship

Checklists

Find
First
1 of 1
Last

ESP179 Apprenticeship Review

Tracking

Find
First
1 of 1
Last

Service Impact

Find
First
1 of 1
Last

User Edit Messages

Find | View All
First
1 of 1
Last

Type
Msg Code

Note: To include the apprenticeship checklist(s), create a new effective-dated row with an effective date of 01/01/2025. This ensures the disbursement rules will honor the change.

Define Item Type Rules

Indicators Groups/Thresholds Checklists/Tracking

Item Type 912000000151 WCG Apprenticeship Refund Only Aid Year 2026
Academic Career: Undergraduate Institution WA171

Indicators Find First 1 of 1 Last
Eff Date 01/01/1901 Status Active Copy Setup Data
Descr WCG Apprenticeship Refund Only Short Desc WCG-ARFD

☒ Review Complete	☐ Awd Career Match Term Career	☒ Post Disb Reduction Control
☒ Package Complete	☐ Honor Disbursement Hold	
☒ Verification Complete	☒ Must Meet Satisfactory Prog	
☒ Official Fed SAI	☐ Hold Disb Fed Overaward	
☐ NSLDS Loan Year Match	☐ Hold Disb Inst Overaward	
☐ Bdg/Term Level Match	☒ Hold If Withdrawn	
☒ Hold If No Enrollment Data	☐ Match Fees	
☐ Loan Entrance Intervw Req	☐ Authorize To Fee Assessment	

Load Level Rules

☐ Bdg/Term Load Match Disbursement Proration Rule
☐ Awd/Term Load Match Use Current Load

Define Item Types Rules
may look different for
each college

Define Item Type Rules

Indicators Groups/Thresholds Checklists/Tracking

Item Type 912000000151 WCG Apprenticeship Refund Only Aid Year 2026
Academic Career: Undergraduate Institution WA171

Tracking/Messages Find First 1 of 2 Last
Eff Date 01/01/2025 Status: Active Description WCG Apprenticeship Refund Only

Checklists Find First 1 of 1 Last
ESP179 Apprenticeship Review

Tracking Find First 1 of 1 Last

Service Impact Find First 1 of 1 Last

User Edit Messages Find View All First 1 of 1 Last
Type Msg Code

Note: To include the apprenticeship checklist(s), create a new effective-dated row with an effective date of 01/01/2025. This ensures the disbursement rules will honor the change.

Disbursement Rules on other item types

If you would like to add the apprenticeship checklist(s) to disbursement rules on other item types, create a new effective-dated row with an effective date on or near 01/01/2025. This ensures the disbursement rules will honor the change.

Define Item Type Rules

Indicators

Groups/Thresholds

Checklists/Tracking

Item Type 912000000520 Worker Retraining TCF

Aid Year 2026

Academic Career: Undergraduate

Institution WA171

Tracking/Messages

Find First 1 of 3 Last

Eff Date 01/01/2025

Status: Active

Description Worker Retraining TCF

+ -

Checklists

Find First 1 of 1 Last

ESP179

Apprenticeship Review

+ -

Tracking

Find First 1 of 1 Last

Service Impact

Find First 1 of 1 Last

User Edit Messages

Find View All First 1 of 1 Last

Type

Msg Code

+ -

ISIR Load, FA Term and Budgets

The WG-A funding application can be loaded using the same process as an ISIR or WASFA file. Student FA Terms and Budgets will be built during the nightly jobset.

The WG-A funding application will have an ISIR transaction number in the range of **85-99** and may include the following comment codes from WSAC:

- **WGA:** Apprentice
- **UPC:** Unusual Parent Circumstance
- **SPC:** Special Circumstance

WCG Eligibility page

A WCG Eligibility page will be created during the nightly jobset for Apprenticeship students. Ineligible students will reflect Eligible=No along with the specified reason, following the same format used for WCG Eligibility. For eligible students, the page displays the following message: *Student submitted Apprenticeship funding application. Review for WG-A.*

NAVIGATION: Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Eligibility View

WCG Elig and Archive Data

WCG Eligible Data

WCG Archive Data

Academic Institution:

Aid Year: 2026 2025-2026 Financial Aid Year

Student ID:

Eligibility Data

Find | View All First 1 of 1 Last

Effective Date: 06/16/2025

Effective Sequence: 1

Operator ID:

FTI label start:

WCG Income: \$100000.00

ISIR Family Size: 4

WCG Family Size: 4

FTI label end:

Number in College: 1

SAI Status: Official

State of Residency: WA

Residency Date: 01/01/2010

Residency Prior:

Have Need > 0: Yes

Bachelors Degree: No

Dependency: Independent

*Citizenship Status:

