

Instructions

1. Please download files and replace:
 - a. The “fc” with the facility code for your school.
 - b. The two numbers following the FY in the file name should reflect the current fiscal year, for example if we are in June of 2023, the file should read FY23.
2. In the application, there will be directions for additional items/documents that need to be sent to us. Please send each file separately - do not combine files.
 - a. The file should be named FY23-YourFacilityCode-NameOfDocument
3. The last page of the application should be printed and filled out – we need a “wet” signature at the bottom.
4. (N/A for OJTs and APPs) The Program Inventory must list all the previously approved programs and the changes in the new catalog according to the directions in the file.
 - a. <For new approvals> If your program inventory does not match the current list of approved programs on WEAMs, we cannot accept your packet.
5. Please send us all the documents in one email however, it can be multiple consecutive emails if the files are too large.
6. Please do not use a digital signature for **any** of your documents.
7. Please attach a PDF version of your current school catalog without any active links.