



BUSINESS PROCESS DOCUMENTATION – APPRENTICESHIP PROGRAMS

Background.....	3
Plan Code Request for New Registered Apprenticeship Programs:.....	3
Business Process for Apprenticeship Programs:.....	4
Admissions Application Process.....	4
Admissions Application Review and Program Validation.....	5
Residency.....	6
Required Coding Elements.....	6
(Internal Use Only) System and Process Requirements:.....	6
Class & Grading Setup.....	6
Class Setup.....	6
Faculty Hired Adjunct Faculty.....	7
Grading.....	7
Enrollment Process (class registration).....	7
Apprentice Self-Enrollment Process.....	7
College Staff Enrollment Process for Apprentices.....	7
(Internal Use Only) System and Process Requirements:.....	8
Course/Class Fee Waiver Process.....	8
Waiver Process.....	8
(Internal Use Only) System and Process Requirements.....	10
Funding Application Process.....	10
System and Process Requirements:.....	11
Student Progress Process.....	11
Grading and Satisfactory Academic Progress (SAP).....	11
Possible Next Steps.....	11
(Internal Use Only) System and Process Requirements:.....	12
Resources.....	12

Background

Guided by the legislature ([E2SSB5764 Section 2 and Section 4](#)) to remove barriers for students enrolled in an apprenticeship having access to financial aid and to establish a policy for granting as many credits as possible and appropriate for related supplemental instruction, an Apprenticeship Coding Redesign workgroup was established to identify processes and develop guidance for college implementation needs.

In order to provide the structure needed to award funding, the apprenticeship coding redesign included transitioning the Academic Plans for apprenticeship programs from the NOAWS (Non-Award Seeking) to the PRFTC (Professional Technical) Academic Program.

Please refer to the [Policy Brief - Apprenticeship Code](#) and the [ctcLink Apprenticeship Coding 2023](#) handbook for information on the prior work performed in 2023 and 2024.

NOTE: FAAs should be aware that previously apprenticeship programs were coded as NOAWS, therefore, students who were in apprenticeship programs were not in an eligible program plan stack for Title IV funds. However, with changes to WG - A, students are now in a financial aid eligible program plan stack (PRFTC). If their academic plan is coded as financial aid eligible (short descriptions begins with 9), FA term will build. Subsequently, the student will be selected for SAP.

Plan Code Request for New Registered Apprenticeship Programs:

1. Any newly registered apprenticeship program will be requested by your program/plan inventory manager using the [registration form](#) listed on the [SBCTC website](#).
2. Request is reviewed by SBCTC staff. If no questions or further action is needed, SBCTC staff will submit a ticket to the SolarWinds ticketing system.
3. Once submitted, the person who oversees plan codes at your campus is assigned to that ticket and all communication for the new plan creation is then completed in the ticketing system.
4. The person assigned to the ticket will review and provide confirmation that the data is accurate.
5. Once everything is confirmed in the ticket, and the request detail is met, resolution of the ticket serves as the official approval of the new plan code in your inventory.
6. Once plan code is made active in inventory, college will notify Student Financials via a ticket in the SolarWinds ticketing system of the new plan code.

Business Process for Apprenticeship Programs:

Admissions Application Process

A general apprenticeship plan has been created for your college for a student's admissions application. If utilizing the general apprenticeship plan, all other apprenticeship plans should be hidden from selection in the Online Admissions Application Portal (OAAP). After the official employment and apprenticeship program is verified, colleges will matriculate the apprentice into the applicable apprenticeship-specific plan code. The SAPR student group is mass assigned nightly based on the student being term activated in an apprenticeship plan code and enrolled. The SAPR student group is also used by your Student Financials staff for waivers

For colleges that prefer to display this general apprenticeship plan in OAAP, SBCTC has added Academic Plan UNDECLAPR to each college's Academic Plan Table. Academic Plan UNDECLAPR will remain in an inactive status and will not be visible to potential applicants (it has been excluded from OAAP) until your college is ready to transition. When your college is ready to use UNDECLAPR, submit a ticket to SBCTC requesting that UNDECLAPR be set to active. The CS Core Support Team will coordinate timing with you. The college will 1) remove UNDECLAPR and 2) add all of the college's specific apprenticeship plans to the OAAP Academic Plan Exclusions page. SBCTC will set UNDECLAPR to active.

