



# **REPORT DESCRIPTION**

## ***WCG-A APPRENTICESHIP HOURS REPORT***

# Revisions

Change reference	Date	Version
Created	09/04/2025	1.0
Updated to highlight specific calculations and provide more detail where possible	10/7/2025	2.0
Added language to first paragraph to summarize the requirements for the student to display on the report	10/08/2025	3.0
Updated selection criteria to include all Apprenticeship students from ctcLink and if available, show the L&I Hours data so that all Program Active Apprenticeship students can be found by the Apprenticeship Coordinators. Field order changes, highlight color added to Eligible award fields in green where SPP is blue, these are the fields of focus for the report. Additional parameter to limit WG-A FA Applications. And the report eligible flag is only set for the 6 pilot colleges in the first year.	10/11/2025	4.0
SSN is now required in ctcLink to be returned in the report. Prorated and Enrollment Intensity percentages will show 100 instead of 0 when full hour eligibility.	10/14/2025	5.0
Added clarifying language where FA WG-A application must be Yes to see updated Financial Aid field data, such as FA Enrollment Intensity %	10/29/2025	6.0
Added information regarding students that have been FA Reviewed Checklist are treated when we get a new file on the L&I Data fields to ensure SPP is accurate with greatest ease of use and students no longer active that received aid will continue to show in report for SPP.	12/08/2025	7.0

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# WCG-A Apprenticeship Hours Report

Description for the fields shown in the Hours report for supporting financial aid awards for 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. The **Green** represents Eligibility and Expected Completion Hours, and the **Blue** represents Actual Completion Hours for SPP.

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

- **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 .** (Term-activation and Enrollment is not considered for this report and is verified in ctcLink via other methods. See the QRG for details.)

OR

- **Received the WG-A but no longer active in ctcLink Apprenticeship program or L&I files. This is required to perform SPP once aid is disbursed.**

Report Parameters:

Aid Year	<Select a Value> ▼	Active Program Matches for Hours Evaluation?	Yes ▼
ctcLink WG-A Financial Aid Application Received in Aid Year?	Yes ▼		

## Aid Year

Select the Financial Aid reporting year from the Aid Year dropdown.

- 2026 is the first year for the WG-A financial aid program. Future aid years will be added when the first file for the new aid year is received (in August annually).

## Active Program Matches for Hours Evaluation?

This field defaults to Yes in the prompt. The Program Matches flag is set to Yes when the following are true:

1. The student's active apprenticeship program in ctcLink matches that WSAC Approved WG-A program and matches the L&I program.
  - a. Related fields in report:  
ctcLink Plan Name, L&I Program ID, L&I Program Name, Active L&I Program Match?
2. The most recent L&I file has a current status of Active and student is in the program plan in ctcLink for one of the **6 pilot colleges: Everett Community College, South Seattle College, Spokane Community College, Columbia Basin College, Renton Technical College, and Bates Technical College.**
  - a. Related fields in report: L&I Current Status

3. The WSAC Approved WG-A Occupation for the approved program matches the L&I program in the most recent file.

- a. Related fields in report:

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

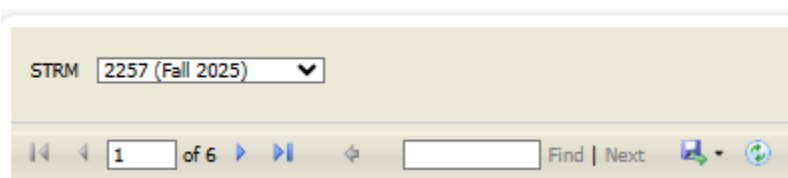
## ctcLink WG-A Financial Aid Application Received in Aid Year?

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 WG-A.

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

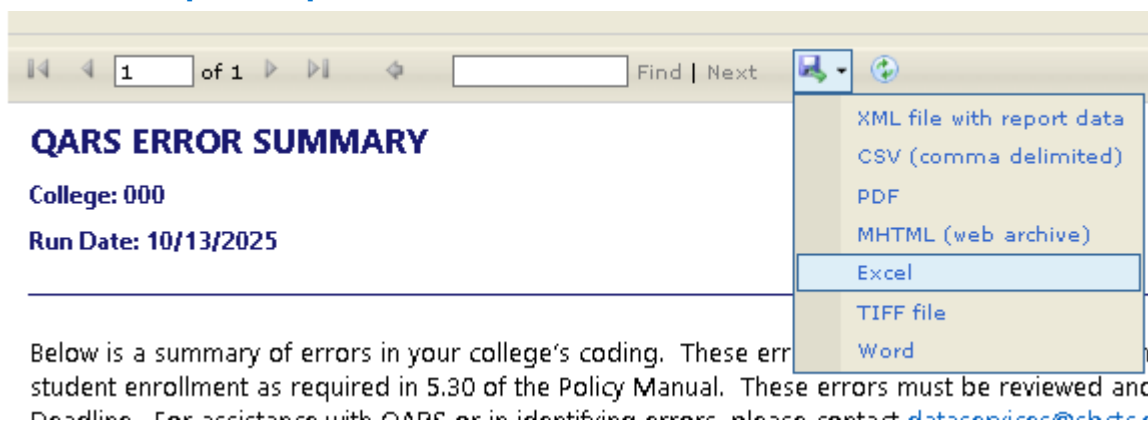
The Financial Aid application specifically for WG-A students has been submitted OR a student is disbursed the WG-A Item Type.

