

## Work-Based Learning FAQs

*This FAQ document provides guidance on Work-Based Learning (WBL) requirements, reporting, training, and funding across CTE and CDE systems. It is intended to support districts, schools, and partners as statewide WBL expectations continue to be finalized.*

Questions	Colorado Technical Education (CTE)	Colorado Department of Education (CDE)
<p><b>Training:</b></p> <p>We are requesting training on WBL. Who do we contact?</p>	<p><b>Terra Thiebaut</b> Program Director of Work-based Learning &amp; Apprenticeship Alignment <a href="mailto:terra.thiebaut@cccs.edu">terra.thiebaut@cccs.edu</a></p>	<p><b>Alexa Enamorado</b> PWR WBL Specialist <a href="mailto:enamorado_a@cde.state.co.us">enamorado_a@cde.state.co.us</a></p>
<p><b>Training:</b></p> <p>What is the WBL Coordinator credential? Is that required to offer WBL in my school?</p>	<p>Under the State Board for Community Colleges and Occupational Education (SBCCOE) board rules governing credentialing, all secondary instructors who teach in a Colorado Community College System (CCCS) approved program must hold a valid credential.</p> <p>The WBL Coordinator credential is specifically for individuals supervising learner experiences and is <b>not</b> required if a school is developing partnerships that will provide experiences supervised by an educator who has another CTE credential.</p> <p>More information can be found on the <a href="#">CTE Work-Based Learning Credential Webpage</a>.</p>	<p>The WBL Coordinator credential is <b>not required</b> for CDE's WBL reporting under the PWR Big 3 legislation.</p>
<p><b>Reporting:</b></p> <p>Where do we submit our WBL data for reporting?</p>	<p>WBL data is submitted annually (May-July) as part of the CTE enrollment file in the Colorado CTE Gateway. WBL is a flag of 1 indicating the student participated in WBL during the preceding academic year. File specifications, training resources, and guidance are available on the <a href="#">Colorado CTE website</a>.</p>	<p>Under the PWR Big 3 legislation, WBL data will be submitted through the <a href="#">Data Pipeline</a> using the <a href="#">WBL file layout</a>.</p> <p><i>Please note: 2025-26 WBL reporting for the 2025-26 Program Year is mandatory to receive the benefit (2026-27 Sustain Funding).</i></p>

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<p><b>Reporting:</b></p> <p>What is the reporting timeline?</p>	<p>Secondary enrollment is open from May 15 - July 31 each year for the prior academic year.</p>	<p>April 1 – June 30 each year is the reporting timeline for the <a href="#">PWR Data Collection</a>.</p>
<p><b>Reporting:</b></p> <p>What are the requirements for WBL? Where can I find these?</p>	<p>CTE Work-Based Learning requirements can be found in the <a href="#">Quality Work-Based Learning Indicators in Colorado Toolkit</a> and in the <a href="#">CTE Administrators Handbook</a>.</p>	<p>Statewide requirements for WBL—including WBL activities and documentation expectations—are currently being finalized through the <a href="#">State Board of Education</a> rulemaking process.</p>
<p><b>Definitions:</b></p> <p>What is WBL?</p>	<p>Work-Based Learning is learning that happens on Colorado’s continuum in the learning through work or learning at work columns.</p> <p>The federal legal definition (P.L. 115-224 §1(55) of Work-based Learning includes sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated educational environments that foster in-depth, firsthand engagement with tasks required in a given career field that are aligned to curriculum and instruction. In Colorado, WBL must align with <a href="#">state quality expectations</a> as outlined on the State of Colorado’s Division of Human Resources <a href="#">website</a>.</p> <p>These experiences enable learners and job seekers to secure industry-relevant skills, certifications, and credentials and advance to higher levels of education and employment.</p>	<p>Per <a href="#">SB25-315</a>, C.R.S. 22-54-202(7):</p> <p>"Work-based learning" means demonstrating learning through work or at work, consistent with the <a href="#">work-based learning quality expectations</a> established pursuant to section 8-83-602 (5).</p> <p>"Work-based learning" includes the same meaning as set forth in section <a href="#">8-83-601</a>.</p>

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<p><b>Big Three:</b></p> <p>How to engage with the CDE rulemaking process?</p>	<p>N/A</p>	<p>The PWR Big 3 components—including WBL—are currently in rulemaking with the State Board of Education.</p> <p>Districts can participate by:</p> <ul style="list-style-type: none"> <li>● attending State Board meetings (in person or streamed),</li> <li>● submitting public comment, and</li> <li>● reviewing draft rules when released.</li> </ul> <p>Information on how to engage is available on the <a href="#">State Board of Education</a> webpage under meeting agendas and public comment guidance.</p>
<p><b>Funding:</b></p> <p>How is WBL funded?</p>	<p>CTE Work-based Learning can be supported through federal Perkins dollars and state Career and Technical Act reimbursement.</p> <p>Please connect with the <a href="#">CTE Team</a>, as there are specific rules for spending under these two sources.</p>	<p>WBL funding under the PWR Big 3 Colorado legislation is tied to successful reporting through the <a href="#">Data Pipeline</a>.</p> <p>Districts will receive funding for students who meet the final, state-approved WBL criteria (to be released after rulemaking).</p>
<p><b>Contacts:</b></p> <p>Who do I contact?</p>	<p style="text-align: center;"><b>Terra Thiebaut</b>  Program Director of Work-based Learning &amp;  Apprenticeship Alignment  <a href="mailto:terra.thiebaut@cccs.edu">terra.thiebaut@cccs.edu</a></p>	<p style="text-align: center;"><b>Alexa Enamorado</b>  PWR WBL Specialist  <a href="mailto:enamorado_a@cde.state.co.us">enamorado_a@cde.state.co.us</a></p>

**Note:** Some CDE requirements are subject to change pending State Board of Education rulemaking.

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