If your college decides to display the real apprenticeship plans in OAAP instead of the general apprenticeship plan, your college is responsible for managing your admissions process and ensuring applicants are not matriculated into the real plan until they have been validated with the sponsor/employer to confirm the student's correct apprenticeship and correct admit term. **Failure to do this will result in financial and reporting issues.**

Ensure your college has hidden the applicable apprenticeship plan(s) you do not want displayed for applicants to choose from in OAAP. It is important to coordinate with Admissions staff to ensure this configuration is updated and maintained. QRG Resource: [Update OAAP Academic Plan Exclusions Configuration](#)

Submission of Admissions Application (OAAP)

Your college determines which terms to display to applicants when applying via the Online Admissions Application Portal (OAAP). It is important to coordinate with Admissions staff to understand when the current term will no longer be available for applicants to choose. QRG Resource: [OAAP Terms Setup](#). If an applicant applies to the wrong term, staff can update this to the correct term. QRG Resource: [Maintaining Applications: Program/Plan & Admit Term Updates Before Matriculation](#)

Apprentices submit their student applications via the Online Admissions Application Portal (OAAP) to the college of their choice who sponsors their apprenticeship.

- If your college is utilizing the general apprenticeship plan in OAAP, the apprentice should select the following values:
 - Program: Select “Professional Technical”
 - Plan: Select “Apprenticeship Program”
- QRG Resources for Submitting Applications: [Online Admissions Portal - Student](#)
- OAAP will send an automated email to the students confirming their application has been received. This email is sent to the email address the student used to create their OAAP Account.
- If the application was not suspended in ctcLink, the applicant can view their ctcLink ID in the OAAP automated email, and by reviewing their submitted application in OAAP,
- If their application was suspended in ctcLink, the applicant will see XXXXXXXXXX rather than a numerical ID number. The college will need to complete Suspense Management in ctcLink. QRG Resource: [9.2 OAAP Suspense Management](#)
- If the applicant already existed in ctcLink before they submitted their apprenticeship application, some bio/demographic information may not have been updated by the system (i.e. email). Run the OAAP Application Report to view what information the student provided on their application. QRG Resource: [OAAP Application Report](#)

Admissions Application Review and Program Validation

Admissions applications that are in the “general” plan should be validated with the sponsor/employer to confirm the student’s correct apprenticeship and correct admit term.

To find submitted applications, colleges should run the admissions query and can filter by the “general” apprenticeship plan code. QRG Resource: [9.2 Running Admissions Query](#)

After the apprenticeship is validated, staff will matriculate the applicant into a student and update the “general” plan to the applicable apprenticeship-specific plan. Students should be matriculated to a date on or before the start date of their first term (a.k.a. Admit Term).

- QRG Resources:
 - [9.2 OAAP Suspense Management](#)
 - [9.2 Matriculating an Applicant into a Student](#)
 - [9.2 Move an Admit Term after Matriculation](#)
 - [9.2 Unmatriculating a Student into an Applicant](#)
 - [Maintaining Applications: Program/Plan & Admit Term Updates Before Matriculation](#)
- Colleges can send a specific admissions letter to apprentices, as a welcome letter providing further information on “next steps”.

- QRG Resources:
 - [Admission Acceptance Letter](#)
 - [9.2 Admissions Letter Recurrence Setup](#)

Residency

A student's residency status determines the amount they are charged for tuition and fees. A residency status is automatically determined based on how they respond to the residency questions in OAAP but may need to be updated by college staff. The three residency statuses are (1) In-State, (2), Out of State, and (3) Undetermined. QRG Resource: [Entering Residency](#)

Required Coding Elements

- The SAPR student group is used to track apprenticeship students for reporting and for inclusion in the SBCTC Data Warehouse.
- The SAPR student group is mass assigned nightly based on the student being term activated in an apprenticeship plan code and enrolled. Colleges do not need to manually activate the SAPR student group unless the enrollment occurs after the college's term end date.
 - If the apprenticeship enrollment occurs after the college's term end date, the college will need to manually assign and backdate the SAPR student to a date within the college's term.
- If the student is no longer in an apprenticeship and is:
 - Not continuing at your college, discontinue the apprenticeship Student Program/Plan stack. QRG Resources:
 - [Maintaining Student Program/Plan Stacks](#)
 - [Discontinue Student Program/Plans in Batch \(Batch DISC Process\)](#)
 - Continuing at your college in a different plan, update the student's Student Program/Plan stack. QRG Resource: [Maintaining Student Program/Plan Stacks](#)

(Internal Use Only) System and Process Requirements:

System - Create a "general bucket" for Apprenticeship

Process - All students need to be admitted via OAAP - [SBCTC Apprenticeship Protocols - Key Requirements](#)

System - Email Acceptance Notification to the student

Process - Student Program Validation and placement of student into correct program plan code in ctcLink

Class & Grading Setup

Class Setup

- Faculty must be added to the class.
- Class must generate FA Progress Units.
- QRG Resources:
 - [Curriculum Management QRGs](#)
 - [Faculty Workload QRGs](#)

Faculty Hired Adjunct Faculty

- All classes must have an instructor assigned. More details and a global business practice is currently being developed. More information to come.

