

Employer Letter of Attestation**Fall Quarter 2022 / CTC Term 2227**

Page 1

To the Employer: *In order for the following employee to remain employed the individual needs to obtain new skills including core job skills, foundational knowledge, abilities or credentials. The employer and/or supervisor must attest that the employee is unable to meet skill standards without retraining.*

To the Employee/Student: *An update of employer attestation is required anytime the individual has a program change, job change or gap of attendance from school.*

Employee/Student Information
Employee's Full Name (First/Last):
Highline ctcLink ID:
Company Name:
Company's Address:
Current Title/Position:
Estimated Start Date (MM/DD/YY):
Status (Check One): ☐ Currently Employed ☐ Furlough Notice ☐ Lay Off Notice
Retrain Career Path - Program Plan (Check One): ☐ Associate of Applied Sciences (AAS) Degree ☐ Certificate
What is the name of the degree and/or certificate the employee is seeking?

Employer and/or supervisor's statement. Please attach additional paper and/or World Documents if needed:

If completing this form via online fillable PDF, the employer certifies the below electronic signatures and approves this submission for Highline College's Workforce Education Services (WES) to use.

Supervisor's Signature:

Printed Name:

Email:

Phone:

Date (MM/DD/YY):

Time (AM/PM):