Transaction Number: 87

*Current Grade Level: 1st yr Attended Before

NSLDS Grade Level: 2nd Year

Lock Eligibility Override:

*Eligible ??: Yes

MFI Percent Calculation: 100

WCG Award Amount: \$492

Message: Student submitted Apprenticeship funding application. Review for WG-A

Calculate

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Checklist Assignment

This checklist identifies students who may be participating in an apprenticeship program. The query selects students enrolled in an academic plan coded with the CTC_APPRENTICESHIP attribute for the prompted aid year. The academic plan must exist in the CTC_APPR_RPT crosswalk, which contains only WSAC WG-A approved academic plans. This crosswalk is maintained by FA Support.

NAVIGATION: Campus Community > Checklists > Run 3C Engine

1. Enter New or use existing Run Control ID
2. Select the **Population Selection** check box
3. Under *Event Selection* populate the following fields:
 - **Academic Institution**
 - **Administrative Function: FINA**
 - **Event ID: FISExx179I** (*Note: this is institution specific- **xx** represents your institution's 2-character checklist naming convention)

Run 3C Engine

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_ASSIGN_ESP179_SC

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records

☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

FINA

Financial Aid

Event ID

FISESP179I

I-Apprenticeship Review

Detail

Communication Key

Checklist Code

ESP179

Apprenticeship Review

Checklist Item

100 ESP179 Apprenticeship Review

4. Under **Population Selection**, choose **PS Query** from the dropdown menu
5. For **Query Name**, enter **QCS_FA_APPR_PLAN_CKL_ASSIGN**
6. Enter the following **Edit Prompts**:
 - **Institution**
 - **Aid Year**

- **Checklist: Exx179** (Apprenticeship Review) – i.e. ESP179, ERE179

Event Selection

Academic Institution Spokane CC

Administrative Function Financial Aid

Event ID I-Apprenticeship Review [Detail](#)

Communication Key

Checklist Code

ESP179 Apprenticeship Review

Checklist Item

100 ESP179 Apprenticeship Review

Comment Category

Population Selection

Selection Tool

Query Name [Launch Query Manager](#) [Preview Selection Results](#)

Query Prompts

*Academic Institution

*Aid Year

*Chklist Itm

7. Select **Preview Selection Results** to see list of students
8. Click on *Manage Duplicate Assignment* tab and make sure **Check Duplicate Checklist** box is selected
9. Under *Additional Conditions to Prevent Duplicate Checklist*, change the **Variable Data** to 'Match' if applicable

Variable Data of 'Match' looks to see if the student already has the checklist assigned for the aid year (for FINA checklist) or term (for FINT checklists) and determines assignment

Leaving the Variable Data blank looks to see if the student already has the checklist assigned ever in their student records and determines assignment

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID WA171_EY_ASSIGN_ESP179_SC
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Duplicate Communication Check

☐ Check Duplicate Communication
[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data

▼

[Explain](#)

Communication Status

▼

[Explain](#)

Duplicate Checklist Check

☒ Check Duplicate Checklist
[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data

Match

▼

[Explain](#)

Checklist Status

▼

[Explain](#)

10. Select **Save**. If you would like to add the checklist assignment to the nightly ISIR Jobset, copy your Run Control ID and add the new Run Control ID to the checklist portion of the ISIR jobset.

Updating FA Term based on Apprenticeship Coordinator Calculation

On the Job Training (OJT) hours are not stored in ctcLink. To ensure accurate enrollment intensity based on OJT and Registered Supplemental Instruction (RSI), Financial Aid must manually override enrollment intensity in FA Term using data from Apprenticeship Coordinators. This data is stored in the Comments box on the Exx179 Apprenticeship Review checklist. After updating the enrollment intensity value, update the FA Load field to align with enrollment intensity. FA Load populates the enrollment reported in the WG-A Payment Request file.

Maintain Student FA Term

FA Term **Acad Level** Statistics Financial Aid Records/Term Info Withdrawal Info

Term Information

Institution Bates Technical College Term 2257 2025 FALL Quarter

Student Data

Effective Date	Sequence	Effective Status	Active
12/01/2025	1	Active	
Academic Career	Undergraduate	Primary Program	Professional Technical
Academic Plan	Machinist Appr AJAC	Academic Sub-Plan	

Override	Calculated Values
Form of Study ☐ Class Enrollment	Class Enrollment
Approved Academic Load ☐ Full-Time	Full-Time
Academic Load ☐ L Less than Half-Time	Less 1/2
Financial Aid Load ☒ T Three Quarter Time	Less 1/2
Academic Level ☐ 20 Sophomore	Sophomore
Projected ☐ 20 Sophomore	Sophomore
Start ☐ 20 Sophomore	Sophomore
End ☐ 20 Sophomore	Sophomore
Course Load Percent 25.00	
Enrollment Intensity Percent ☒ 78	42%

