

Claiming Career Launch Endorsed Program Student Enrollment for an Additional 0.20 Monthly FTE and 0.20 Average Annual FTE

Program Eligibility

Approved Career Launch Endorsed (CLE) programs are eligible to claim students for an additional 0.20 monthly full-time equivalent (FTE) or an additional 0.20 annual average FTE (AAFTE) for instruction done beyond the school day or during the summer as outlined in RCW 28A.700.130. For more information on Career Launch, please see [Career Launch Programming](#) and the [Endorsement and Review Process](#).

Approved Registered Apprenticeship (RA) programs are also considered CLE programs and can qualify for this additional funding. For more information on the RA approval process, please see [Apprenticeship Preparation Program Recognition](#).

Eligible Students

Any student enrolled in an approved CLE program with additional hours of learning done outside of the school day or over the summer months can be claimed for an additional 0.20 FTE/AAFTE. Students who graduated at the end of the school year, but still have additional hours to complete to finish the necessary certification requirements over the summer months could qualify for this additional funding.

General Information on Claiming Students for State Funding

Below summarizes how student enrollment is claimed for state funding. For more detailed guidance, refer to the annual [2024-25 Enrollment Reporting Handbook](#).

Student enrollment is reported based on each student quantity of enrollment each month as a monthly FTE. Annual average FTE (AAFTE) is the 10-month average reported for the standard school year, September through June.

Student enrollment during the standard school year is based on a monthly count day, which is the fourth school day of September and the first school day for the months, October through June. Any student who is enrolled in the district and has not missed 20 consecutive school days prior to the count day can be claimed.



Students with available AAFTE after the standard school year could qualify to be claimed for the summer. For more information on determining a student's available AAFTE, refer to the annual Enrollment Reporting Handbook. For 2024–25, refer to pages 28-30 in the [Enrollment Reporting Handbook](#). Student summer enrollment is based on the student's actual hours of learning and is reported as an AAFTE.

Student enrollment can be claimed in several ways depending on their method of learning. Below are several methods which may pertain to CLE programs:

- Seat-Time Classroom Instruction: Seat-time instruction that is supervised by a certificated teacher and where attendance is taken can be claimed for state funding. For high schools, the monthly FTE that is claimed is based on each period's weekly schedule minutes based on a published bell schedule. 1.00 FTE equals 1,665 weekly minutes. For summer programs, a student's AAFTE is based their total actual hours of attendance in a seat-time setting. 1.00 AAFTE equals 1,000 hours.

CTE approved seat-time courses that are taught by a teacher with the appropriate CTE endorsement can be claimed for CTE enhanced funding.

- Worksite Learning (WSL) Enrollment – Student WSL enrollment that earns student credit can be claimed for Basic Ed enhanced funding if a student has available FTE or AAFTE. WSL done in association with a CTE course that the student is currently taking, or had previously taken, and is either supervised or coordinated by a CTE endorsed teacher, can be claimed for CTE enhanced funding.

During the standard school year, WSL is claimed monthly based on the student's actual hours of work. During the summer, WSL is claimed as an AAFTE and is based on the student's actual hours of work done during the summer months.

To determine the student's WSL monthly FTE, divide each student's actual hours by 100.

To calculate the student's summer WSL AAFTE, divide each student's actual hours by 1,000.

Student FTE/AAFTE Limitation and Exceptions

In most cases, no student can be claimed for more than 1.00 FTE in any month and 1.00 in any school year except for the following exceptions. These are often referred to as Super FTEs. Each Super FTE is a separate and distinct exception.

- Running Start: Students enrolled in both high school and Running Start can be claimed up to a combined 1.40 FTE. The high school cannot claim more than a 1.00 FTE but the college can claim any student for more than a 1.00 FTE.

- Skill Center: Students enrolled in both high school and Skill Center can be claimed up to a combined 1.60 FTE or AAFTE but neither the high school or the Skill Center can claim more than a 1.00 FTE in any month or a 1.00 AAFTE in any school year.
- CLE Programs: As outlined in RCW [28A.700.130](#), student learning in an approved CLE program done outside of the school day or in a summer program can qualify to be claimed for an additional 0.20 monthly FTE and 0.20 AAFTE. This additional learning could be seat-time classroom instruction or WSL.

Example - How the CLE Super FTE would apply

Wenatchee Schools Registered Apprenticeship Program includes 170 hours Related Supplemental Instruction (RSI) and 2,000 hours in on the job training (OJT)/Work-site Learning (WSL). RSI is defined as technical training components required for apprenticeship programs. For OSPI reporting purposes, RSI, OJT, and WSL is reported as WSL.

Depending on the student needs, there are various scenarios, or a combination of scenarios, in which a student may participate in their program.

- WSL Enrollment: Students must participate in scheduled OJT/WSL (under supervision of workplace technician). The OJT/WSL could occur at any point of the day (before school, during school, or after regular school hours) and during in-service days or weekend days. Any OJT/WSL actual hours done on a non-school day or extra hours before/after the length of a regular school day can be claimed monthly as WSL for up to an additional Basic Ed 0.20 FTE.

During summer, the students may participate in OJT/WSL for any number of weeks. Additionally, any OJT/WSL hours done during the summer months could qualify for an additional Basic Ed 0.20 AAFTE.

If the OJT/WSL hours are done in association with a CTE course that the student is currently taking or had taken, and the hours are coordinated by a CTE endorsed teacher, these hours would qualify to be claimed for CTE enhanced funding up to an additional 0.20 FTE or AAFTE.

- Seat-Time Classroom Instruction: Students must participate in seat-time classroom instruction.

Any classroom instruction done before or after the school day could be claimed as an additional Basic Ed 0.20 FTE depending on the class's weekly minutes. Additionally, if the class is an approved CTE course taught by a CTE endorsed teacher, the FTE for this class can be claimed for CTE enhanced funding.

Classroom instruction done during the summer months could be claimed as an additional Basic Ed 0.20 AAFTE based on the student actual hours of attendance. Similarly, if the class is an approved CTE course taught by a CTE endorsed teacher, the AAFTE could be claimed for CTE enhanced funding.

How to Claim Eligible Career Launch Enrollment for an Additional 0.20 FTE/AAFTE

Any student eligible to be claimed for an additional 0.20 FTE for their learning done outside of the school day or for an additional 0.20 AAFTE for their summer learning are not reported on a district's monthly P223 or annual P223S. Instead, districts must complete the [Career Launch Enrollment Form](#), which includes one tab for reporting monthly FTE and another for reporting summer AAFTE. Instructions for completion are provided.

Questions

For enrollment reporting and fiscal related questions, contact Becky McLean at becky.mclean@k12.wa.us.

For questions related to Career Launch Programs including approval process, contact Stephanie Thompson at stephanie.thompson@k12.wa.us.