



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 14, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: **Additional State Funding to Support Industry Credentials for STEM-H Career and Technical Education (CTE) Programs**

The 2016 General Assembly and Governor McAuliffe approved new state funding to support industry credentialing testing materials for students and professional development for instructors in science, technology, engineering, and mathematics-health sciences (STEM-H) CTE programs. This new appropriation is from the Lottery Proceeds Fund and includes an additional \$500,000 in both the 2017 and 2018 fiscal years.

School divisions may use this allocation for any [STEM-H Board-approved industry certification](#) preparation and testing materials. The fiscal year 2018 funding allocation is distributed on the basis of SY 2016-2017 enrollment data for students in secondary (high school) CTE courses at the rate of \$ 0.810440 per student. [Attachment A](#) lists the total allocation by school division. Reimbursement payments for regional CTE centers are listed in [Attachment B](#) and will be made available to the school division that serves as the fiscal agent. School divisions and regional CTE centers will be reimbursed and paid up to their original allocation amount. These funds will not be available for reimbursement payments until January 2018.

Submission of STEM-H Board-Approved Industry Certification Assessments Reimbursement for June 2017:

Submit reimbursement requests on [Attachment C](#) to the Virginia Department of Education (VDOE) by June 1, 2018, for STEM-H certification pretests and exams taken by students between June 1 and June 30, 2017. This reimbursement may also include any related professional development and certification provided for instructors during this timeframe.

Submission of STEM-H Board-Approved Industry Certification Assessments Reimbursement for SY 2017-2018:

Submit reimbursement requests on [Attachment C](#) to the VDOE by June 1, 2018, for STEM-H certification pretests and exams taken by students between July 1, 2017 and May 31, 2018. This reimbursement may also include any related professional development and certification provided for instructors during this timeframe.

School divisions and regional CTE centers must use their entire new STEM-H allocation in this announcement before requesting reimbursement for STEM-H testing materials from their separate CTE industry certification lottery funds announced in [Superintendent's Memo 202-17](#). Any of these funds unclaimed will be reallocated on June 4, 2018, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their SY 2017-2018 allocation amount. After both of the state allocations have been expended, school divisions and regional CTE centers may request reimbursement for industry certifications from their federal Perkins funds allocation.

Documentation of any reimbursement claims must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

If you have any questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

Attachments:

- A. [FY 2018 \(School Year 2017-2018\) Special Funding Allocation for STEM-H by School Division](#) (PDF)
- B. [FY 2018 \(School Year 2017-2018\) Special Funding Allocation for STEM-H by Regional CTE Center](#) (PDF)
- C. [STEM-H Student Credentials, Materials, and Teacher Professional Development Reimbursement Request Form](#) (Word)

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