



# **CAREER LAUNCH ENROLLMENT FULL-TIME EQUIVALENT STUDENTS (FTES)**

## *2025-2026 PROGRAM AND FISCAL GUIDELINES*

Washington Student Achievement Council

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[wsac.wa.gov](https://wsac.wa.gov)

The Washington Student Achievement Council reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

*Document updated July 11, 2024*

# Deadlines and Milestones

Applications are available July 1, 2023, and will be reviewed on an ongoing basis. Annual end-of-year program and fiscal reports are due to WSAC on July 31 of the following year, and may be adjusted based on date of award.

WSAC will review program applications on a rolling basis.

# WSAC Contact Information

## Program Administration Questions

Washington Student Achievement Council

EMAIL: [CLGrants@wsac.wa.gov](mailto:CLGrants@wsac.wa.gov)

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# Allocation Program Overview

The Washington Student Achievement Council is committed to increasing educational opportunities and attainment in Washington. In support of advancing educational attainment for all Washingtonians, we commit to fostering a culture of equity, diversity, and inclusion among our staff and in all areas of our work.

The intent of funding provided in this allocation program is to provide for new or expanded enrollments within eligible Career Launch endorsed programs for public four-year institutions in Washington state.

Part of the Career Connect Washington initiative, Career Launch programs provide students with real-life work experience related to their classroom studies. Students graduate with skills to be competitive in the job market and with a valuable credential beyond a high school diploma.

Career Connect Washington describes Career Launch as “the most intensive type of career connected learning program.” Its goal is to have 60 percent of young adults beginning in the class of 2030 participate in a Career Launch program. Public four-year institutions are encouraged to become familiar with all elements of Career Connect Washington, including funding opportunities for program development and coordination, prior to submitting an application for FTES funds. Further information can be found at the [Career Connect Washington website](#).

Resources made available through this allocation program will support the implementation of new and expanded Career Launch endorsed programs by providing Full-Time Equivalent Student (FTES) funding to successful applicants. This allocation program will provide for building capacity for career connected workforce training that integrates the principles of work-based learning in high demand occupations where unmet employer demand exists for programs. Capacity building will be accomplished, in part, by ensuring that students have access to training, simulations, and equipment that advance high quality workforce programs, integrate supervised paid work-based learning experiences, align classroom learning with both academic and employer standards, and lead to a valuable credential(s) beyond the high school diploma or confer at least forty-five institution credits towards a two-year or four-year postsecondary credential.

Programs awarded funding are expected to demonstrate a commitment to equity and diversity in congruence with WSAC’s [strategic priorities](#).

## Governing Legislation

In 2022, funding to grow Career Launch endorsed program enrollments was appropriated through [ESSB 5693](#), section 609 (9) solely for Career Launch grants for public four-year institutions. In 2023, funding is made available through [ESSB 5187](#). ESSB Career Launch Programs are defined in statute under [RCW 28C.30.020](#).

# Applicant Guidelines

## Who May Apply

A public four-year institution may apply for funding for credit bearing programs that have received a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group's Career Launch Endorsement Review Team as established and required by Section [RCW 28C.30.040](#). More information on the Career Launch Endorsement Review process can be found on the [SBCTC website](#). Institutions are encouraged to collaborate with business, industry, labor, and workforce development partners in the development of Career Launch programs.

A public four-year institution may propose more than one program for Career Launch funding. In those cases, please submit a separate funding proposal for each program.

Institutions funded through a Career Launch Enrollment FTES allocation, and are not subject to the redistribution policy outlined in these guidelines, are eligible to apply for future awards and any available redistribution funds for new or expanded enrollments not previously supported by Career Launch Enrollment FTES at the institution.

Institutions funded through the initial Career Launch Enrollment FTES allocations and that would like to expand programs that successfully meet enrollment targets are eligible to apply for additional growth in future program years should funding become available. Please note that additional growth in future years must be supported in a future application.

Note: If funding is available in future years through additional funding or redistribution, priority consideration will not be given to any college based on any previous performance for Career Launch Enrollment FTES, but rather the consideration will be based on the funding priorities established by future allocation guidelines.

## Eligible Programs

Per [ESSHB 2158 Sec. 57 \(d\)](#), programs to be considered for Career Launch Enrollment FTES must have received a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group's Career Launch Endorsement Review Team.

To receive the Career Launch endorsement, institutions must complete the [Career Launch Endorsement Review \(CLER\) application](#).

WSAC will accept Career Launch Enrollment proposals that can demonstrate they have CLER applications pending review. Any funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement.

Career Launch programs can take three general paths towards endorsement:

- Registered apprenticeships — automatically receive Career Launch endorsement. An endorsement application is not necessary.
- Existing college programs — will need to demonstrate that they meet Career Launch criteria in the endorsement application.