Checklist Management - Person

Checklist Management 1

Checklist Management 2

ID

★

Variable Data

Checklist Date Time

11/24/2025 1:32:47AM

*Administrative Function

FINA

Q

Financial Aid

*Academic Institution

Bates Technical College

▼

*Checklist Code

EBA179

Q

Apprenticeship Review

*Status

Completed

▼

Status Date

11/25/2025

Due Date

12/24/2025

📅

Due Amount

Currency Code

Q

Comments

Student is eligible for Prorated award at 78% per L&I Hours

Save

Return to Search

Notify

Add

Update/Display

Awarding and Disbursing WG-A

Apprentices eligible to receive WG-A funds should be manually awarded using the following item types:

- 912000000150 WCG Apprenticeship
- 912000000151 WCG Apprenticeship Refund Only

WG-A funds are awarded once annually for the full amount. Disbursement occurs in the students' first term of enrollment with Registered Supplemental Instruction (RSI) in the academic year.

Identifying Students Awarded Based on Student Group

The queries below can be used to identify students participating in an Apprenticeship program who have been awarded or received a disbursement based on the **SAPR** student group. For other reconciliation queries, refer to the FA Fund Management Business Process Guide:

<https://ctclinkreferencecenter.ctclink.us/m/92436/l/824944-fa-fund-management-business-process-guide>

NAVIGATION: Reporting Tools > Query > Query Viewer

1. Enter the following query name: **QCS_FA_STUDENT_GROUP_AWARDED**
2. Select **Search**
3. From the Search Results Select HTML or Excel

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

QCS_FA_STUDENT_GROUP_AWARDED

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

Grid

Search

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QCS_FA_STUDENT_GROUP_AWARDED	Awarded Student Group Students	Public	FA REPORTING	HTML	Excel	XML	Schedule	Lookup References	Favorite

4. Enter the following fields:

- **Institution**
- **Aid Year**
- **Student Group: SAPR**

QCS_FA_STUDENT_GROUP_AWARDED - Awarded Student Group Students

*Institution

WA171

Q

*Aid Yr

2026

Q

*Student Group

SAPR

Q

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All

First 1-10 of 10 Last

Row	ID	Institution	Aid Yr	Group Name	First Name	Last Name	FERPA Block	Item Type	Offered	Accepted	Disbursed	Descr
1		WA171	2026	SAPR			N	912000000150	492.00	492.00	0.00	Washington Grant- Apprentice
2		WA171	2026	SAPR			N	912000000150	492.00	492.00	0.00	Washington Grant- Apprentice
3		WA171	2026	SAPR			N	912000000150	492.00	492.00	0.00	Washington Grant- Apprentice

NAVIGATION: Reporting Tools > Query > Query Viewer

1. Enter the following query name: **QCS_FA_GRP_DISB_AWARD**
2. Select **Search**
3. From the Search Results Select HTML or Excel

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

[Advanced Search](#)

Search Results

*Folder View

Query



< < 1-1 of 1 > > | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QCS_FA_GRP_DISB_AWARD	GRP Awrd Actv	Public	FINANCIAL AID	HTML	Excel	XML	Schedule	Lookup References	Favorite

4. Enter the following fields:

- Institution
- Aid Year
- Term
- Group Name: *SAPR*
- From Item Type
- To Item Type

QCS_FA_GRP_DISB_AWARD - GRP Awrd Actv

*Institution

*Aid Yr

*Term

Term (Optional)

Group Name (Optional)

*From Item Type

*To Item Type

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (9 kb)

Row	Aid Yr	Institution	ID	Name	FERPA Block	Term	Item Type	Descr	Career	Disbt ID	Disbt Plan	Short Desc	Offered	Accepted	Authorized	Disbursed	Max Distrib Dt
1	2026	WA270			N	2257	912000000530	Worker Retraining Transport	UGRD	01	01	Fall Disb1	100.00	100.00	100.00	100.00	09/23/2025 10:40:39AM
2	2026	WA270			N	2257	912000000530	Worker Retraining Transport	UGRD	01	01	Fall Disb1	100.00	100.00	100.00	100.00	09/23/2025 10:40:39AM
3	2026	WA270			N	2257	912000000530	Worker Retraining Transport	UGRD	01	01	Fall Disb1	100.00	100.00	100.00	100.00	09/23/2025 10:40:39AM
4	2026	WA270			N	2257	912000000530	Worker Retraining Transport	UGRD	01	01	Fall Disb1	100.00	100.00	100.00	100.00	09/25/2025 9:41:41AM

