



CAREER CONNECT WASHINGTON
CAREER LAUNCH

Career Launch Endorsement Review (CLER) Post-Secondary Application



INSTITUTION _____

PROPOSED PROGRAM _____

PROGRAM LEVEL (CHECK ALL THAT APPLY):

- College Certificate
- College Associate Degree
- College Bachelor Degree
- Industry Recognized Certificate(s)

PROGRAM CIP _____ PROGRAM NAICS CODE _____

COMMUNITY AND TECHNICAL COLLEGES ONLY:

PROGRAM EPC (Legacy) _____ PLAN CODE (PeopleSoft) _____

CONTACT INFORMATION

Name: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Chief Academic Officer

Date

Application contact: Scott A. Copeland
Associate Director, College Relations and Policy Guidance
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

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

The following checklists outline the specific requirements for a CLER application. Additional evidence (e.g. existing program outcomes) may be submitted with your checklist responses.

Please note the following:

- Respond completely to the following three (3) checklists in your submission packet.
- Page limit: 20 pages, including letters of endorsement and letters of employer partners.
- Registered Apprenticeships are automatically Career Launch endorsed. No application required.
- Submit your completed application to Scott Copeland at scopeland@sbctc.edu.

Program Checklist

- P1. Program description including length of program in years and total hours (including split between classroom and worksite).
- P2. Estimated number of hours per week at worksite and in classroom (this approach may shift throughout the program).
- P3. Demonstration of labor market demand for specified skills/career in local region.
- P4. Current count of student enrollment (headcount and full-time equivalent), five year projected count of student enrollment (headcount and full-time equivalent), student completion (headcount and full-time equivalent), and anticipated employer participation. Please note, CTC System colleges: The Plan/EPC code, CIP code, and current year data will be verified by SBCTC staff before the application will move forward for endorsement consideration.
- P5. Concise description of development process to create the Career Launch program (e.g. who was involved, when, how was the program piloted, etc.). Include a listing of program advisory committee members and their affiliation to the program.
- P6. Signed letter of endorsement from all relevant partners, stakeholders and regional networks (including employers, labor organizations, academic institutions, community-based organizations, individuals, and other relevant stakeholders in support of the proposed Career Launch program). Regional network endorsement preferred.
- P7. Description of resources, supports, or other processes to recruit and support students from underserved backgrounds (e.g. including students of color, students from low income families, English language learners, students with disabilities, foster students, students experiencing homelessness, students from single parent homes, and other populations that face barriers to employment); or create an implementation plan to do so.

Industry-Related Checklist

- I-R1. Address of worksite(s) where Career Launch students will complete supervised training.
- I-R2. Hourly wage rate or stipend (total stipend must cover the total number of hours worked divided by *no less than* the state minimum hourly rate) for Career Launch participants.
- I-R3. List of entry-level positions and associated job descriptions for which a Career Launch student would be eligible for upon completion.
- I-R4. List of specific skills and competencies required for completion of Career Launch program, with demonstrated alignment to entry-level positions, job descriptions, and average local salary ranges.
- I-R5. Employer attests that Career Launch program is in compliance with required federal, state, and local regulations.
- I-R6. Employers will outline a student supervision and mentorship model.
- I-R7. Description of common career pathway(s) beginning with entry-level position specified with demonstration of likely salary growth over specified time period.
- I-R8. Demonstrated competency alignment with relevant professional standards for specified entry-level positions when applicable.
- I-R9. Signed letter from employers partners attesting that Career Launch completers will be ready for specified entry-level jobs, including an optional, non-binding commitment estimating number of Career Launch completers they plan to interview/hire over the first three years of the program.

Academic-Related Checklist

- A-R1. List of academic institution(s) providing career-aligned instruction for Career Launch program.
- A-R2. Curriculum scope and sequence aligned to skills and competencies provided in employment checklist.
- A-R3. Demonstration of student supports (e.g. mentoring, advising, financial aid, tutoring) available for Career Launch students enrolled in the course.
- A-R4. Number of postsecondary credits provided and / or credential earned upon completion of program.
- A-R5. Demonstrated curricular alignment with relevant professional and / or academic standards associated with coursework and credential, when applicable.
- A-R6. Details of potential for current or future partnerships and/or scalability of the program within and across sectors and/or geographic locations (e.g. articulation, degree pathways), when applicable.