Grading

- Apprenticeship classes must be graded.
- Grade Scheme: ACA Grade Scheme (Credit Grading Scheme): *pending updates*
- Grade Basis:
 - "Audit Grade Basis" must be **unchecked**
 - "Print On Transcript" must be **checked**
- Grade Input: You must use a Grade Input that signifies if the student was successful or not successful in the class.

Enrollment Process (class registration)

Before enrolling in classes, students must first be term activated to the apprenticeship-specific plan. Students should not enroll in the general placeholder plan.

QRG Resources:

- [Term Activate an Individual Student](#)
- [Term Activation Batch Setup](#)
- [Running Batch Term Activation](#)
- [9.2 Term Activate a Student after the Term Begin Date](#)

Apprentice Self-Enrollment Process

- Apprentices will log into ctcLink and enroll for apprenticeship (RSI) classes.
- Enrollment is required for funding (WG-A)
- Colleges can give the course numbers to the apprentice to enroll

College Staff Enrollment Process for Apprentices

College staff can utilize the list of OAAP applications and/or the list of apprentices from the sponsor to enroll the apprentices. If the class already began, backdating enrollments may be

required. For students to generate FTES, they must be enrolled in the class as of the census date of the class. [SBCTC Policy Manual Chapter 5.40 Enrollment Census Data](#)

- Processing Individual Enrollments - QRG Resources:
 - [Quick Enroll a Student](#)
 - [Entering Enrollment Requests](#)
 - **Note:** If the student was enrolled in RSI classes under the wrong apprenticeship academic plan, colleges will need to fix this. See QRG Resource: [Fix Enrollment Attached to the Wrong Program](#).
- Processing Batch Enrollments – QRG Resources:
 - [9.2 Defining Student Enrollment Blocks](#)
 - [9.2 Defining Class Enrollment Blocks](#)
 - [Processing Block Enrollments](#)

(Internal Use Only) System and Process Requirements:

Process - Apprenticeship Coordinators:

Ensures students are enrolled in classes - [SBCTC Apprenticeship Protocols - Enrollment in RSI](#)

- Classes are added in timely manner
- Rosters provided in timely manner

Course/Class Fee Waiver Process

Waiver Process

State Board will manage a job recurrence that will find apprenticeship students then apply or remove an apprenticeship program specific equation variable flag on the accounts driving the waiver.

First the job recurrence will determine the population of students who are newly added (or removed) from Apprenticeship academic plans, then update that population by adding or removing an equation variable (via population update) that corresponds to specific apprenticeship program. The value placed on the equation variables page will drive the tuition group the student is placed in and the units eligible to be waived by the W91 waiver.

- **Equation Variable:** Utilizing a student financials page called “Equation Variables” and presents 10 boxes for character inputs, 10 boxes for numeric inputs, and 10 yes/no checkboxes all able to be populated by **term**.
- The configuration aims to have colleges select unique values for each individual apprenticeship program at their college and have the system run a nightly mass assign process to populate the Var Char5 box with a unique identifier for students who are active in each apprenticeship program.
- **Mass Assign/Mass Delete:** The process that will maintain the assignment and removal of the equation variable will be scheduled and maintained by the State Board

SF team. The mass assignment/removal will utilize the “population update” process in PeopleSoft.

- o Each of the apprenticeship programs at the colleges will have their own mass assign and mass delete run control for each term. The queries used will identify eligibility in a specific apprenticeship program based on students’ academic plans and will be altered versions of the SAPR assignment/removal queries (no longer looking at SAPR student group information).
- o Each apprenticeship contract/program will receive a mass assign, and a mass delete query. There will be a total of eight queries for each program, an assignment and removal query for each term.
 - The queries will need their hard-coded prompts to be updated yearly by the State Board SF team during the yearly tuition rate update meetings.
- o These queries will be put into an apprenticeship job that will be run nightly (M-F) prior to tuition calculation job so that any changes in a student’s enrollment or academic plan that may impact waiver eligibility will be taken into consideration before the nightly tuition calculation is run.
- **Tuition Groups, Term Fees, & Course Lists:** Once assigned an equation variable, the system will add tuition groups for each apprenticeship program. Each tuition group will house two sets of tuition term fees (Operating, Building, S&A); waivable and non-waivable.
 - o These term fees will feed off a course list created for each of the colleges’ apprenticeship programs that will hold eligible courses for a given program/contract.
 - o The [course list](#) being accurate will be important as it determines which units an apprenticeship student takes are waiver eligible, and which are not waiver eligible.
 - o Any course included in this [course list](#) will be calculated in the “waivable” term fees with the 50% waiver attached, any courses a student might be enrolled in outside of the program’s course list will **not** have the 50% waiver attached and will charge the full tuition rate for those units.
- By breaking out each program into its own tuition group having its own waivable & non-waivable term fees, each using an equation to look at the program’s associated course list means that the waiver will only apply to courses contributing to the program’s required curriculum.
- With this configuration, the system will automatically each evening;
 - o Assign the equation variable for the apprenticeship program, their plan indicates their eligibility for using our mass assign job