NAVIGATION: Reporting Tools > Query > Query Viewer

5. Enter the following query name: QCS_FA_GRP_PAY

6. Select **Search**
7. From the Search Results Select HTML or Excel
8. Enter the following fields:
 - **Business Unit**
 - **From Term**
 - **To Term**
 - **Group Name: SAPR**
 - **From Item Type**
 - **To Item Type**

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QCS_FA_GRP_PAY	Item Type Pay Chrg by STD GRP	Public	FA RECON	HTML	Excel	XML	Schedule	Lookup References	Favorite

QCS_FA_GRP_PAY - Item Type Pay Chrg by STD GRP

*Business Unit [Q](#)

*From Term [Q](#)

*To Term [Q](#)

*Group Name [Q](#)

*From Item Type [Q](#)

*To Item Type [Q](#)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10 kb)

View All

Row	Unit	ID	Name	FERPA Block	Acad Year	Item Term	Grant Item Type	Grant Item Type Descr	Grant Amt	Item Nbr	Item Nbr Charge	Item Nbr Payment	Payment ID	Refund Nbr	Payment Amount	Xref Status	Payment Item Type	Payment Item Type Descr	Max Distrib Dt	Preferred Name
1	WA280			N	2026	2261	912000000151	WCG Apprenticeship Refund Only	-4923.00	0000000000000069	0000000000000070	0000000000000069	29	37882	4923.00 R		590000000200	BankMobile Refund	01/09/2026 9:39:24AM	
2	WA280			N	2025	2257	912000000151	WCG Apprenticeship Refund Only	-3545.00	000000000000269	000000000000270	000000000000269	117	38595	3545.00 R		590000000200	BankMobile Refund	02/11/2026 8:15:04AM	
3	WA280			N	2025	2257	912000000151	WCG Apprenticeship Refund Only	-2462.00	000000000000159	000000000000160	000000000000159	77	36687	2462.00 R		590000000200	BankMobile Refund	12/02/2025 9:47:10AM	
4	WA280			N	2026	2261	912000000151	WCG Apprenticeship Refund Only	-492.00	000000000000039	000000000000040	000000000000039	20	37899	492.00 R		590000000200	BankMobile Refund	01/09/2026 9:40:06AM	

Query Name	Definition
QCS_FA_STUDENT_GROUP_AWARDED	Identifies students by prompted student group that have been awarded with an offer amount greater

	than zero. <i>Note students must be active in student group to appear in query results.</i>
QCS_FA_GRP_DISB_AWARD	Prompted by term, student group and item type range, displays student award activity based on the prompts.
QCS_FA_GRP_PAY	Select a Student Group to see the funds that have disbursed for them and what they applied to including refunds.

Generating the WG-A Payment Request

Apprenticeship students cannot be reported along with the students in the regular WCG Interim report csv extract, as the WG-A payment request requires a separate file layout. The ctcLink WG-A payment request will select only the WG-A recipients to be reported to WSAC in the specified csv format.

NAVIGATION: Financial Aid > CTC Custom > CTC Reports > State FA Reporting

- Find an existing Run Control ID or select 'Add New Value' to create a new Run Control ID. *It is recommended that the Run Control ID is separate from WCG Interim Reporting as the parameters will be slightly different*
- Enter the following fields:
 - Institution**
 - Aid Year**
 - File Path:** /CSTRANSFER/WAxxx/WCGyyyy/
 - xxx= your institution code
 - yyyy= the Aid Year in which you are processing
 - Report Type:** leave blank

State FA Reporting

Run Control ID

WA171_WGA_REQUEST_SC

Report Manager

Process Monitor

Run

State FA Report

*Institution

WA171

Spokane CC

*Aid Year

2026

2025-2026 Financial Aid Year

File Path

/CSTRANSFER/WA171/WCG2026/

Report Type

3. Select **Run**
4. On the *Process Scheduler Request* page select the **WCG Apprenticeship Report (CTC_APPR_RPT)** process then **OK**

State FA Reporting

Process Scheduler Request

User ID

CTC_SCASINO

Run Control ID

WA171_WGA_REQUEST_SC

Server Name

Run Date

07/02/2025

Recurrence

Run Time

3:19:45PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	WCG Apprenticeship Report	CTC_APPR_RPT	Application Engine	Web	TXT	Distribution
☐	WA College Grant Report	CTC_SNGRP_AE	Application Engine	Web	TXT	Distribution
☐	Unit Record Report	CTC_URR_AE	Application Engine	Web	TXT	Distribution

OK

Cancel

Note: The process should populate a default of **Type: Web** and **Format: TXT**. **Do not change these values.** Changing these values can prevent the files from generating in View Log/Trace.

