

WORKER RETRAINING FOR PRIVATE CAREER SCHOOLS

The Worker Retraining (WRT) program plays a major role in Washington state's economic development by providing funding for eligible dislocated and unemployed workers in training or retraining that will assist them in regaining employment. The Washington State Board for Community and Technical Colleges (SBCTC) runs a competitive contracting process each spring and awards contracts for the upcoming fiscal year to selected Private Career Schools and Colleges (PCSC) to serve eligible students in this program. By statute (RCW 28C.04.390), the WRT Program provides access to training for dislocated and unemployed workers and includes access to vocational training provided by eligible private career schools and colleges (PCSCs).

Is Worker Retraining Right for your PCSC?

If your Private Career School or College (PCSC) provides training to unemployed workers who are receiving or recently exhausted their unemployment benefits, Worker Retraining may be a good fit for your program. This guide provides an overview of the program to help you determine if your program has sufficient dislocated worker demand and meets the program eligibility criteria to apply for the competitive PCSC Worker Retraining program.

Minimum Program Eligibility

Private Career Schools and Colleges (PCSCs) that meet the following requirements may apply for Worker Retraining funds:

- Physical presence in Washington State
- Provide vocational training
- Current license from the appropriate licensing body that has approved your school to provide training (for example, The Workforce Education Training and Coordinating Board, Department of Licensing, etc.)
- Maintain a student completion rate of 40% or greater
- Maintain an employment placement rate of 40% or greater
- Meet minimum worker retraining eligible student demand (see next section)

Dislocated Worker Demand at your PCSC

Does your PCSC have sufficient dislocated worker demand? It depends on your program(s) credit load or program hours AND the number of dislocated workers enrolled in your program annually (based on state fiscal year of July 1 to June 30 annually). Our Worker Retraining program awards funding based on Full Time Student Enrollment (FTES). Here's how to figure it out!

FIRST: Determine FTES for a Single Student

1. First determine how much of a FTES a single student in each of the offered programs would generate. FTES are not the same as head count. Several students attending a PCSC's program could constitute a single FTES. For example, a program comprised of 30 quarter credits is 2/3 of an FTES ($30 \text{ cr.} \div 45 \text{ cr.} = .667$, or 2/3). An eligible WRT student attending that program would only constitute 2/3 of an FTES.

Please note: Minimum criteria for a PCSC to be considered eligible to provide WRT funds to students include the ability to serve at least two FTES across all programs.

2. To determine how much of an FTES a single student in each of the offered programs generates, divide the number of credits (or hours, if credits not awarded) in the program by the number of credits (or hours, if credits not awarded) in one FTES. This equals how much of a single FTES is generated by a student enrolling and completing this program. The table and examples below illustrate how this works.

Credit Type	FTE Calculation Formula
If quarter credits are awarded:	$[\text{total \# of quarter credits}] \div 45 = \# \text{ of FTES}$
If semester credits are awarded:	$[\text{total \# of semester credits}] \div 30 = \# \text{ of FTES}$
If credits are not awarded:	$[\text{total \# of clock hours}] \div 900 = \# \text{ of FTES}$

Example 1 – Quarter Credits Awarded

Welding Technology program awards 72 quarter credits total.

$72 \text{ quarter credits} \div 45 \text{ quarter credits in an FTES} = 1.6 \text{ FTES per student completing program.}$

Example 2 – Semester Credits Awarded

Medical Assisting program awards 32 semester credits total.

$32 \text{ semester credits} \div 30 \text{ semester credits in an FTES} = 1.07 \text{ FTES per student completing program.}$

Example 3 – Hourly, No Credits Awarded

Truck Driving program is 160 hours.

$160 \text{ hours} \div 900 \text{ hours in an FTES} = .18 \text{ FTES per student completing program.}$

SECOND: Estimate Annual Worker Retraining Eligible Students

Now that you've determined your FTES equivalent for a single student, consider your total annual program enrollment. Of the total number of annual students, how many of these students are likely to qualify for worker retraining (are currently receiving or have exhausted unemployment benefits)?

Continuing with the examples from above, here are some annual WRT student estimates:

Example 1 – Quarter Credits Awarded

Welding Technology program awards 72 quarter credits total.

$72 \text{ quarter credits} \div 45 \text{ quarter credits in an FTES} = 1.6 \text{ FTES per student completing program.}$

20 students enrolled annually in welding program, 2 students WRT eligible annually = 3.2 FTES annually

Example 2 – Semester Credits Awarded

Medical Assisting program awards 32 semester credits total.

$32 \text{ semester credits} \div 30 \text{ semester credits in an FTES} = 1.07 \text{ FTES per student completing program.}$

60 students enrolled annually in medical assisting program, 2 students WRT eligible = 2.14 FTES annually

Example 3 – Hourly, No Credits Awarded

Truck Driving program is 160 hours.

$160 \text{ hours} \div 900 \text{ hours in an FTES} = .18 \text{ FTES per student completing program.}$

340 students enrolled annually in truck driving program, 185 students WRT eligible = 33.3 FTES annually

Note: if this program had less than 12 WRT eligible students annually, it would not meet the minimum criteria of students eligible.

Other Enrollment Funding Considerations

Please note, WRT only allows for a maximum of two FTES per student per program. Programs that are longer than 90 quarter credits, 60 semester credits or 1800 clock hours cannot award more than two FTES worth of WRT tuition funding to a single student.

When calculating the FTES request, also consider the start and end dates of the programs. Programs that start later in the contract year (contract year is July 1, 2020 - June 30, 2021) will not be able to generate as many FTES as those programs that start earlier in the contract year. For example, WRT students enrolled in a semester-based medical assisting program and start in July will generate more FTES than WRT students who start the same program in January.

Complete Program Information

Worker Retraining program guidelines, application guidelines and deadlines are available on the State Board for Community and Technical College's (SBCTC) website: <https://www.sbctc.edu/colleges-staff/grants/pcsc-worker-retraining-grant.aspx>

For additional questions, please contact:

Becky Wood

Program Administrator, Workforce Education

Washington State Board for Community and Technical Colleges

bwood@sbctc.edu • office: 360-704-1004



[CC BY 4.0](https://creativecommons.org/licenses/by/4.0/)

Except where otherwise noted

CONTACT INFORMATION

Becky Wood

Program Administrator

Workforce Education

360-704-1004

bwood@sbctc.edu