

# Washington Career Bridge

Find the education & training you need to get the job you want

## Updating Your Program and School Information On Career Bridge

The information you provide to Career Bridge for your school's programs, locations, students, and contacts is a trusted source of information by parents, students, legislators and the general public.

Career Bridge is viewed, on average, 7 million times a year. This means students from all over the state are using Career Bridge to figure out where they want to go to continue their education. We encourage you to keep your information updated so you can connect with students who wish to take your programs.

Updating your Career Bridge information is also important because we match it with the student data you provide us for ETP-eligibility. Updating your account will make the student data reporting process easier for everyone!

Below you will learn the basics of how to access your account and keep it up-to-date to ensure that students will have the most accurate information possible.

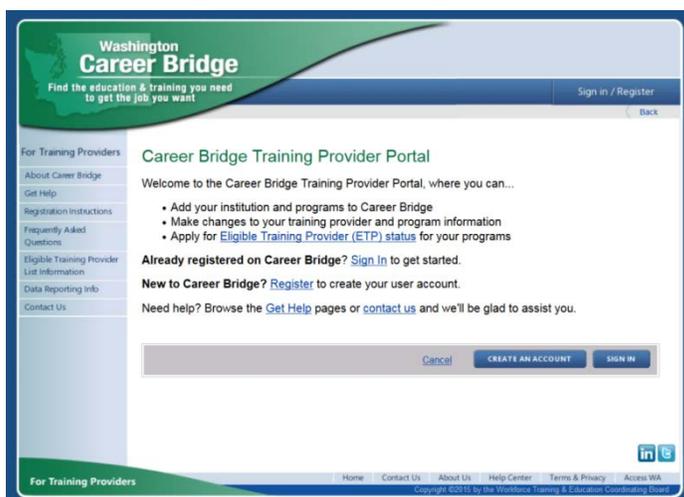
### Career Bridge

<http://www.careerbridge.wa.gov/> provides students with a look at over 6,500 current education and training programs in Washington State.

In the lower left-hand corner of this page is a click-able link titled "For Training Providers".

Clicking this and logging in will take you to the Training Provider Portal with your school's account information.

Try the links on the left-hand side to get more information about the Portal and Career Bridge.



On the main portal page, you will find links for:

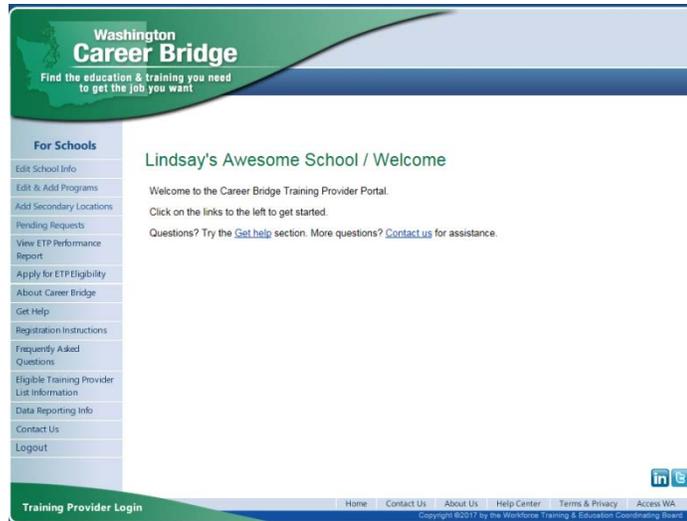
- Applying to be included on the "Eligible Training Provider" list.
- Signing into your account.
- Registering a new school or user.
- Getting additional help or contacting us.

## Are you a school that is already listed on Career Bridge?

### Learn how to edit your information.

Click on “Sign In” and enter your password.

If you forgot your password, click “forgot password” and a temporary one will be given to you.



Once you've signed in, you will have many options for what to review and update.

