



WCE CCP Electronic Application Submission Quick Reference Guide

Electronic Application Steps:

Step 1: LEA and Community College collaborate to determine CCP WCE pathways to offer at a given high school.

Step 2: College/ LEA view PDF sample of the application to prepare for electronic WCE Application Form Submission

- i. **Location 1:** [CCP Webpage](#) - CCP Operating Procedures includes link to the electronic application forms and has watermarked hard copy of applications.
- ii. **Location 2:** [WCE webpage](#) - watermark apps

Step 3: Colleges submit electronic application form via MS Forms Link

- i. [State Electronic CCP WCE Form](#)
- ii. [Local Electronic CCP WCE Form](#)

Step 4: Colleges upload syllabi to [CCP Moodle](#) folder (for local applications only if needed)

Step 5: Colleges/ LEA provide approval signatures via DocuSign.

- i. Completed electronic application included.
- ii. Printed name, signature and date required.

Application Approval Process:

Application Processing:

Every 2nd and 4th Friday submitted, **complete** applications will be processed and sent for review. A complete application is defined as submitting the electronic application form **with** completed printed names, signatures, and dates.

Approval Letter Issuance:

Every 1st and 3rd Wednesday approval letters for approved CCP CE pathways will be sent to the college president with the VP of CE copied

1. Complete applications received by 12pm on the 2nd Friday will be processed, and colleges should expect approval letters to be issued on the 1st Wednesday of the following month. Complete applications received after 12pm will be processed on the next 4th Friday.
2. Complete applications received by 12pm on the 4th Friday will be processed, and colleges should expect approval letters to be issued on the 3rd Wednesday of the following month. Complete applications received after 12pm will be processed on the next 2nd Friday

WCE Contact: rogersn@nccommunitycolleges.edu