- New educational programs — must go through their standard program-approval processes before applying for Career Launch endorsement.

Questions regarding program endorsement can be emailed to [programapproval@sbctc.edu](mailto:programapproval@sbctc.edu), or refer to the [Career Launch Endorsement Guidelines](#).

The program for which funding is requested must meet the following requirements before receiving an allocation:

1. Have submitted a successful application for Career Launch endorsement.
2. Have received written notification of endorsement from the Career Launch Endorsement Review Team, which includes collaboration with secondary education partners, business, industry, labor, and workforce development partners.<sup>1</sup>

## Application Process

Proposals must be submitted to the Washington Student Achievement Council via email [CLGrants@wsac.wa.gov](mailto:CLGrants@wsac.wa.gov) in accordance with the deadlines outlined on page two.

Questions regarding technical assistance or program development can be directed to [CLGrants@wsac.wa.gov](mailto:CLGrants@wsac.wa.gov). WSAC staff is available to discuss your application prior to submission and can assist in connecting or navigating the Career Connected learning space.

## Application Review and Evaluation Criteria

This is an allocation for new and expanding Career Launch programs.

Proposals will be evaluated based on the strength of how they meet criteria set forth in Appendix B. Evaluation Criteria. There are 5 major evaluation criteria:

1. **New capacity for Career Launch program(s):** The proposal will expand Career Launch capacity through either a new program or expansion of an existing program. Evidence shows that student recruitment and retention efforts will ensure equitable access to the program for underserved populations.
2. **Timeline:** The proposal lays out a timeline for implementation that demonstrates a clear path to expand Career Launch capacity.
3. **Coordination:** The proposal explains how the academic setting and work site will be coordinated to support students, employers, and instructors. Issues related to equity and diversity must be addressed in the proposal.
4. **Demand:** Demonstrated labor market demand for the workers, skills, and credentials promoted by the programs, as evidenced in Attachment C: Labor Market Demand.
5. **Employer engagement:** Demonstrated employer engagement that is sufficient to provide supervised, paid work experience for the number of students expected to participate, as evidenced in elements of Attachment C: Labor Market Demand.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadlines described above will be evaluated by WSAC. WSAC reserves the right to scale proposals as needed.

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<sup>1</sup> WSAC will accept Career Launch Enrollment proposals that can demonstrate they have CLER applications in progress.

WSAC will make final funding determinations based on the entirety of the review combined with final program and fiscal reviews.

Public four-year institutions whose proposal meets minimum criteria may be contacted by WSAC for a question and answer session after the initial review process.

Applicants will be notified of their status via email.

## Funding for Career Launch Enrollment FTES

Funding was made available by [ESSB 5693](#), which provided FY23 funding from the Workforce Education Investment Account for enrollment growth in Career Launch programs at public four-year institutions. For Fiscal Years 2023 and 2024, funding is made available through [ESSB 5187](#).

Through this allocation process:

- Funding will be provided at a \$8,000 per FTES value
- Total FTES to be distributed: 116 FTES
- No more than one-third of the workforce education investment funds available to public four-year institutions can be allocated to any single campus.

## Allowable Expenses

Funding is intended to support the extraordinary costs associated with the startup or expansion of Career Launch endorsed programs. Funds may be used for:

- System resources
- Curriculum development and delivery
- Integration of information about what students need to know and be able to do in order to work in their Career Launch employment placements
- Facility preparation
- Goods and services associated with the program
- The implementation of industry-defined skill standards credentials or certifications
- Coordination with Career Connected Intermediaries and regional networks
- Facilitation of supervised paid work experiences for enrolled students.

Use of funds beyond these purposes is not prohibited, but requires consultation with WSAC and written approval.

## Proposal Overview

This funding is intended to support a net growth in FTES, not to fund existing FTES. Programs must be credit-bearing and generate FTES.

Areas that must be addressed in the proposal are as follows:

## Program Description

Descriptions must include:

- Title of program
- Type of program - Certificate (45 Credits or more) or Degree
- Program location
- CIP and EPC
- Quarter(s) or semester(s) per year the program is offered
- Total students served per year
- Intended enrollment (headcount) each year for three years (2025-25, 2026-27, 2027-28)
- Intended program capacity (FTES) each year for three years (2025-25, 2026-27, 2027-28)
- Anticipated program completers each year for three years (2025-25, 2026-27, 2027-28)

## Budget and Budget Narrative

All applications must include your program budget for this fiscal year (FY25). On your Attachment B: 3-Year Budget Plan document, include your FY25 budget and narrative, as well as projected budgets and budget narrative for the next 2 years. The institution will be required to submit a revised budget annually through a recertification process of the allocation until the institution has met enrollment growth targets. Annual budget totals should remain constant for each of the 3 years, with adjustments based on FTES.