5. On the *State FA Reporting* page select **Process Monitor**

State FA Reporting

Run Control ID WA171_WGA_REQUEST_SC
[Report Manager](#)
[Process Monitor](#)
[Run](#)

State FA Report

*Institution WA171

Spokane CC

*Aid Year 2026

2025-2026 Financial Aid Year

File Path /CSTRANSFER/WA171/WCG2026/

Report Type

6. Ensure the process runs to **Success** and **Posted**
7. Select the **Details** link to access the *Process Detail* page

Process Monitor

[Process List](#)
[Server List](#)

View Process Requests

User ID CTC_SCASINC

Type

Last

1

Years

[Refresh](#)

Server

Name

Instance

Range

[Clear](#)

Run Status

Distribution Status

☒ Save On Refresh

[Report Manager](#)

[Reset](#)

Process List

1-39 of 39

[View All](#)

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	202605740		WA171_WGA_REQUEST_SC	Application Engine	CTC_APPR_RPT	CTC_SCASINO	07/02/2025 3:19:45PM PDT	Success	Posted	Details	Actions

8. On the *Process Detail* page select the **View Log/Trace** link

Process Detail

Process

Instance	202605740	Type	Application Engine
Name	CTC_APPR_RPT	Description	WCG Apprenticeship Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	WA171_WGA_REQUEST_SC
Location	Server
Server	PSUNX
Recurrence	

Update Process

- ☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
 ☐ Restart Request

Date/Time

Request Created On	07/02/2025 3:20:21PM PDT
Run Anytime After	07/02/2025 3:19:45PM PDT
Began Process At	07/02/2025 3:20:32PM PDT
Ended Process At	07/02/2025 3:20:46PM PDT

Actions

- [Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)
- [Transfer](#)
[View Locks](#)

- Select the **WCG Apprenticeship_XXXX.csv** link

View Log/Trace

Report

Report ID 18618935 **Process Instance** 202605740 [Message Log](#)
Name CTC_APPR_RPT **Process Type** Application Engine
Run Status Success

WCG Apprenticeship Report

Distribution Details

Distribution Node local **Expiration Date** 08/01/2025

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_APPR_RPT_202605740.log	236	07/02/2025 3:20:46.683151PM PDT
AE_CTC_APPR_RPT_202605740.trc	271	07/02/2025 3:20:46.683151PM PDT
WCG Apprenticeship_202605740.csv	2,532	07/02/2025 3:20:46.683151PM PDT

