



**COMMONWEALTH of VIRGINIA
Department of Education**

July 8, 2016

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 2016 and School Year (SY) 2016-2017

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 2017 (SY 2016-2017). 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 2015-2016 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 2017.

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 2016

Student credentialing reimbursement requests and testing data ([Attachment C](#)) for student credentialing exams that were taken between June 1 and June 30, 2016, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2016. These expenditures must cover examinations and assessments that were taken by students between June 1 and June 30, 2016.

Submission of Credentialing Reimbursement for SY 2016-2017

Student credentialing reimbursement requests ([Attachment C](#)) for SY 2016-2017 must be submitted to the VDOE no later than June 2, 2017. These expenditures must cover examinations and assessments taken by students during school year 2016-2017, but not later than May 31, 2017.

Any unused state industry certification examinations, licensure tests, and occupational competency assessment funds will be reallocated on June 5, 2017, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their initial SY 2016-2017 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 CTE grants administrator at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/GW/jts

Attachments:

- A. [FY 2017 \(School Year 2016-2017\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by School Division](#) (PDF) Revised July 29, 2016
- B. [FY 2017 \(School Year 2016-2017\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by Regional CTE Center](#) (PDF) Revised July 29, 2016
- C. [CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form](#) (Word)