



REPORT DESCRIPTION

***WCG-A ANNUAL RETURNING APPRENTICESHIP
HOURS REPORT***

Revisions

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WCG-A Annual Returning Apprenticeship Hours Report

Description of the fields shown in the Annual Returning Apprenticeship Hours report for supporting financial aid awards for WCG-A (WG-A) and the evaluation of Student Program Progress (SPP). The column label on the report helps to identify the source of the data that is being displayed. This document should be used in conjunction with the [Apprenticeship Business Process](#) and corresponding QRGs.

The color-coded columns in the report are to highlight their importance. **Green** represents Eligibility including the most recent year SPP Percent Completion, if applicable.

For students to be displayed in this report, the students must be:

- **Be active in a participating Apprenticeship Program as of July 1st with L&I**
 - Students active in a participating Apprenticeship Program after July 1st appear in the New Apprenticeship Hours Report

AND

- **Be active in an Apprenticeship Program/Plan in ctcLink and have a valid Social Security number and valid EMPLID (cannot begin with X) in ctcLink.** (Enrollment is not considered for this report and is verified in ctcLink via other methods. See the QRG for details.)

OR

- **Received the WCG-A but no longer active in ctcLink Apprenticeship program or L&I files during the current Aid Year.**

Aid Year

The report defaults the Aid Year to the current financial aid year we are awarding aid for.

Active Program Matches for Hours Evaluation?

This field defaults to Yes in the prompt. The Active Program Matches for Hours Evaluation? (referred to as Active Program Matches flag) is set to Yes when the following are true:

1. The student is Term Active in the Aid Year.
2. The student's active apprenticeship program in ctcLink matches that WSAC Approved WCG-A program and matches the L&I program and the student is term active in the aid year.
 - a. Related fields in report:
ctcLink Plan Name, L&I Program ID, L&I Program Name, Active L&I Program Match?
3. The L&I file as of July 1st (received in August) has a status of Active.
 - a. Related fields in report: L&I Current Status, L&I Status Date
4. The WSAC Approved WCG-A Occupation for the approved program matches the L&I Occupation in the most recent file.

- a. Related fields in report:

L&I Occupation ID, L&I Occupation Name, L&I Occupation Match?

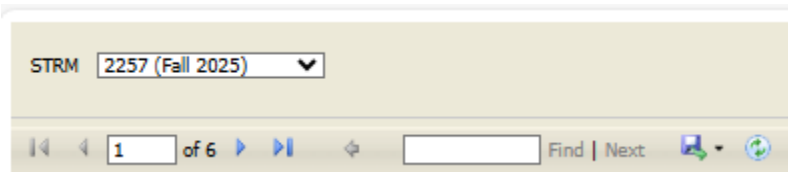
ctcLink WG-A Financial Aid Application Received in Aid Year?

This field defaults to Yes in the prompt but can be set to No to view ctcLink apprenticeship students who have not yet applied for the WCG-A.

The WCG-A FA flag is set to Yes when the following is true:

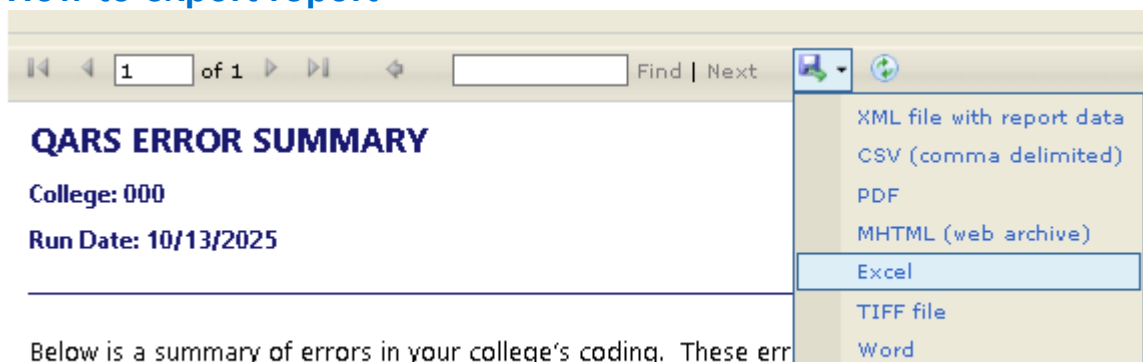
The Financial Aid application specifically for WCG-A students has been submitted OR a student is disbursed the WCG-A Item Type.