10. A download request will be opened depending on browser. Save the csv to a desktop or network drive.



Troubleshooting the WG-A Payment Request in ctcLink

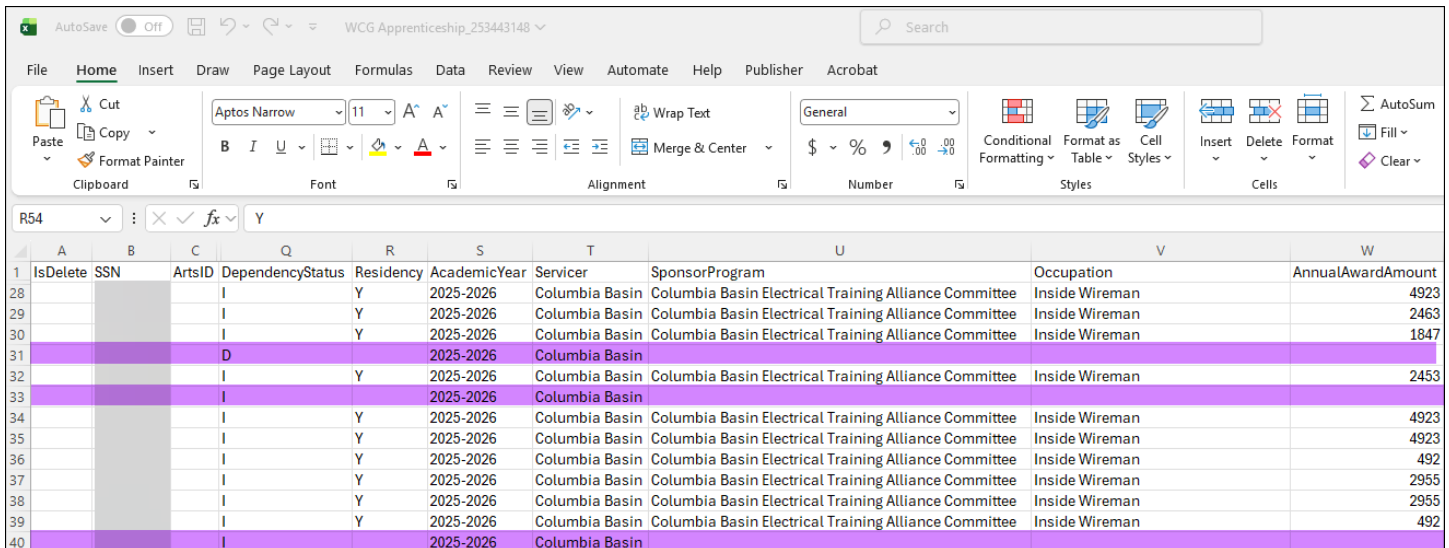
Acad Plans in WG-A Payment Request

When the Acad Plan is displayed under SponsorProgram and Occupation, this means the plan has not been mapped in the crosswalk. As apprenticeship plans become WG-A approved, the crosswalk will need to be updated. Please submit a ticket using the following request type so that to FA Support can update the crosswalk: **ctcLinkSupport > Financial Aid > FA: WCG Interim**

U	V	W
SponsorProgram	Occupation	AnnualAwardAmount
AJAC - Production Apprenticeship Committee	Machinist	492
AJAC - Production Apprenticeship Committee	Machinist	2462
FIGFIAPR	FIGFIAPR	4923
FIGFIAPR	FIGFIAPR	4923

Blank rows in WG-A Payment Request

Some colleges have reported that apprenticeship applicants who were not awarded may appear as blank rows in the WG-A Payment Request csv. Until the WG-A Payment Request can be updated to exclude those students, please delete the blank rows from the csv file before loading it to the WSAC portal.



	A	B	C	Q	R	S	T	U	V	W
1	IsDelete	SSN	ArtsID	DependencyStatus	Residency	AcademicYear	Servicer	SponsorProgram	Occupation	AnnualAwardAmount
28			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	4923
29			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	2463
30			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	1847
31			D			2025-2026	Columbia Basin			
32			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	2453
33			I			2025-2026	Columbia Basin			
34			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	4923
35			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	4923
36			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	492
37			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	2955
38			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	2955
39			I		Y	2025-2026	Columbia Basin	Columbia Basin Electrical Training Alliance Committee	Inside Wireman	492
40			I			2025-2026	Columbia Basin			

Uploading the WG-A Payment Request to WSAC

Valid Offerings for Upload

Staff with permission to upload to the WSAC portal should see a header of **Valid Offerings for Uploading** with entries in the list.

No file chosen

Valid Offerings for Uploading

Academic Year	Occupation	Sponsor Program	Max Award
2025-2026	Logistics Specialist	AJAC - Logistics & Operations Apprenticeship Committee	4923
2025-2026	Operations Specialist	AJAC - Logistics & Operations Apprenticeship Committee	4923

Successful Upload

A successful upload to the Apprentice Upload Page will appear as below with a message indicating the file has been accepted.


WG-A Application Management
App Mgmt
Dev Routes

TRAINING

Stephanie Casino

Apprentice Upload Page

Your file has been accepted! Please review the pending changes below.
If everything looks good, click 'Submit' below and the following things will happen:

Category	Count
----------	-------

Troubleshooting WSAC Upload Issues

Below are examples of possible errors from the file upload. WSAC's Portal will indicate which line(s) on the file are creating the error and require resolution.


WG-A Application Management
App Mgmt
Dev Routes

TRAINING

Stephanie Casino

Apprentice Upload Page

The file you uploaded is formatted incorrectly.
Please review the items below and try again.

Message	Line Number(s)
A value is required for Residency	3

Cancel Upload
Submit

P	Q	R	S	T	U	V	W
BirthDate	Dependen	Residency	AcademicYear	Service	SponsorP	Occupatic	AnnualAw
	D	Y	2025-2026	Spokane C	AJAC - Pro	Machinist	2462
	I		2025-2026	Spokane C	AJAC - Log	Operation	492
	I	Y	2025-2026	Spokane C	AJAC - Pro	Machinist	2954
	D	Y	2025-2026	Spokane C	AJAC - Pro	Machinist	1206

Explanation: Valid values for Residency are **Y** or **N**. Blank is not acceptable. Check Residency in campus Bio Demo.


WG-A Application Management
App Mgmt
Dev Routes

TRAINING

Stephanie Casino

Apprentice Upload Page

The file you uploaded is formatted incorrectly.
Please review the items below and try again.