## 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. There are other fields considered for the Active Program Matches flag. If the student is not found in the L&I File, this value is set to Not in LI File.

## **L&I Status Date**

The L&I Current Status as of date. If the student is not found in the L&I File, this date is set to the report run date.

## **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 WG-A to allow for SPP evaluation.

## **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 WG-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 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 WG-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 WG-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 for the Active Program Matches flag.

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

Once a student has submitted the Financial Aid Application for WG-A funding in the report Aid Year, this value will be set to Yes, else will be No indicating the student has not yet applied for WG-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.

## WSAC First Term Standard OJT Hours

These hours are set based on a priority order, looking first at the student's First FA Term Disbursement, if aid has not been disbursed then uses the minimum FA Student Term, if there is no FA Student Term in aid year, then the default is based on L&I file date calculated at 500 hours per quarter. This guidance is located in the WSAC's Satisfactory Program Process (SPP) document.

- If Fall Term or August L&I Data Load Date
  - 2000 OJT **or** 144 RSI required for Full Award
- If Winter Term or November/December L&I Data Load Date
  - 1500 OJT **or** 108 RSI required for Full Award
- If Spring Term or February L&I Data Load Date
  - 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term or May L&I Data Load Date
  - 500 OJT **or** 36 RSI required for Full Award

## WSAC First Term Standard RSI Hours

These hours are set based on a priority order, looking first at the student's First FA Term Disbursement, if aid has not been disbursed then uses the minimum FA Student Term, if there is no FA Student Term in aid year, then the default is based on L&I file date calculated at 500 hours per quarter. This guidance is located in the WSAC's Satisfactory Program Process (SPP) document.

- If Fall Term or August L&I Data Load Date
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- If Spring Term or February L&I Data Load Date



- 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term or May L&I Data Load Date
  - 500 OJT **or** 36 RSI required for Full Award

## L&I Program OJT Hours

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

## L&I Student Total OJT Hours

The student's completed total OJT hours as of the L&I file date. Once the student has been reviewed and the E179 Checklist Comment has been entered, the L&I OJT Total Hours will become a snapshot of the L&I file that was active at the time. The SPP Actual Hours Completed will display the progress the student is making with each L&I file that follows towards SPP.

## L&I OJT Eligible Hours

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

This calculation is used to determine if the student is eligible for a full or prorated award. If either the RSI **or** the OJT hours meet the WSAC First Term Standard Hours, the student has remaining eligible hours for a full award.

Once the student has been reviewed and the E179 Checklist Comment has been entered, the L&I OJT Eligible Hours will become a snapshot of the L&I file that was active at the time. The SPP Actual Hours Completed will display the progress the student is making with each L&I file that follows towards SPP.

## L&I Program RSI Hours

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

## L&I Student Total RSI Hours

The student's completed total RSI hours as of the L&I file date. Once the student has been reviewed and the E179 Checklist Comment has been entered, the L&I RSI Total Hours will become a snapshot of the L&I file that was active at the time. The SPP Actual Hours Completed will display the progress the student is making with each L&I file that follows towards SPP.

## L&I RSI Eligible Hours

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

This calculation is used to determine if the student is eligible for a full or prorated Award. If either the RSI **or** the OJT hours meet the WSAC First Term Standard Hours, the student has remaining eligible hours for a full award.

Once the student has been reviewed and the E179 Checklist Comment has been entered, the L&I RSI Eligible Hours will become a snapshot of the L&I file that was active at the time. The SPP Actual Hours Completed will display the progress the student is making with each L&I file that

follows towards SPP.

## L&I Prorated Greater OJT/RSI %

If a student does not have either OJT or RSI with full eligibility hours, a calculation is done following the guidance in the WSAC's Satisfactory Program Process (SPP) document.

**L&I Student Eligible Hours/WSAC First term Standard Hours for OJT**

**L&I Student Eligible Hours/WSAC First term Standard Hours for RSI**

The greater of these two values is used as the proration percentage shown in the report and 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.

## ctcLink Financial Aid Enrollment Intensity %

This value will be 0 until the student has submitted the WG-A Financial Aid application. The ctcLink WG-A Financial Aid Application Received in Aid Year? prompt will be Yes if they submitted the WG-A Financial Aid application.

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 L&I Prorated Greater OJT/RSI % shown in the report after the student has applied for WG-A financial aid and the FAA has updated the data provided in the Checklist comment.

