

# Career Launch Endorsement Review (CLER) Application

## Business/Medical Office Programs



INSTITUTION \_\_\_\_\_

PROPOSED PROGRAM \_\_\_\_\_

PROGRAM CIP \_\_\_\_\_ PROGRAM EPC (Legacy) \_\_\_\_\_ PLAN CODE (PeopleSoft) \_\_\_\_\_

NAICS Code \_\_\_\_\_

Please note: **Registered Apprenticeship programs become automatically endorsed for Career Launch.**  
You need not submit an application.

CONTACT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Chief Academic Officer

\_\_\_\_\_  
Date

Application contact: Scott A. Copeland  
Associate Director, College Relations and Policy Guidance  
Education Division  
Washington State Board for Community and Technical Colleges  
Office: 360-704-4397  
Cell: 360-791-6026

*Applications reviewed monthly and are due the first business day of the month.*

Electronic submissions only to [scopeland@sbctc.edu](mailto:scopeland@sbctc.edu)

## Introduction

The Career Launch Program Endorsement recognizes high-quality career connected learning opportunities addressing persistent educational opportunity gaps, meeting the talent needs of employers and leading to academic learning and building awareness of, exposure to, and preparation for career opportunities.

## Application Materials

This abbreviated application is designed to assist the Career Launch application process for adding similar fields of study previously endorsed.

Please note the following:

- Respond completely to the following three (3) checklist requirements in your submission packet.
- Include letter(s) of endorsement and letter(s) of employer partners.
- Submit your completed application to Scott Copeland at [scopeland@sbctc.edu](mailto:scopeland@sbctc.edu).

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## Program and Industry-Related Checklist

P1. Program description including length of program in years and total hours (including split between classroom and worksite). Include program plan/degree planner.

I-R1. Address of worksite(s) where Career Launch students will complete supervised training

I-R2. Hourly wage of Career Launch participants

End of Application