Message	Line Number(s)
Invalid state "	5
A value is required for StreetAddress	5
A value is required for City	5
A value is required for State	5
A value is required for Zip	5

Cancel Upload
Submit

	A	B	C	D	E	F	G	H	I	J
1	IsDelete	SSN	ArtsID	LastName	FirstName	MiddleName	StreetAddress	City	State	Zip
2						H			WA	
3									WA	
4									WA	
5						L				
6										

Explanation: If a student does not have an address in Bio Demo or their address is set to Inactive, the csv file will not populate with the required address information.


WG-A Application Management
App Mgmt
Dev Routes

TRAINING

Stephanie Casino

Apprentice Upload Page

The file you uploaded is formatted incorrectly.
Please review the items below and try again.

Message	Line Number(s)
Enrollment status and expected payment amounts must be paired	3

Cancel Upload
Submit

W	X	Y	Z	AA
AnnualAwardAmount	SummerOneEnrollmentStatus	SummerOneExpectedPayment	FallEnrollmentStatus	FallExpectedPayment
492	Not Enrolled	0	Not Enrolled	0
4923	Not Enrolled	0	Full Time	2461
492	Not Enrolled	0	Full Time	492
492	Not Enrolled	0	Not Enrolled	0
1206	Not Enrolled	0		1206

Explanation: If students FA Load is overwritten to N but student was awarded, the Enrollment Status will display as blank. If student is truly not enrolled and no award exists, Enrollment Status will show correctly as Not Enrolled and the [TERM] Expected Payment will populate as \$0.

Entering Apprenticeship Information as an Apprenticeship Coordinator

Apprenticeship Coordinators may need guidance on accessing and using student checklists. The below explains how to access the student checklist and enter comments.

Required Security

To work with apprenticeship checklists, Apprenticeship Coordinators need the following permissions, which must be configured by the Local Security Administrator (LSA):

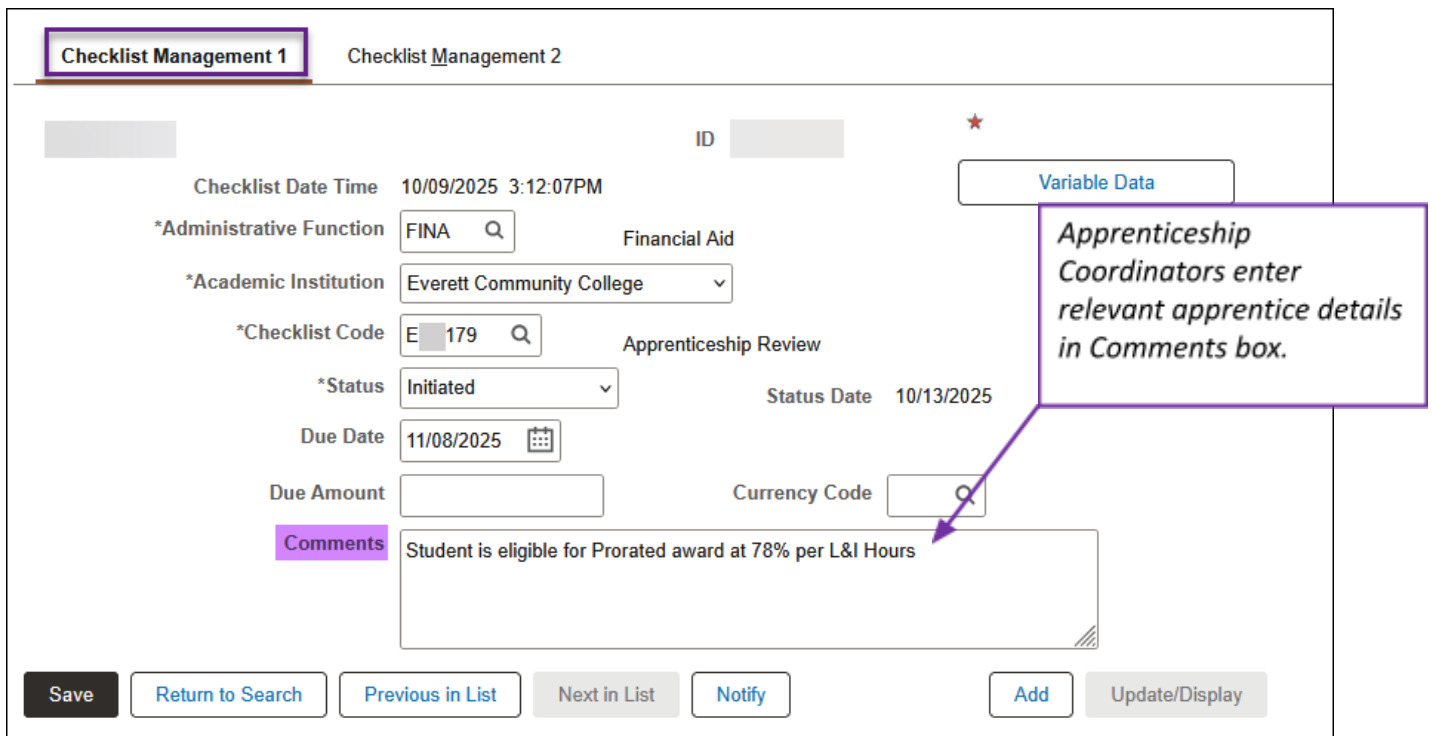
- Role Assignment: **ZZ CC 3Cs User**
- 3C Group Security: **APPR**
<https://ctclinkreferencecenter.ctclink.us/m/56084/l/1627038-cs-9-2-sacr-security-3cs-group-security>
- *Optional* Financial Aid Access: If financial aid would like the apprenticeship coordinator to have access View Financial Aid Status page, the LSA must also assign the **ZZ FA Student Aid Info** role.