This value is used in calculating completed hours and for the SPP at the end of the Aid Year, so it is important that this value matches the **L&I Prorated Greater OJT/RSI %**.

## 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 Process (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 for one of the 6 pilot colleges. The value will be blank in the report until the Apprenticeship FA Review checklist is assigned.

## ctcLink FA Review Checklist Status Date

The Checklist will display the current date until the Checklist is assigned. Once assigned the Checklist Item Status Date from ctcLink will display.

## ctcLink FA Review Checklist Comments

The Apprenticeship Program Coordinator enters the full or pro-rated award eligibility using the checklist comment based on the OJT and RSI eligible hours and/or the prorated OJT/RSI value. A percentage is included in the comment if student does not have the hours for a full award and

should receive a prorated award per L&I Hours, else the comment will indicate the student is eligible for the full award per L&I Hours. Please review the Business Process for specific wording to be used in the Comment.

## **ctcLink First Term WG-A Disbursed in Aid Year**

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

## **ctcLink First Term Name WG-A Disbursed**

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

## **WSAC Expected SPP OJT Hours Completed**

Calculation:

**WSAC First Term Disbursement Standard Hours for full award**

**WSAC First Term Disbursement Standard Hours \* Prorated Value in FA Enrollment Intensity for prorated award**

## **L&I Actual SPP OJT Hours Completed**

The first L&I file received after July 31<sup>st</sup> for the upcoming Aid Year is used to calculate the completed hours from the previous aid year that the student received aid for.

Once the student has been reviewed and the E179 Checklist Comment has been entered, the L&I Actual Hours and Eligible Hours will display the snapshot hours associated with the first term award and the SPP Actual Hours Completed and Percent Completion columns will display the progress.

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

## **Actual SPP Percent Completion OJT Hours %**

Calculation to determine the actual completion percentage of the OJT Hours.

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

Note: There is no rounding, and it is truncated to a whole number.

This percentage will begin calculating after aid has been disbursed and can be tracked with each new file as the percentage completion increases as Hours Completed increase in the L&I files.

## **WSAC Expected SPP RSI Hours Completed**

Calculation:

**WSAC First Term Disbursement Standard Hours for full award**

**WSAC First Term Disbursement Standard Hours \* Prorated Value in FA Enrollment Intensity for prorated award**

## L&I Actual SPP RSI Hours Completed

The first L&I file received after July 31<sup>st</sup> for the upcoming Aid Year is used to calculate the completed hours from the previous aid year that the student received aid for.

Once the student has been reviewed and the E179 Checklist Comment has been entered, the L&I Actual Hours and Eligible Hours will display the hours associated with the first term award and the SPP Actual Hours Completed and Percent Completion columns will display the progress.

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

## Actual SPP Percent Completion RSI Hours %

Calculation to determine the actual completion percentage of the RSI Hours.

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

Note: There is no rounding, and it is truncated to a whole number.

This percentage will begin calculating after aid has been disbursed and can be tracked with each new file as the percentage completion increases as Hours Completed increase in the L&I files.

## ctcLink FA SPP Checklist Status

If WG-A financial aid is disbursed in the aid year, ctcLink assigns the Financial Aid SPP Checklist with Initiated Status.

## ctcLink FA SPP Checklist Status Date

The Checklist will display the current date until the Checklist is assigned, once assigned the SPP Checklist Status Date from ctcLink will display.

## ctcLink FA SPP Checklist Comments

The Apprenticeship Program Coordinator enters the OJT and RSI Actual Percent Completion % in the SPP checklist comment. The percentages should be included in the comment for audit purposes and include the SPP standing.

Good Standing = If either the OJT or RSI Hours Actual Percent Completion is 67% or greater

Not Good Standing = If both the OJT and RSI Hours Actual Percent Completion is 66% or less

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

## L&I Data Load Date

Located in the report footer. Represents the date we received and loaded the L&I file used in the report. We receive this file quarterly from L&I. Employers have 30 days after the period closes to update the data with L&I and why we have a delay in receiving the data.

L&I File Expected in August: Report Period: 4/1 - 6/30

Standard WSAC OJT/RSI Hours used until Financial Aid = 2000/144

L&I File Expected in November/December: Report Period: 7/1 - 9/30

Standard WSAC OJT/RSI Hours used until Financial Aid = 1500/108

L&I File Expected in February: Report Period: 10/1 - 12/31

Standard WSAC OJT/RSI C Hours used until Financial Aid = 1000/72

L&I File Expected in May: Report Period: 1/1 - 3/31

Standard WSAC OJT/RSI Hours used until Financial Aid = 500/36

# Appendix X: Title of Appendix

QARS Information: [Data Warehouse Documentation](#)

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

Business Process Documentation: [Apprenticeship Business Process](#)

WSAC's Satisfactory Program Process (SPP) guidance: [WG-A SBCTC FAA Business Process](#)



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Washington State Board for Community and Technical Colleges