## Labor market Demand

Career Launch funding is intended to support program expansion where there is unmet labor market demand. Proposals should include evidence that there is demand in the labor market for the skills, knowledge and credentials promoted by the program. They should also show strong employer engagement.

## Career Launch Endorsement of Program

Institutions must demonstrate the proposed program in the application has received the appropriate Career Launch endorsement. Career Launch endorsement of the proposed program shall be identified by providing your letter of endorsement from the Career Launch Endorsement Review Team as an attachment. WSAC will accept Career Launch Enrollment proposals that can demonstrate they have CLER applications pending review. Any funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement.

## Summary of Required Application Components

Download the templates from the links below. Submit all components in one document as a single PDF to [CLgrants@wsac.wa.gov](mailto:CLgrants@wsac.wa.gov).

- Template A: [Program Description](#)



- Template B: [3-Year Budget Plan](#)
- Template C: [Labor Market Demand](#)
- Career Launch Endorsement Letter

## Program and Fiscal Reporting

WSAC will establish a programmatic baseline FTES value for all funded proposals and monitor institution performance toward FTES targets on an annual basis. For existing programs applying for expansion FTES, baselines are the lesser of the two-year average FTES of the program or the most recent academic year FTES. If an institution's performance does not meet the established FTES targets, future funding may be impacted in accordance with the Redistribution Policy outlined in Appendix A.

A final program and fiscal evaluation of the project is due to WSAC on or before July 31, 2025 and each subsequent year until the program has met or exceeded their Career Launch Enrollment FTES target (see "Achieving Target Goals" for target details). WSAC will provide the template that identifies the *minimum* items to be addressed in the evaluation.

By February 2025, and each subsequent year until the program has met or exceeded their enrollment target, a mid-year program and fiscal status update of the project is due to WSAC. A report template will be provided that identifies the *minimum* items to be addressed in the status update.

Reporting includes the itemized disclosure of institution fund use, including whether funds were used in compliance with allowable expenses and alignment with programmatic and legislative intent.

Institutions are required to report to WSAC as early as practicable any intent to end a program funded under this program as well as any action that terminates a program funded under this program. This requirement remains in place until one of three things occur: (1) the institution meets or exceeds its enrollment target and funds move into a permanent allocation, (2) the institution voluntarily returns the allocation and ends participation in the program, or (3) becomes subject to the Redistribution Policy and returns the allocation to WSAC.

## Probation

If an institution falls short of 100% of their Career Launch Enrollment FTES by their second full year of funding, they will enter probation status. The institution will be funded at the same amount for the second funding year, and if they subsequently meet 100% of their target in the second year, probation status will be lifted. However, if targets are not met during the probation year, the institution is then subject to the Redistribution Policy.

## Redistribution

If an institution falls short of 100% of their Career Launch Enrollment FTES during the probation year, the institution is subject to a reduction in FTES. The reduction will be equal to the difference between the target and actual FTES met during the probation year. If the difference between target and actual FTES is greater than the amount provided by the Career Launch Enrollment FTES, the total reduction will not exceed the amount awarded. At this point, institutions have the option to opt-out of the Career Launch Enrollment FTES and return all awarded FTES for redistribution.

Funding and FTES recaptured as a result of the redistribution policy will be offered to all public four-year institutions for a new round of competitive proposals.

## **Annual Allocations**

Allocations are made available contingent on the continued support of this allocation program by the Washington State Legislature and the Workforce Education Investment Account Oversight Board.

The projected allocation numbers provided for planning purposes do not include enforcement of the Redistribution Policy. WSAC staff will contact institutions that may be subject to the Redistribution Policy to discuss potential impacts on allocations. The Redistribution Policy is enforced after annual enrollments are reported, usually in late-July.

# Appendix A: Redistribution Policy

## Probation

If an institution falls short of 100% of their Career Launch Enrollment FTES by their second full year of funding, they will enter probation status. The institution will be funded at the same amount for the second funding year, and if they subsequently meet 100% of their target in the second year, probation status will be lifted. However, if targets are not met during the probation year, the Institution is then subject to the Redistribution Policy.

## Redistribution

If an institution falls short of 100% of their Career Launch Enrollment FTES during the probation year, the institution is subject to a reduction in FTES. The reduction will be equal to the difference between the target and actual FTES met during the probation year. If the difference between target and actual FTES is greater than the amount provided by the Career Launch Enrollment FTES the total reduction will not exceed the amount awarded. At this point, institutions have the option to opt-out of the award Career Launch Enrollment FTES and return all awarded FTES for redistribution.

Funding and FTES recaptured as a result of the redistribution policy will be offered to public four-year institutions for a new round of proposals.