The top four links you see on the menu at the left of the page allow you to:

- View/Edit Provider Info.
- View/Edit Programs
- View Edit Locations
- Add a Program

**Washington Career Bridge**  
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**For Schools**  
Lindsay's Awesome School / Provider info

Current Information Print Download Info

Your current Career Bridge training provider information appears below. Use this form to make changes or updates.

- You can save as a draft to finish later.
- Click "Submit" when you are done.
- Changes that do not require Workforce Board (WB) approval will take effect immediately.
- Changes that need approval become pending requests.
- You need to fill in all required fields in order to submit your information.
- Need assistance? [Contact us](#) today.

Required fields are indicated with a red asterisk \*

**User**

This information is not editable. To update registered user contact information or register a new user, contact us at: [casarbridge@wfb.wa.gov](mailto:casarbridge@wfb.wa.gov)

Name: Lindsay E. Swanger  
Title: Bossome  
Phone: 900-759-4500  
Email: lindsay.e.swanger@wfb.wa.gov

**Contact**

\*Training provider name: Lindsay's Awesome School  
County: Adams  
\*Main Location address line 1: 12345 Street  
Main Location line 2:  
\*City: Olympia \*State: Washington \*Zipcode: 98501  
\*Mailing address line 1: 12345 Street  Same as Main Location address  
Mailing address line 2:  
\*City: Olympia \*State: Washington \*Zipcode: 98501  
\*Main phone: 900-759-4545  
Website:

**Admissions**

\*Name: Marina Pamparis  
\*Phone: 32550911  
\*Email:  
Website:

**Advising**

Name:  
Phone:  
Email:  
Website:

**Financial Aid**

Name:  
Phone:  
Email:  
Website:

**Worker Retraining Program**

Name:  
Phone:  
Email:  
Website:

**Veterans' Services Program**

Name:  
Phone:  
Email:  
Website:

**General Information**

Type of school:   
Licensing agency:   
Second licensing agency:   
\*Accrediting organization:   
Other accrediting organization (not on above list):   
Approved to participate in federal student financial aid program?  yes  no  
Disabled student services offered?  yes  no  
Disabled student services website:   
Career counseling offered?  yes  no  
Career counseling website:   
On-site job placement assistance offered?  yes  no  
On-site job placement assistance website:   
Child care offered on-site?  yes  no  
Child care website:   
Public Transit Service:   
Distance learning office name:   
Distance learning office website:   
Apprenticeship location:

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- View/Edit Provider Info.

If you click View/Edit Provider Info, you can update the general information of your school.

The first thing you'll notice on this page is that the "User" block of information is grayed-out, so you cannot change it from this page. To change the authorized user, you will have to create a new user account from the Portal page shown above.

Once you've filled out as much of the information as you can, please hit the blue SUBMIT button at the bottom of the screen.

Please note: most updates require Workforce Board approval, so you will not see the updates appear instantly!

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**For Schools**

Lindsay's Awesome School / Programs

Add a program + Print Download info View more details

**Your programs:**

Program	Award Type	Last Updated	Draft Version	ETP Status
How to be Awesome	Certificate	3/29/2017 12:18 PM	<a href="#">view (3/29/2017)</a>	ETP ✓
How to be Decent	Certificate	8/27/2015 10:00 AM	<a href="#">view (8/27/2015)</a>	ETP ✗

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## View/Edit Programs

The “View/EditPrograms” link allows you to see your school’s current programs.

To edit a program, click on its name.

To add a new program simply click the green “Add a program +” link on the blue bar above your programs. The Workforce Board must review all new programs.

- **View Edit Locations**

You can add secondary locations that are in addition to your main location here. Click the green “Add a location +” button to add one.

Note: If you are a Private Vocational School, adding a new location or programs in a new location requires separate licensing by the Workforce Board.

**Washington Career Bridge**  
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**For Schools**

Lindsay's Awesome School / Welcome

Add a location + Print Download info View more details

**Your secondary locations:**

Location	Last Updated	Draft Version
Bellingham	8/18/2015 4:08 PM	no draft
Tacoma	8/27/2015 10:07 AM	no draft

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