How to view all pages of report



Use the arrow to navigate to the next page of the report.

How to export report



The report can be exported to Excel, Word, PDF, etc. by using the drop-down menu.

ctcLink Institution

The formal description of the student's Apprenticeship Program/Plan ctcLink Institution.

ctcLink Empl ID

The student EMPLID from ctcLink.

L&I Apprentice ID

The L&I Apprentice ID. If the student is not found in the L&I File through an SSN match, this number is set to 0.

L&I Current Status

Displays the Current Status from L&I for the Apprenticeship Program. This is one of the fields considered to set the Active Program Matches flag and must be Active for a match OR the student must have received the WCG-A award in the Aid Year. There are other fields considered for the Active Program Matches flag. If the student is not found in the L&I File matching on Social Security number, this value is set to Not in LI File.

If the student is not found in the L&I File with an SSN match, an attempt to match on First and Last Name is done and the L&I Current Status will display SSN Mismatch with LI File in these situations. This is only a possible match since relying on First and Last Name, but we have seen several situations like this during our first year, the SSN in ctcLink should be reviewed for accuracy.

L&I Status Date

The L&I Registration Date, which must be prior to July 1st. If the student is not found in the L&I File, this date is set to the L&I period end date from the most recent L&I file.

ctcLink Primary Name

Student's current Primary Name from ctcLink.

ctcLink FERPA Block?

Indicates if the student has requested a FERPA Block to restrict release of their data.

ctcLink Plan Name

ctcLink Apprenticeship Academic Plan name that the student is currently program active in or had previously been awarded the WCG-A in the current aid year.

L&I Program ID

Program ID that L&I uses to identify a Program. The ctcLink Apprenticeship Sponsor is the corresponding ID in ctcLink that must match to be an Active L&I Program Match.

L&I Program Name

L&I Program Name for the L&I Program ID.

Active L&I Program Match?

L&I Program ID and ctcLink Apprenticeship Sponsor and WSAC Approved Program for WCG-A match when set to Yes. This is one of the fields considered to set the Active Program Matches flag and must be Yes for a match. There are other fields considered, such as Term Activation in the Aid Year for the Active Program Matches flag.

L&I Occupation ID

Occupation ID that L&I uses to identify an occupation within an L&I Program. There are specific L&I Occupations within an approved L&I Program that are approved by WSAC for the WCG-A.

L&I Occupation Name

L&I Occupation name for the L&I Occupation ID.

L&I Occupation Match?

L&I Occupation ID and WSAC Approved Program Occupation ID for WCG-A match when set to Yes. This is one of the fields considered to set the Active Program Matches flag and must be Yes for a match. There are other fields considered, such as Term Activation in the Aid year for the Active Program Matches flag.

ctcLink WG-A Application Received in Aid Year?

Once a student has submitted the Financial Aid Application for WCG-A funding in the report Aid Year, this value will be set to Yes, or else it will be No indicating the student has not yet applied for WCG-A Financial Aid. Other values in the report based on Financial Aid, such as Enrollment Intensity %, will not be updated until the student has applied and this flag is set to Yes.

L&I Program OJT Hours

The overall L&I Program OJT Hours required for the Apprenticeship Program as reported by L&I.

L&I Student Total OJT Hours

The students completed total OJT hours as of July 1st of the current aid year as reported by L&I.

L&I OJT Eligible Hours

L&I Program OJT Hours – L&I Student Total OJT Hours = L&I Eligible OJT Hours

This calculation is used to determine if the student is eligible for a full or prorated award. If either the Eligible RSI or the Eligible OJT hours meet the 2000/144 requirement, the student has remaining eligible hours for a full award.

Please refer to the Greater Proration Type field definition for highlight meaning.

L&I Program RSI Hours

The overall L&I Program RSI Hours required for the Apprenticeship Program as reported by L&I.

L&I Student Total RSI Hours

The students completed total RSI hours as of July 1st of the current aid year as reported by L&I.

