



Appendix A
REQUIRED STUDENT INFORMATION AND ELIGIBILITY RECORD
PRIVATE CAREER SCHOOLS AND COLLEGES
2008-09 WORKER RETRAINING PROGRAM

This form must be retained by the school and is subject to inspection, review, reproduction, and/or audit by SBCTC or its designee **for at least six (6) years** after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest.

1. **Criteria for Individual Student Eligibility** (check one):

Category	Required Documentation
<input type="checkbox"/> Is eligible to receive, is currently receiving unemployment benefits, or is unemployed and has exhausted unemployment benefits within the last 24 months. Only Washington State unemployment insurance is eligible. People claiming unemployment in other states are not eligible.	<ul style="list-style-type: none"> • Current verification from the State Employment Security Department (ESD).
<input type="checkbox"/> Has received notice of lay-off and is eligible for unemployment benefits.	<ul style="list-style-type: none"> • A copy of the lay-off notice. Current Unemployment Insurance (UI) eligibility must be verified by the ESD.
<input type="checkbox"/> Is a Displaced Homemaker, defined as an individual who has been providing unpaid services to family members in the home and who (a) has been dependent on the income of another family member but lost that supporting income within the last 24 months; and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	<ul style="list-style-type: none"> • Attestation by eligible student supported by a copy of Washington State legal document, such as divorce decree, legal separation, death certificate, Notice of Termination of Washington State Registered Domestic Partnership, and/or jointly signed Affidavit of Service or Notice of Termination of Washington State Registered Domestic Partnership. • If the student is employed, show proof of underemployment determined by showing that proof of net earned income (pay stub or tax return) is at or below 175% of poverty level. Use Appendix C to document underemployment.
<input type="checkbox"/> Was self-employed in Washington State but is unemployed as a result of general economic conditions in the community which the individual resides, or if unemployment is the result of natural disaster.	<ul style="list-style-type: none"> • Attestation by eligible students, supported by (a) last year's income tax return which indicates self-employment; (b) information from the ESD or other agency which indicates economic condition which resulted in unemployment.
NEW: VETERANS ELIGIBILITY <input type="checkbox"/> The student is eligible if he or she has separated from the U.S. armed services in the last 24 months.	<ul style="list-style-type: none"> • To establish eligibility, the student must provide all: <ul style="list-style-type: none"> ○ Copy of DD214 (discharge papers) showing a separation date within the past 24 months and honorable discharge. ○ Copy of current Washington State driver's license or other current proof of residency.

Expanded Eligibility Policy: Is eligible as an Employed but Vulnerable Worker by meeting two out of three of the following criteria (you may use this category only when your local county’s economy is expanding, per SBCTC quarterly notification). **This option is only open to students attending PCSCs with approved Annual Plans for Worker Retraining. These PCSCs must adhere to the quarterly notification from the SBCTC regarding their local county’s economy.**

If using the Expanded Eligibility Option you must check two or more of these.	Required Documentation
<input type="checkbox"/> The individual is employed in an occupation identified as “not in demand” (declining) on the region’s Demand-Decline List (http://www.wilma.org/wdclists/).	<ul style="list-style-type: none"> • A printed copy of the individual’s position description from current job <u>and</u> printed copy of qualifying occupation web page showing that the occupation is “not in demand” on the region’s Demand-Decline List (http://www.wilma.org/wdclists/).
<input type="checkbox"/> The individual has not reached the “tipping point”, which is defined as one year of college credits (45 credits) plus any certificate or degree related to their college course work; and/or	<ul style="list-style-type: none"> • Documentation of highest level of schooling completed (e.g., copy of school application that lists educational attainment; or a copy of high school diploma; or a copy of college transcripts showing less than 45 credits plus a certificate or degree).
<input type="checkbox"/> In order to remain employed, the individual needs to obtain new skills. The worker and employer must attest that the minimum qualifications for the worker’s position have changed and that the employee is unable to meet the new skill standard without retraining.	<ul style="list-style-type: none"> • Written attestation by individual <u>and</u> employer that the individual does not meet the <u>new</u> skill requirements of their job and to remain employed the individual must obtain new skills.

2. **Student Information**

Social Security #: _____ Home Phone #: _____

Name: _____

Home Address: _____

City, State, Zip: _____

E-mail: _____

3. **Student Attestation**

I hereby attest that I meet the criteria checked above and wish to apply for Worker Retraining program funds to assist me with tuition at my chosen PCSC. I have provided the most current documentation available to substantiate my eligibility. I understand that Worker Retraining funds will pay for tuition only.

I have been provided with information about the job placement rates of the program of study and the career or occupational outlook for this program of study in the local labor market.

STUDENT SSN DISCLAIMER

The Washington State Board for Community and Technical Colleges (SBCTC) pursuant to RCW 28B.50.090 authorizes this organization to ask you to provide your social security number. The number will be used for keeping records, research on students in general, and summary reporting. Your number also will be provided to the SBCTC. The SBCTC gathers information about students and programs to meet state reporting requirements. It also helps to plan, research and develop programs. This information helps to support the progress of students and their success in the workplace and other educational programs. **When conducting research, your social security number will only be disclosed in a manner that does not permit personal identification. Your social security number will never be used to report personal information.** By providing your social security number, you are consenting to these uses as identified. Provision of your social security number and consent to its use is not required and if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent for the use of your social security number at any time.

