



REPORT DESCRIPTION

WG-A APPRENTICESHIP HOURS REPORT

Revisions

Change reference	Date	Version
Created	09/04/2025	1.0

Table of Contents

Revisions.....	2
Table of Contents.....	3
WG-A Apprenticeship Hours Report	5
ctcLink Institution	5
ctcLink Empl ID.....	5
L&I Apprentice ID.....	5
L&I Current Status	5
L&I Status Date	5
ctcLink Primary Name	5
ctcLink FERPA Block?.....	5
ctcLink Plan Name.....	5
L&I Program ID.....	5
L&I Program Name.....	5
Active L&I Program Match?.....	5
L&I Occupation ID.....	5
L&I Occupation Name.....	6
L&I Occupation Match?	6
ctcLink WG-A Application Received in Aid Year?	6
ctcLink FA Review Checklist Status.....	6
ctcLink FA Review Checklist Status Date	6
ctcLink FA Review Checklist Comments.....	6
ctcLink First Term WG-A Disbursed in Aid Year.....	6
ctcLink First Term Name WG-A Disbursed.....	7
WSAC First Term Standard OJT Hours	7
WSAC First Term Standard RSI Hours.....	7
L&I Program OJT Hours.....	7
L&I Student Total OJT Hours.....	7
L&I OJT Eligible Hours.....	7
L&I Program RSI Hours.....	8
L&I Student Total RSI Hours.....	8
L&I RSI Eligible Hours.....	8
WSAC Remaining Quarters of Eligibility.....	8
L&I Prorated Greater OJT/RSI %	8
ctcLink SPP Financial Aid Enrollment Intensity.....	8
WSAC Expected SPP OJT Hours Completed.....	8

L&I Actual SPP OJT Hours Completed	9
Actual SPP Percent Completion OJT Hours %	9
WSAC Expected SPP RSI Hours Completed	9
L&I Actual SPP RSI Hours Completed	9
Actual SPP Percent Completion RSI Hours %.....	9
ctcLink FA SPP Checklist Status	9
ctcLink FA SPP Checklist Status Date.....	9
ctcLink FA SPP Checklist Comments	10
L&I Data Load Date.....	10
Appendix X: Title of Appendix.....	11

WG-A Apprenticeship Hours Report

Description for the fields shown in the report for supporting financial aid awards for WG-A and the evaluation of Student Program Progress (SPP).

ctcLink Institution

The formal description of the ctcLink Institution.

ctcLink Empl ID

The student EMPLID from ctcLink.

L&I Apprentice ID

The L&I Apprentice ID.

L&I Current Status

Only students with L&I Active Status are selected for the Report.

L&I Status Date

The Current L&I Status as of date.

ctcLink Primary Name

Student's current Primary Name.

ctcLink FERPA Block?

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

ctcLink Plan Name

ctcLink Academic Plan name that the student is currently term active in.

L&I Program ID

Program ID that L&I uses to identify a Program. The ctcLink Apprenticeship Sponsor is the corresponding ID in ctcLink.

L&I Program Name

Program Name that L&I uses.

Active L&I Program Match?

Program ID and Apprenticeship Sponsor in ctcLink must match to be selected for the report.

L&I Occupation ID

Occupation ID that L&I uses to identify an occupation within an L&I Program.

L&I Occupation Name

Occupation name that L&I uses.

L&I Occupation Match?

L&I Occupation and WSAC Approved Program Occupations for WG-A must match to be selected for the report.

ctcLink WG-A Application Received in Aid Year?

Student has submitted the FAFSA/WAFSA for WG-A funding in the Aid Year with Transaction Code ≥ 85 indicating a WG-A financial aid application.

ctcLink FA Review Checklist Status

The Apprenticeship FA Review checklist is assigned with Initiated status when an Apprenticeship Plan is term active in the aid year for the student.

ctcLink FA Review Checklist Status Date

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

ctcLink FA Review Checklist Comments

The Apprenticeship Program Coordinator enters the award eligibility using the checklist comment based on the OJT and RSI eligible hours and 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, else the comment will indicate the student is eligible for the full award.

ctcLink First Term WG-A Disbursed in Aid Year

Displays the FA Term disbursement. There should only be one disbursement in an Aid Year but this column is labeled with First to indicate if more than one, for some reason, we will only display the first term for purposes of this report and calculating the hour eligibility and the SPP hour completion.

- If Fall Term is the first enrollment of RSI and the term aid is disbursed
 - 2000 OJT **or** 144 RSI required for Full Award
- If Winter Term is the first enrollment of RSI and the term aid is disbursed
 - 1500 OJT **or** 108 RSI required for Full Award
- If Spring Term is the first enrollment of RSI and the term aid is disbursed
 - 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term is the first enrollment of RSI and the term aid is disbursed
 - 500 OJT **or** 36 RSI required for Full Award

ctcLink First Term Name WG-A Disbursed

Name of First FA Term Disbursement.

WSAC First Term Standard OJT Hours

Based on First FA Term Disbursement. Calculated at 500 hours per quarter based on First FA Term Disbursement.

