



**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: July 14, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: **Career and Technical Education Reimbursement for Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Allocations and Reimbursement Request Forms for June 2017 and School Year (SY) 2017-2018**

The state funding for Career and Technical Education (CTE) student industry certification examinations, licensure tests, and occupational competency assessments is \$1,331,464 for fiscal year 2018 (SY 2017-2018). The General Assembly has continued to fund this allocation from lottery funds. The funding for each school division and CTE regional center is distributed on the basis of SY 2016-2017 enrollment data for students in secondary (high school) CTE courses. The initial allocation is \$2.116 per student enrolled in CTE courses ([Attachment A](#)). The state industry certification exams lottery funds will not be available for reimbursement payments until January 2018.

The reimbursement is restricted to those industry certification examinations, licensure tests, and occupational competency assessments that have been [approved by the Board of Education](#). The federal Perkins funds reimbursement will not be available for any industry certification examinations until the school division has spent its entire allocation of state funds. Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent ([Attachment B](#)).

Reimbursement may be requested if students have personally paid for industry certification examinations, licensure tests, or occupational competency assessments and the division or center has reimbursed the student for such costs.

Submission of Credentialing Reimbursement for June 2017

Student credentialing reimbursement requests and testing data ([Attachment C](#)) for student credentialing exams that were taken between June 1 and June 30, 2017, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2017. These expenditures must cover examinations and assessments that were taken by students between June 1 and June 30, 2017.

Submission of Credentialing Reimbursement for SY 2017-2018

Student credentialing reimbursement requests ([Attachment C](#)) for SY 2017-2018 must be submitted to the VDOE no later than June 1, 2018. These expenditures must cover examinations and assessments taken by students during school year 2017-2018, but not later than May 31, 2018.

Any unused state industry certification examinations, licensure tests, and occupational competency assessment funds will be reallocated on June 4, 2018, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their initial SY 2017-2018 allocated amount.

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 \(School Year 2017-2018\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by School Division](#) (PDF)
- B. [FY 2018 \(School Year 2017-2018\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by Regional CTE Center](#) (PDF)
- C. [CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form](#) (Word)

Virginia Department of Education © Commonwealth of Virginia, 2018