



Workforce Education

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Enrolling in the SEAP eligible Entrepreneurship Program at North Seattle College

Enrollment Checklist:

Check off each step as you complete the enrollment process.

<input type="checkbox"/>	1. Fill out the SEAP Application Form on Employment Security Department's website by clicking here (Full URL is: Self-Employment Assistance program (SEAP) Employment Security Department)
	2. Email the “ Program provider certification ” section from your SEAP application to our Worker Retraining Specialist at North Seattle College. Email: nworkforce@seattlecolleges.edu . ▪ Worker Retraining Specialist will review it, sign it, and then return it to you.
<input type="checkbox"/>	3. Receive your signature page back from Worker Retraining Specialist.
<input type="checkbox"/>	4. Send your completed <i>SEAP Application</i> to the Employment Security Department: Employment Security Department Attn: Training Benefits/SEAP Unit PO Box 9046 Olympia, WA 98507-9046 Note: Applications are processed within 3-5 weeks. ESD will approve or deny application and mail you the decision.(If denied, disregard next steps).
<input type="checkbox"/>	5. Enroll as a student at North Seattle College (Skip this part if you are already a student) and register for classes. You can get assistance with registering from Advising: advisornorth@seattlecolleges.edu .
<input type="checkbox"/>	6. Take the <i>Start Next Quarter Survey</i> to check eligibility for funding through Workforce Education: www.startnextquarter.org a. You pre-qualify for Worker Retraining funding. Go to Step #3.

	<p>b. You don't qualify. Stop here. </p>
<input type="checkbox"/>	<p>7. Fill and submit the online <i>Workforce Education Full Application</i> that comes <u>after</u> the Start Next Quarter Survey.</p> <p>Note: Application process takes 7-10 business days for approval or denial. You will receive an email with a decision.</p>
<input type="checkbox"/>	<p>8. Continue to complete your weekly job search requirements until you are approved for SEAP.</p>