



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

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