- o Mark the student as needing tuition calculation ran
 - o During tuition calculation, assign them to the appropriate tuition group
 - o Calculate waivable/non-waivable units and assess tuition based on enrollment
 - o Assign the waiver for “waivable” courses at 50% of standard tuition and charge the full amount of tuition for non-waiver eligible courses
- **Introduction of new courses:** If new courses are added to an existing apprenticeship program, the course list for that program will need to be updated to include the newly created course(s). New rows will need to be added to the associated tuition group. This piece can be done by the college staff.
 - **Introduction of new Apprenticeship Programs:** If there is a completely new apprenticeship program being added to the institution, a ticket will need to be submitted.
 - o The initial ticket needs to be submitted to CS Core team for the creation of the Program Plan Stack
 - o The second ticket needs to be submitted to the SF Support team containing the following information.
 1. New Program/Contract name Academic
 2. Plans associated with the new program
 3. Program curriculum (course IDs or subject codes if **all** subject codes are eligible)

(Internal Use Only) System and Process Requirements

System - Waiver groups created (work with Student Financials)

Process - Apply waiver groups to classes - [SBCTC Apprenticeship Protocols - Fee Waivers for APR Students](#)

Funding Application Process

- **Apprenticeship Coordinator**, to run Apprenticeship Hours report, that provides L & I data, to determine standing.
 - The Apprenticeship report is available from within QARS.
 - QARS Information: [Data Warehouse Documentation](#)
 - Access Request Form: [QARS Access Request Form](#)
 - If student is in good standing for program, hours and RSI the apprenticeship coordinator will place a “good standing” service indicator
 - If student is not in good standing for program, hours and RSI the apprenticeship coordinator will place a “not in good standing” service indicator
- Financial Aid Requirements to determine eligibility:
 - WG-A Funding Application
 - Active/Current Apprenticeship Plan Code
 - Enrollment in Course(s)
 - Good Standing Service Indicator
- Disbursement
 - Once annually for the full amount of WG-A
 - Aid calculated and disbursed at the first enrollment of RSI in the academic year after WG-A funding application submission.

Student Program Process

Grading and Satisfactory Academic Progress (SAP)

- Enter Grades in ctcLink
 - QRG Resources: [Grade Rosters and Grading](#)
- Apprenticeship Coordinators: Run report with data from L & I to confirm that apprentices remain employed and are actively working toward their journey card.
 - Sponsors are required to inform the institution within 30 days of an apprentice’s suspension, whether voluntary or disciplinary.
- See **WSAC’s Satisfactory Program Process (SPP) guidance**: [WG-A SBCTC FAA Business Process 05162025](#)

Possible Next Steps

- If an apprenticeship academic plan awards a certificate or degree, your college will follow the standard procedures to award and post the credential to the transcript. QRG Resources: [Awarding Degrees and Graduation](#)
- If the student is no longer in an apprenticeship and is:
 - Not continuing at your college, discontinue the apprenticeship Student Program/Plan stack. QRG Resources:
 - [Maintaining Student Program/Plan Stacks](#)

- [Discontinue Student Program/Plans in Batch \(Batch DISC Process\)](#)
 - Continuing at your college in a different plan, update the student's Student Program/Plan stack. QRG Resource: [Maintaining Student Program/Plan Stacks](#)
- MOT Transition
 - Individuals can leverage their journey card into a Multi-Occupational Trade (MOT) associate's degree. The college verifies and articulates the journey card (e.g. Academic Credit for Prior Learning (ACPL) and the student completes additional general education requirements to complete the degree. The degree is awarded using a standardized Academic Plan with an Academic SubPlan that reflects the specialization/emphasis of the apprenticeship.
 - QRG Resource: [Maintaining Student Program/Plan Stacks](#)

(Internal Use Only) System and Process Requirements:

Process - Issuance of Certificate/Diploma

Certificate generation system

Documentation of completed coursework - [E2SSB5764 Legislative Text](#) (Section 4)

Resources

[Policy Brief - Apprenticeship Code](#)

[ctcLink Apprenticeship Coding 2023 Handbook](#)

[WG-A SBCTC FAA Business Process 05162025](#)



[CC BY 4.0](https://creativecommons.org/licenses/by/4.0/), unless otherwise noted.

Washington State Board for Community and Technical Colleges