_____ *Student Signature*

_____ *Date*

FOR PCSC USE ONLY

4. **Enrollment and Registration Information**

A. Program Title: _____ CIP Code*: _____

Indicate how this program is measured:

- Clock Hours, Indicate how many clock hours _____
- Quarter Credit Hours, Indicate how many credits _____
- Semester Credit Hours, Indicate how many credits _____

B. Period of Enrollment: From ____/____/____ to ____/____/____

Total hours in FY 09 (7/1/08 – 6/30/09)**: _____

C. Program Tuition: \$_____

NOTE: The total amount received through the Worker Retraining Program must be applied toward tuition and *cannot* exceed the total tuition charged (tuition includes registration fees and lab fees, but does **not** include kits, supplies, or books).

*CIP codes are on the SBCTC website at: http://www.sbctc.ctc.edu/docs/education/workforce/cip_codes_000.pdf

**Students enrolled in programs that span two or more fiscal years must be re-screened for eligibility each fiscal year. A completed "Required Student Information and Eligibility Record" must be on file prior to receiving funding for each fiscal year in which the student is enrolled.

SBCTC Worker Retraining Program Addendum

In connection with a requirement from Washington State Board for Community and Technical Colleges' (SBCTC) Worker Retraining Program, the undersigned student at The Art Institute of Seattle (the "School") hereby acknowledges receipt of the School's annual graduate employment statistics, Program Completion statistics, and occupational outlook for my program of study at the school.

Student signature

Date

Occupational Outlook

Provided by Washington State Employment Security Department

This information is being provided to you per a request from the State Board for Community and Technical Colleges.
For the most current information please visit the agency's Workforce Explorer web site (www.workforceexplorer.com).

Occupation	Average Wage	Employment 2006	Projected Employment 2009	Projected Employment 2016	Percent of Change 2006 – 2016	Annual Average Openings
Description						
Chefs and Head Cooks	\$21.82	1312	1377	1504	14.6%	74
Direct the preparation, seasoning, and cooking of price menu items, order supplies, and keep records and accounts. May participate in cooking.						
Cooks, Restaurant	\$11.66	23695	25249	27622	16.6%	2162
Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.						
Cooks, Institution and cafeteria	\$13.50	6209	6522	7312	17.8%	581
Prepare and cook large quantities of food for institutions.						
Bakers	\$14.67	3525	3561	3741	6.1%	197
Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. Include pastry chefs in restaurants and hotels with "Chefs and Head Cooks" (35-1011).						
Camera Operators, Television, Video, and Motion Pic	\$26.60	481	507	518	7.7%	26
Operate television, video, or motion picture camera to photograph images or scenes for various purposes.						
Film and Video Editing	\$24.05	225	246	252	12%	14
Edit motion picture soundtracks, film, and video.						
Audio and Video equipment Technicians	\$17.35	912	944	1017	11.5%	84
Set up or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate associated spotlights and other custom lighting systems. Exclude "Sound Engineering Technicians" (27-4014).						
Sound Engineering Technicians	\$25.03	493	509	553	12.2%	45
Operate machines and equipment to record, synchronize, mix, or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions.						
Fashion Designers	\$31.96	276	250	244	-11.6%	7
Design clothing and accessories. Create original garments or design garments that follow well established fashion trends. May develop the line of color and kinds of materials.						
Fabric and Apparel Patternmakers	\$12.10	93	86	76	-18.3%	0
Draw and construct sets of precision master fabric patterns or layouts. May also mark and cut fabrics and apparel.						
Merchandise Displayers and Window Trimmers	\$14.57	2625	2661	2944	12.2%	211
Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.						
Wholesale and Retail Buyers, Except Farm Products	\$23.37	2956	3033	3277	10.9%	203
Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. Include assistant buyers.						

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 For the most current information please visit the agency's Workforce Explorer web site (www.workforceexplorer.com).

Occupation	Wage Percentiles Median	Employment 2004	Employment 2007	Projected Employment 2014	Percent of Change 2004 – 2014	Annual Average Openings
Graphic Designer	\$22.28	5668	5908	6580	16.1%	508
Design or create graphics to meet a client's specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.						
Desktop Publisher	\$20.69	526	528	548	4.2%	27
Format typescript and graphic elements using computer software to produce publication-ready material.						
Multi-Media Artists and Animators	\$28.07	4608	5138	6464	40.3	627
Create special effects, animation, or other visual images using film, video, computers, or other electronic						
Interior Designer *	\$22.84	1195	1286	1524	27.5%	138
Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design. Exclude "Merchandise Displayers and Window Trimmers" (27-1026).						
Photographer	\$18.68	2689	2811	3342	24.3%	263
Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints. Include scientific photographers, aerial photographers, and photojournalists.						
Commercial and Industrial Designers	\$27.34	1136	1167	1328	16.9%	103-
Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design.						

The Art Institute is not responsible for the accuracy of the information supplied on this document.
 If you have any questions about this information and its accuracy.
 Please call your local Employment Security Department office.
 Thank-you



SELF-REQUEST FOR RECORDS

The response to your request will be sent within 5 BUSINESS DAYS.

Provide the following information:

Print Your Name (please include any alias or maiden name):

Print Your Social Security Number:

1) Check one or more boxes to indicate the records being sought:

I am requesting a copy of my Employment History from
_____ through _____
(start date) (end date)

I am requesting a copy of my Unemployment Payment History from
_____ through _____
(start date) (end date)

If you are seeking records other than the above (identify here):

Mail or Fax information to:

Name:

Address Line 1:

Address Line 2:

City State Zip Code:

Return Fax #:

Send request to:

Employment Security Department

Attn: Records Disclosure Unit

P.O. Box 9046

Olympia WA 98507-9046

Fax # (360)586-2133

Phone # (360) 586-2132

2) By signing below I certify that I am the individual whose records are being requested:

Signature(Required)

Date