## Annual Allocations

Allocations are made available contingent on the continued support of this allocation program by the Washington State Legislature and the Workforce Education Investment Account Oversight Board.

The projected allocation numbers provided for planning purposes do not include enforcement of the Redistribution Policy. WSAC staff will contact institutions that may be subject to the Redistribution Policy to discuss potential impacts on allocations. The Redistribution Policy is enforced after annual enrollments are reported, usually in late-July.

## Implementation

FY25: First year of funding.

FY26: Institutions who received funding in FY25 to receive the same dollar amount in FY26 **or higher** if meeting FTEs goals and funding is available. WSAC staff will request a multi-year budget submittal and brief narrative from institutions regarding long term planning for the programs funded with CL FTES.

FY27: If targets are not achieved in FY27, and the institution is on probation, targets and funding are adjusted as a result of the Redistribution Policy. Redistribution will be the difference between target and actual FTES, not to exceed the amount provided in initial CL FTES funding.

# Appendix B: Evaluation Criteria

## Part 1: Minimum Requirements to Qualify for Review

Scale: Meets or Does Not Meet Criteria. Proposals must “meet the criteria” in items 1-3 to be considered for funding.

Criteria	Standard
1. Proposal contains all required elements including attachments.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria
2. Career Launch program endorsement from the Career Connected Learning Cross-Agency Work Group included. (registered apprenticeships are automatically endorsed).	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Pending <input type="checkbox"/> Does Not Meet Criteria
3. Proposal assurances document contains the required signature(s).	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria

## Part 2: Proposal Evaluation Criteria

Scale: 1-5 scale where 1 represents the LOWEST possible score and 5 represents the HIGHEST possible score for each given criterion.

1. Does not meet the criteria. Information is incomplete or otherwise not suitable for consideration.
2. Information is present, but incomplete or inadequate for evaluation purposes. Additional detail would be needed in order to fully evaluate.
3. Adequately meets the criteria and is suitable for consideration.
4. Meets the criteria, provides a good amount of detail, and provides a good plan for achieving enrollment goals. Recommended for consideration.
5. Exceeds the criteria, is detailed and complete, and provides a thorough plan for achieving enrollment goals. Highly recommended for consideration.

Criteria	Scale	Examples of how criteria can be demonstrated
<p>1. New Capacity for Career Launch Program(s):</p> <p>The proposal will expand Career Launch capacity through either a new program or expansion of an existing program.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Detail in Attachment A: Program Expansion Description:</p> <ul style="list-style-type: none"> <li>• Whether the program is new and/or expands the capacity of existing program.</li> <li>• Described length of training and pertinent program design elements.</li> <li>• Description of current program capacity and 5-year projections on growth planned</li> <li>• If a new program, 5-year projections on capacity and growth planned.</li> <li>• A plan for recruiting students to enroll in the program. Evidence that student recruitment and retention efforts will ensure equitable program access, retention and completion for underserved populations.</li> </ul>
<p>2. Timeline:</p> <p>The proposal lays out a timeline for implementation that demonstrates a clear path to expand Career Launch capacity.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Detail in the Attachment A: Program Expansion:</p> <ul style="list-style-type: none"> <li>• Steps to implement the proposal are logical, clear, and sufficiently detailed to indicate likelihood of success.</li> <li>• The timeline demonstrates an understanding of the complexities of orchestrating all elements of a Career Launch program.</li> </ul>
<p>3. Coordination:</p> <p>Explanation of how academic setting and worksite will be coordinated to support students, employers, and get feedback to instructors</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Detail in the Attachment A: Program Expansion.</p> <ul style="list-style-type: none"> <li>• Description of planned coordination efforts are logical, clear and sufficiently detailed to indicate likelihood of success</li> <li>• Attention to issues of equity and diversity.</li> <li>• Description of planned coordination efforts demonstrates an understanding of the complexities of orchestrating all elements of a Career Launch program</li> </ul>

<p>4. Demonstrated labor market demand for the workers, skills and credentials promoted by the program.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Detail in Attachment C: Labor Market Demand:</p> <ul style="list-style-type: none"> <li>• Use of state, regional, and local labor market data to demonstrate program demand and density of regional need</li> <li>• Strength of education-industry partnerships in program planning, design, and improvement</li> <li>• Use of industry-defined skill standards for program planning, design, and improvement</li> </ul>
<p>5. Demonstrated employer engagement that is sufficient to provide supervised, paid work experience for the number of students expected to participate.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Career Launch Program Endorsement Letter and any other supporting details and/or in Attachment C: Labor Market Demand:</p> <ul style="list-style-type: none"> <li>• Address of worksite(s) where Career Launch students will complete supervised training.</li> <li>• Hourly wage for Career Launch participants.</li> <li>• Employer letters of support or signatures on letter of endorsement</li> </ul>