# WorkFirst Degree Completion Request

For CTC providers within the SBCTC system seeking DC component approval

## Form Submission Instructions

Please complete this form electronically and submit via encrypted email with supporting documentation (copy of labor market information search results and student's sequenced education plan) to bwood@sbctc.edu.

## Student/Client Information

Name (last, first, M.I.): _____

e-JAS ID: _____  County of Residence: _____

## Institution and Program Information

**Instructions:** Complete all fields and include a copy of the student's sequenced education plan with this form submission.

Community or Technical College Name: _____

Program Title: _____ Program CIP: _____

Award Type (select one): _____  Student Enrollment (select one): _____

Credits Required: _____ Credits Completed: _____ Credits Remaining: _____

Expected Start Date (if approved): _____ Expected Completion Date: _____

Pre-Requisites Complete (select one): _____ VE/PE/HW/DC Months Used to date: _____

## Labor Market Information

**Instructions:** Using employment data from Employment Security Department's Occupations in Demand List, fully complete the information in the table below for the occupation(s) to which this certificate or degree program will lead in the client's county of residence. *A copy of the search result(s) used to verify this information must be included with this form submission.*

| Standard Occupational Classification (SOC) # | Occupation Title | Occupation Average Hourly Wage | Occupation Demand (select one) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Submitter Contact Information

Name: _____

Email: _____ Phone: _____

Supporting Documents Included in Email:  ☐ labor market information search results
☐ student's sequential education plan

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*Washington State Board for Community and Technical Colleges*
*WORKFIRST DEGREE COMPLETION REQUEST FORM – CTCs // August 2023*

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## Minimum Requirements for Approval of DC Requests

Each of the following criteria must be met for approval:

- ✓ Employment goal (connected to a SOC) is high demand per ESD's Occupations in Demand List in the client's county of residence;
- ✓ Employment goal (connected to a SOC) leads to an occupation that offers an average hourly wage that is equal to or greater than the local labor market's hourly median wage as determined by the Employment Security Department;
- ✓ Be able to start by the beginning of the next school quarter;
- ✓ Meet all of the pre-requisites for the program or be able to complete the pre-requisites and all course work within the allotted time period;
- ✓ Participate as full-time as possible in the training program and make satisfactory progress; and
- ✓ Student can **finish the last year** of any certificate or degree program, not to exceed a baccalaureate degree*

*Previously utilized months of VE, PE, HW, and DC cannot exceed a combined total of 24 months

## Verification and Determination (for SBCTC Use Only)

Submission Date: _____

Occupation in Demand: _____

Occupation High Wage: _____ County Median Hourly Wage: _____

Start date within next quarter: _____

Component History - VE/PE: ___ HW: ___ DC: ___      Remaining VE/PE/HW/DC Months: _____

Prerequisites met/able to complete all coursework within the allotted time period: _____

Program can be completed within a year: _____

Student has sufficient remaining VE/PE/HW/DC months to complete the program: _____

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Determination: ☐ Approved      ☐ Denied                    ☐ Eligibility Determination Case Note in eJas

Verification and Notes (as applicable):

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Questions regarding this form can be directed to Becky Wood, Program Administrator, SBCTC, at bwood@sbctc.edu or 360-704-1837.