

**The Partnership between Highline College, Workforce Education Services
and
Employment Security Department, Auburn Worksource:**

We are two programs working together to help clients who are currently receiving unemployment insurance and, in the event that they are unable to find employment using their existing skill set, want to retrain by improving their abilities for a high-demand career.

Highline College's Workforce Education Services' function is:

- College navigation for admissions,
- creating student accounts
- Create an education plan for your retraining course.
- Paying for college tuition costs.

The function of the ESD at Auburn Worksource College Liaison is:

- Help develop a training program that is specific to you.
- Review your CAT/TB application and submit to the appropriate unit department to be processed.
- Connecting you to Auburn Worksource staff to receive re-employment assistance.

THE CHECKLIST:

Getting started with the Workforce Education Services at Highline College:

All new students to Highline College, or former students who have taken a break from the college for more than one year. You must apply and submit your admissions application to Highline College.

- Online Admissions Application, <https://apply.ctc.edu/user>:
- You will need to activate two accounts: your CTLink ID number and email activation code will be emailed to you:
 - Activate your ctLink account.
 - Create My Highline College student email account.
- If you need in-person assistance, please visit the Entry Advising Department.
 - building 6, second floor.
 - Email: entryadvising@highline.edu
 - Phone: 206-592-3620

Develop a training/program plan with a Pathway Advisor:

- Advising Center: <https://advising.highline.edu/>
- Phone: 206-592-3067, Email: Advising@highline.edu
- Location: Building 6, first floor.

PAYING FOR YOUR RETRAINING PROGRAM:

- **The Workforce Education Services Department:**
 - **Location: Building 1-West Side**
 - **Website: <https://workforce.highline.edu/>.**
- Look for an auto-email with the intake application link to be completed.
 - You must use a student email address to access the form.
- Documentation:
 - 2022 tax return
 - A printout of your history of unemployment benefits - be accessed from the Employment Security Portal.

Getting Started for the Employment Security Department: Individual Training Plan Checklist for the Current Unemployment Insurance Clients:

Individual Training Plan Checklist for Current Unemployment Insurance Clients:

- Review the Handbook for Unemployed Workers:** www.esd.wa.gov/unemployment
- Maintain a detailed weekly job search log (3).**
- Check your eServices account regularly.**
- Reply to all ESD formal letters immediately.**
- Visit the WorksourceWa.com website.**
 - Find your previous job title and SOC code here.
 - Is it in demand or declining?
- Visit the Careerbridge.wa.gov website.**
 - Look for the approved training.
 - FIND EDUCATION: Type the program name.
 - Program names and school names will appear.
 - Find your training occupation by job title and SOC code.
 - Go back to WorkSourceWa.com
 - Is it in-demand?
- Follow the action steps to register for classes.**

Contact Information:

Highline College Workforce Education Services:

In-Person Services (Building 1)

- Monday–Thursday, 8–5 p.m.
- Friday 8am–2p.m.

retrain@highline.edu, (206) 592-3802

[Highline College Campus Map](#)



Auburn Worksource College Liaison:

- Ric Farinas, Auburn WorkSource
- 2707 I Street NE, Auburn, WA 98002
- 253-329-6446, rfarinas@esd.wa.gov



ADDITIONAL COLLEGE TRAINING OPPORTUNITY:

**If you find that Highline College do not offer a program that interests you, you
You may also find out more about training options by contacting any of the
following colleges:**

- Renton Technical College:
 - (425) 235-5840, <https://startnextquarter.org/Survey/SurveyHome.aspx>
- Green River College:
 - workforce@greenriver.edu
- Seattle Central College:
 - WorkforceServices@seattlecolleges.edu
- Cascadia College:
 - workforceinfo@cascadia.edu
- Lake Washington Institute of Technology, Lake Washington:
 - worker.retraining@lwtech.edu
- Bellevue College:
 - workforce-ed@bellevuecollege.edu
- Shoreline Community College:
 - workforce@shoreline.edu