**REMEMBER:** Your progress in the application will NOT be saved. We strongly recommend you gather all your information before beginning to enter it into the site. Typing out your long form answers and pasting them into the web page is probably the best way to go.

These are the data elements you will need to be able to complete the WBL Best Practices Application.

* Organization
* Name of individual completing application
* Email of individual completing application
* Phone number of individual completing application
* Job title of individual completing application
* Name of the program if it is different from the name of the organization.
	+ EX: Gadsden City Schools is the organization, but Beautiful Rainbow Café is the program
* Program Address
* Program County
* Workforce Region
* WBL Program Type
	+ Look carefully at the defined types of WBL in the handbook to make sure you properly categorize your program. If you need assistance categorizing, contact Meredith.Smith@Commerce.Alabama.gov
* Recent Students- How many were in your most recent cohort or training cycle?
* Total Students- How many have ever participated?
* Program start date- When was the program founded or when was the first training cycle started?
* Scheduling- When is the program offered?
* Target Audience
* Pre-requisites
* Employer requirements
* Program description
	+ More is not always better. Fully describe your program, but do not feel compelled to be overly wordy. Being able to concisely explain your program is a key component in being able to use your program as a model for others.
* Upload Files and Documents- This field is optional.
	+ Your organization or program logo (pdf, jpg, or png)
	+ Do not upload videos
	+ Do not upload PowerPoint presentations, Google Slides shows, or other presentation formats.

\*NEW CATEGORY FOR 2024:

**School-based enterprise-** A school-based enterprise (SBE) [SBE is a confusing abbreviation because it is more commonly used for “state board of education” or others,] is an entrepreneurial operation in a school setting that provides goods/services to meet the needs of the market. SBEs are managed and operated by students as hands-on learning laboratories.

1. Students do not have to be paid but might be.

2. The goods or services being provided must be real and made available to paying customers inside the school, outside the school, or both.

3. The enterprise is sponsored by the school where it is based, either as part of a class or as part of an extra- or co-curricular activity.