Note: All security permissions must be configured by your LSA before you can access apprenticeship checklists

Option 1: Checklist Management Page

NAVIGATION: Campus Community > Checklists > Person Checklists > Checklist Management - Person

1. Enter the student's **EMPLID** and the checklist code **Exx179** (*Note: this is institution specific- **xx** represents your institution's 2-character checklist naming convention)
2. Select **Search**
3. Select the **Checklist Manage 1** tab
4. Enter relevant apprentice details in the **Comments** box



Checklist Management 1 Checklist Management 2

ID

Checklist Date Time 10/09/2025 3:12:07PM [Variable Data](#)

*Administrative Function Financial Aid

*Academic Institution

*Checklist Code Apprenticeship Review

*Status Status Date 10/13/2025

Due Date

Due Amount Currency Code

Comments Student is eligible for Prorated award at 78% per L&I Hours

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

Apprenticeship Coordinators enter relevant apprentice details in Comments box.

5. Select the **Checklist Manage 2** tab
6. From the ***Status** field, choose *Waived* from the dropdown list

Checklist Management 1

Checklist Management 2

ID

★

Variable Data

Checklist Date Time

10/09/2025 3:12:07PM

*Administrative Function

FINA

Financial Aid

*Academic Institution

Everett Community College

*Checklist Code

E 179

Apprenticeship Review

*Status

Initiated

Status Date

10/13/2025

Due Date

11/08/2025

Due Amount

Currency Code

Comments

Student is eligible for Prorated award at 78% per L&I Hours

Save

Return to Search

Notify

Add

Update/Display

Apprenticeship Coordinators enter relevant apprentice details in Comments box.

6. Select the **Checklist Manage 2** tab
7. From the ***Status** field, choose *Waived* from the dropdown list
8. Select **Save** button

Checklist Management 1

Checklist Management 2

ID

★

Checklist Date Time

10/09/2025 3:12:07PM

Administrative Function

Financial Aid

Status

Completed

Academic Institution

Everett Community College

Status Date

10/13/2025

Checklist Code

Apprenticeship Review

Due Date

11/08/2025

Checklist Item Table

*Sequence

100

*Item

E 179

ApprRev

*Status

Waived

*Status Date

10/13/2025

*Due Date

11/08/2025

Responsible ID

Name

Everett Community College, Financial Aid Office

Save

Return to Search

Notify

Appendix I: Configure Award Message for WG-A

Create a custom award message for WG-A recipients that displays in Self Service.

NAVIGATION: Set up SACR > Product Related > Financial Aid > Awards > Award Messages

1. Insert a new row and enter the associated award message.
2. Create a new effective dated row with today's date on the WG-A item type(s).
3. Add the award message code to the FA Item Type 3 tab.



Award Messages

SetID: WA171

Aid Year: 2025 2024-2025 Financial Aid Year

Copy

Find | View All First 7-10 of 10 Last

*Code	Description	
TW	You have been awarded a SCC Tuition Waiver. To maintain eligibility, you must: Be a Washington State resident <i>Be enrolled in at least six (6) credits.</i>	+ -
WBG	You have been awarded a Washington Bridge Grant. To maintain eligibility, you: Must be awarded Washington College Grant; <i>Cannot be eligible for Collana Round Scholarship.</i>	+ -
WCG	You have been awarded a Washington College Grant. Subject to Award Terms and Conditions. To maintain eligibility, you: <i>Must be a Washington State resident.</i>	+ -
WKST	You have been awarded Work Study as part of your financial aid award. The Work Study program helps you fund your college education and gives you occupational experience in your program of study, with on- or off-campus employment. It is a job and does not pay.	+ -

Save Return to Search Notify Add Update/Display