L&I RSI Eligible Hours

L&I Program RSI Hours – L&I Student Total RSI Hours = L&I Eligible RSI Hours

This calculation is used to determine if the student is eligible for a full or prorated award. If either the Eligible RSI or the Eligible OJT hours meet the 2000/144 requirement, the student has remaining eligible hours for a full award.

Please refer to the Greater Proration Type field definition for highlight meaning.

Greater Proration Type

If both the Eligible RSI hours **and** the Eligible OJT hours meet the 2000/144 requirement, the Greater Proration Type will display Both OJT and RSI and be highlighted green and both OJT and RSI must meet the 67% threshold for SPP at the end of the award year.

If only the Eligible RSI hours meet the requirements, the Greater Proration Type = RSI and only the RSI will be highlighted green and must meet the 67% threshold for SPP at the end of the award year.

If only the Eligible OJT hours meet the requirements, the Greater Proration Type = OJT and only the OJT and be highlighted green and must meet the 67% threshold for SPP at the end of the award year.

If neither the Eligible RSI hours **or** the Eligible OJT hours meet the 2000/144 requirement, a calculation is done dividing the OJT Eligible Hours/2000 and RSI Eligible Hours/144 and the greater value is selected as the Greater Proration Type and only that type is highlighted green and must meet the 67% threshold for SPP at the end of the award year. The OJT or RSI that had the greater value is used for the Eligibility %.

Eligibility %

Depending on the Greater Proration Type explained in the Greater Proration Type description, the Eligible OJT hours and/or the Eligible RSI hours are divided by 2000 and/or 144, respectively to calculate the eligibility %.

There is no rounding and the percentage is to the hundredths place.

The eligibility percent represents the award percentage. This is communicated to Financial Aid for the enrollment intensity in the FA Review checklist comment. If the student has remaining eligible hours for a full award, this value will be 100.00.

ctcLink Financial Aid Enrollment Intensity %

The Financial Aid Administrator will use the data in the Apprenticeship FA Review Checklist comment to know if the Hours would make the award a full or partial award. The Enrollment Intensity value should match the Eligibility % shown in the report after the student has had their financial aid disbursed and the FAA has updated the data provided in the Checklist comment.

WSAC Remaining Quarters of Eligibility

Informational only in this report. Populated by Financial Aid Administrator in ctcLink directly from WSAC data when reviewing the student's quarters of eligibility. This guidance is located in the WSAC's Satisfactory Program Progress (SPP) document.

ctcLink FA Review Checklist Status

The Apprenticeship FA Review checklist is automatically assigned with Initiated status when an Apprenticeship Plan is term active in the aid year for the student. The value will be blank in the report until the Apprenticeship FA Review checklist is assigned.

ctcLink FA Review Checklist Comments

The Apprenticeship Program Coordinator enters the eligibility % in the checklist comment, along with the Greater Proration Type. It is advised that the Hours should also be included.

Please review the Business Process for specific wording to be used in the Comment.

ctcLink First Term WCG-A Disbursed in Aid Year

ctcLink Term Code value the WCG-A aid is disbursed. There should only be one disbursement in an Aid Year.

ctcLink First Term Name WCG-A Disbursed

ctcLink Term name of ctcLink First Term WCG-A Disbursed in Aid Year term value.

WSAC Prior Year Expected SPP OJT Hours

If the Apprentice is returning and was awarded for the WGC-A in a prior Aid Year, and the Greater Proration Type for SPP evaluation was Both OJT and RSI or OJT, then the **L&I OJT Eligible Hours** are carried forward from the prior year in this column. If the Greater Proration Type from the prior year was RSI, this value will be blank.

If the student is not returning as an apprentice awarded in a prior year, this value will be blank.

L&I Prior Year Actual SPP OJT Hours Completed

If the Apprentice is returning and was awarded for the WGC-A in a prior Aid Year, and the Greater Proration Type for SPP evaluation was Both OJT and RSI or OJT, then the value in this column is the difference between the current aid year **L&I Student Total OJT Hours** as of July 1st and the prior year's L&I Student Total OJT Hours. If the Greater Proration Type from the prior year was RSI, this value will be blank.

