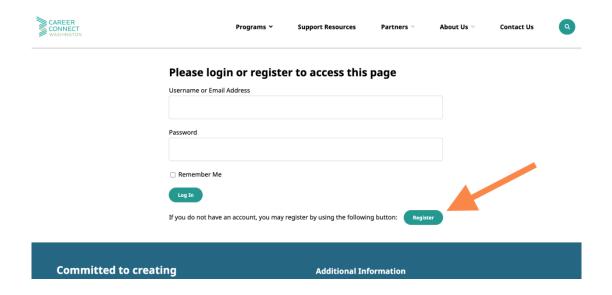# How to Complete a Career Launch Online Application Form

Part 1: Register your email

1. Click or copy & paste this link into your internet browser:
   https://careerconnectwa.org/career-launch-application/

2. If you have not yet created an account with CCW's website, click the teal "Register" button along the bottom of the page (see screenshot below). If you have, fill out your credentials and click the teal "Log In" button and proceed to Part 2 of this document.

3. Enter in a username of your choice and the email address you would like to use to login to this form.
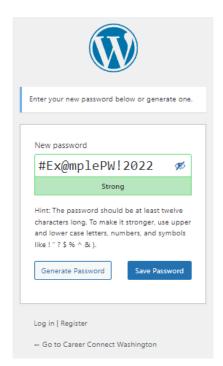
4. Click the blue "Register" button

5. Open the inbox of the email you registered and look for an email from WordPress with the subject line, "[Career Connect Washington] Login Details".
   a. **Note:** It may take a few minutes for it to appear in your inbox after you clicked the "Register" button in step 4.
   b. **Note:** Be sure to also check your Spam or Junk folders if you don't see it, and if you registered with a Gmail account, the email may appear in your "Promotions" tab.

6. Click the link at the top of the confirmation email you received:

7. The link will take you to a page where you can reset your password. Create a password you will remember and then click the blue "Save Password" button.

8. You will see a confirmation that your password has been reset. Click "Log in"

9. You will be prompted to enter your login information. Enter it and then click, "Log In"

Part 2: Apply for Career Launch Endorsement Using the Online Application

1. Now that you are logged in, proceed to https://careerconnectwa.org/career-launch-application/
   a. You can also access this page under the Programs tab in the navigation menu

2. Read the Instructions Section thoroughly before proceeding to the application.
   a. **Note: Registered Apprenticeships are automatically considered Career Launch programs and do not have to go through the endorsement application process**
   b. Applicants for Career Launch endorsement should be sure to contact the CCW Regional Network Director and CCW Career Connected Learning Coordinator for the region(s) where the program will operate. Applicants can find the contact information for the Directors and Coordinators on the CCW website.

3. Complete Sections 1-7.
   a. **Saving progress:** Be sure to regularly click the "Save" or "Save and Continue" buttons along the top navigation to make sure your entries are saved along the way. See screenshot below.
   b. **Closing:** Use the "Close" button only after you have saved your progress.
   c. **Questions?** If you have questions that are not answered in the Instructions Section, click the "Need Help?" button in the top navigation, which opens your default email app and will send the question to clerapp@sbctc.edu.
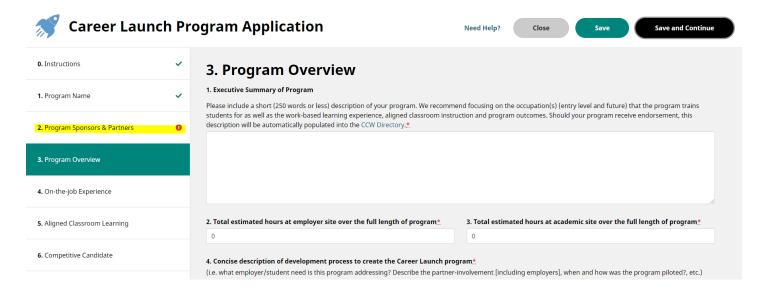

   d. **Application Sections:**
      The application has seven sections (two information sections [non-evaluative], Program Overview, and one section for each part of the Career Launch definition):

- **Section 1: Program Name** — Program name that determines how students and their support systems will see your program displayed in the [Program Directory](#) and other Career Launch documentation.
- **Section 2: Program Sponsors & Partners and Endorsements**— Including lead point of contact for the program, and academic, employer, and key sponsor contact information.
  - **Note:** Sponsor points of contact will receive an email requesting their verification of the program once this application is submitted. You (the applicant) will receive an email confirmation once the point of contact has successfully verified the program.
- **Section 3: Program Overview**— Including executive summary, target occupation(s), knowledge, skills and competencies, enrollment projections, etc.
  - **Note:** Only PDF files can be uploaded via the Upload Document tool
- **Section 4: On-the-job Experience**— Work-based learning component
- **Section 5: Aligned Classroom Learning**— Academic component
  - **Note:** Only PDF files can be uploaded via the Upload Document tool
- **Section 6: Competitive Candidate** — Employment outcome
  - **Note:** Only PDF files can be uploaded via the Upload Document tool
- **Section 7: Credential Beyond High-School Diploma**— Academic outcome

The Career Launch Endorsement Review (CLER) team will use [this rubric](#) to assess the application. The focus of the rubric is to ensure the program meets the definition of Career Launch.

4. When you complete all required fields on a section and press "Save" or "Save and Continue", you will see a **green checkmark** next to the Section in the lefthand navigation. If you do not complete all required fields in a section, you will see a **red attention mark** in the lefthand navigation (see screenshot below).

Career Launch Program Application   Need Help?   Close   Save   Save and Continue

0. Instructions	✓
1. Program Name	✓
2. Program Sponsors & Partners	❗
3. Program Overview	
4. On-the-job Experience	
5. Aligned Classroom Learning	
6. Competitive Candidate	

3. Program Overview

1. Executive Summary of Program

Please include a short (250 words or less) description of your program. We recommend focusing on the occupation(s) (entry level and future) that the program trains students for as well as the work-based learning experience, aligned classroom instruction and program outcomes. Should your program receive endorsement, this description will be automatically populated into the CCW Directory.*

2. Total estimated hours at employer site over the full length of program*
0

3. Total estimated hours at academic site over the full length of program*
0

4. Concise description of development process to create the Career Launch program*
(i.e. what employer/student need is this program addressing? Describe the partner-involvement [including employers], when and how was the program piloted?, etc.)

5. Proceed to Section 8 to review your program information is entered as you would like it to appear for the endorsement review team and in the Program Directory.
   a. **Edits?** If you have edits, click back into the section you wish to edit using the lefthand navigation.
   b. **Ready to Submit?** If the application is ready to be submitted for endorsement review, click the teal "Submit" button.
   c. **When will I hear back about my application?** The Career Launch Endorsement Review (CLER) team reviews applications monthly. You will receive an email when the application is endorsed, if additional information is needed, or if the program is not recommended for endorsement. If the CLER team endorse the program, it will automatically be published to the Program Directory.

Any questions about the Career Launch Online Application and/or endorsement process can be sent to **clerapp@sbctc.edu**.