- If Fall Term is the first enrollment of RSI and the term aid is disbursed
 - 2000 OJT **or** 144 RSI required for Full Award
- If Winter Term is the first enrollment of RSI and the term aid is disbursed
 - 1500 OJT **or** 108 RSI required for Full Award
- If Spring Term is the first enrollment of RSI and the term aid is disbursed
 - 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term is the first enrollment of RSI and the term aid is disbursed
 - 500 OJT **or** 36 RSI required for Full Award

WSAC First Term Standard RSI Hours

Based on First FA Term Disbursement. Calculated at 36 hours per quarter based on First FA Term Disbursement.

- If Fall Term is the first enrollment of RSI and the term aid is disbursed
 - 2000 OJT **or** 144 RSI required for Full Award
- If Winter Term is the first enrollment of RSI and the term aid is disbursed
 - 1500 OJT **or** 108 RSI required for Full Award
- If Spring Term is the first enrollment of RSI and the term aid is disbursed
 - 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term is the first enrollment of RSI and the term aid is disbursed
 - 500 OJT **or** 36 RSI required for Full Award

L&I Program OJT Hours

The L&I Program OJT Hours.

L&I Student Total OJT Hours

The student's completed total OJT hours as of the L&I file date.

L&I OJT Eligible Hours

L&I Program OJT Hours – L&I Student Total OJT Hours = Eligible OJT Hours to determine full or prorated award. If either the RSI or the OJT hours meet the WSAC First Term Standard Hours, the student is eligible for full award.

L&I Program RSI Hours

The L&I Program RSI Hours.

L&I Student Total RSI Hours

The student's completed total RSI hours as of the L&I file date.

L&I RSI Eligible Hours

L&I Program RSI Hours – L&I Student Total Hours = Eligible RSI Hours to determine full or prorated Award. If either the RSI or the OJT hours meet the WSAC First Term Standard Hours, the student is eligible for full award.

WSAC Remaining Quarters of Eligibility

Refreshed by FA in ctcLink directly from WSAC data when reviewing the student's quarters of eligibility.

L&I Prorated Greater OJT/RSI %

If student does not have either OJT or RSI with full eligibility hours, a calculation is done following the guidance in the WSAC SPP document, dividing the L&I Student Eligible Hours/WSAC First term Standard Hours for OJT and RSI. The greater of the two values is used as the proration percentage.

ctcLink SPP Financial Aid Enrollment Intensity

Displays the value that the Financial Aid Analyst has entered for a prorated award based on the communication in the Comments of the Review Checklist from the Apprenticeship Program Coordinator. This should match the L&I Prorated Greater OJT/RSI %. If the award is a full award, the value will be 0 since there is no proration of the award.

WSAC Expected SPP OJT Hours Completed

Calculated at 500 hours per quarter based on WSAC First FA Term Disbursement * Prorated Value in FA Enrollment Intensity.

- If Fall Term is the first enrollment of RSI and the term aid is disbursed
 - 2000 OJT **or** 144 RSI required for Full Award
- If Winter Term is the first enrollment of RSI and the term aid is disbursed
 - 1500 OJT **or** 108 RSI required for Full Award
- If Spring Term is the first enrollment of RSI and the term aid is disbursed
 - 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term is the first enrollment of RSI and the term aid is disbursed
 - 500 OJT **or** 36 RSI required for Full Award

L&I Actual SPP OJT Hours Completed

First L&I file after July 31st from L&I for upcoming Aid Year calculates the completed hours using the L&I Student Total Hours – L&I Student Total Hours first Term Disbursement in prior the Aid Year that aid was received.

Actual SPP Percent Completion OJT Hours %

Calculated field where the L&I Actual SPP OJT Hours Completed is divided by the WSAC Expected SPP RSI Hours to find the percentage of completion, there is no rounding and is truncated to a whole number.

WSAC Expected SPP RSI Hours Completed

Calculated at 36 hours per quarter based on WSAC First FA Term Disbursement * Prorated Value in FA Enrollment Intensity.

- If Fall Term is the first enrollment of RSI and the term aid is disbursed
 - 2000 OJT **or** 144 RSI required for Full Award
- If Winter Term is the first enrollment of RSI and the term aid is disbursed
 - 1500 OJT **or** 108 RSI required for Full Award
- If Spring Term is the first enrollment of RSI and the term aid is disbursed
 - 1000 OJT **or** 72 RSI required for Full Award
- If Summer Term is the first enrollment of RSI and the term aid is disbursed
 - 500 OJT **or** 36 RSI required for Full Award

L&I Actual SPP RSI Hours Completed

First L&I file after July 31st from L&I for upcoming Aid Year calculates the completed hours using the L&I Student Total Hours – L&I Student Total Hours First Term Disbursement in prior the Aid Year that aid was received.

Actual SPP Percent Completion RSI Hours %

Calculated field where the L&I Actual SPP RSI Hours Completed is divided by the WSAC Expected SPP RSI Hours to find the percentage of completion, there is no rounding and is truncated to a whole number.

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 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 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

L&I Data Load Date

Located in the report footer. Represents the date we received and loaded the L&I file.

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](#)



Content is licensed under a Creative Commons Attribution 4.0 International License, unless noted otherwise.

Washington State Board for Community and Technical Colleges