If the student is not returning as an apprentice awarded in a prior year, this value will be blank.

L&I Student Total OJT Hours in Current Aid Year – L&I Student Total OJT Hours in Prior Aid Year

SPP Percent Completion OJT Hours %

Calculation to determine the actual completion percentage of the OJT Hours. The threshold is 67% to meet SPP if the Greater Proration Type was Both OJT and RSI or OJT. If the Greater Proration Type from the prior year was RSI, this value will be blank.

If the student is not returning as an apprentice awarded in a prior year, this value will be blank.

L&I Actual SPP OJT Hours Completed/WSAC Expected SPP OJT Hours

If this value is 67.00% or higher, the cell will be highlighted Green, if value is less than 67.00% then the cell will be highlighted Blue.

WSAC Prior Year Expected SPP RSI Hours

If the Apprentice is returning and was awarded for the WGC-A in a prior Aid Year, and the Greater Proration Type for SPP evaluation was Both OJT and RSI or RSI, then the **L&I RSI Eligible Hours** are

carried forward from the prior year in this column. If the Greater Proration Type from the prior year was OJT, this value will be blank.

If the student is not returning, this value will be blank.

L&I Prior Year Actual SPP RSI Hours Completed

If the Apprentice is returning and was awarded for the WGC-A in a prior Aid Year, and the Greater Proration Type for SPP evaluation was Both OJT and RSI or RSI, then the value in this column is the difference between the current aid year **L&I Student Total RSI Hours** as of July 1st and the prior year's L&I Student Total RSI Hours. If the Greater Proration Type from the prior year was OJT, this value will be blank.

If the student is not returning as an apprentice awarded in a prior year, this value will be blank.

L&I Student Total RSI Hours in Upcoming Aid Year – L&I Student Total RSI Hours in Prior Aid Year

SPP Percent Completion RSI Hours %

Calculation to determine the completion percentage of the RSI Hours. The threshold is 67% to meet SPP if the Greater Proration Type was Both OJT and RSI or RSI. If the Greater Proration Type from the prior year was OJT, this value will be blank.

If the student is not returning as an apprentice awarded in a prior year, this value will be blank.

L&I Actual SPP RSI Hours Completed/WSAC Expected SPP RSI Hours

If this value is **67.00% or higher**, the cell will be highlighted Green, if value is **66.99% or lower**, the cell will be highlighted Blue to help identify the prior year SPP eligibility component for the current year awarding.

ctcLink FA SPP Checklist Status

If WGC-A financial aid is disbursed in the prior aid year and the student is still active, SPP must be performed, ctcLink assigns the Financial Aid SPP Checklist with Initiated Status.

ctcLink FA SPP Checklist Comments

The Apprenticeship Program Coordinator enters the OJT and RSI SPP Percent Completion in the SPP checklist comment, along with the standing. Include the percentages, to the hundredth, for audit purposes.

Standing depends on the prior year Greater Proration Type:

- Both OJT and RSI: Good Standing requires both OJT and RSI SPP Percent Completion to be 67.00% or greater.
- OJT only: Good Standing requires OJT SPP Percent Completion to be 67.00% or greater. RSI is not evaluated.
- RSI only: Good Standing requires RSI SPP Percent Completion to be 67.00% or greater. OJT is not evaluated.

Not Good Standing means the applicable component above is below 67.00%.

Please review the Business Process for specific wording to be used in the Comment.

L&I Data as Of Date

Located in the report footer and represents the L&I period ending for the most L&I file used by the report.

The report uses the L&I Data as of July 1st, period ending June 30th, to determine the Eligibility % based on OJT & RSI Hours as reported by L&I.

L&I Data Load Date 1

L&I File Expected in August

Appendix A: Additional Resources

QARS Information: [Data Warehouse Documentation](#)

Access Request Form: [QARS Access Request Form](#)

Business Process Documentation: [Apprenticeship Programs Business Process | FA - Financial Aid Business Process Guides | ctcLink Reference Center](#)

QRG: [WG-A QARS Quick Reference Guide](#)

WSAC WCG-A Manual: [WSAC WCG-A Manual](#)



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Washington State Board for Community and Technical Colleges