



COMMONWEALTH of VIRGINIA  
Department of Education

July 24, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Career and Technical Education Reimbursement for Workplace Readiness Skills for the Commonwealth and/or Other Industry Certification Assessment Allocations and Reimbursement Request Forms for June 2015 and School Year (SY) 2015-2016**

The General Assembly has provided state funding for the *Workplace Readiness Skills (WRS) for the Commonwealth Examination*, including pretests, and/or other Board-approved industry certification assessments for fiscal year 2016 (SY 2015-2016) in the amount of \$308,655. This appropriation is from the general fund to provide support to school divisions for standard diploma graduates. To provide flexibility, school divisions may use this allocation for any Board-approved industry certification preparation and testing. The funding allocation is distributed on the basis of SY 2014-2015 enrollment data for students in secondary Career and Technical Education (CTE) courses. The initial allocation is \$0.527 per student enrolled in CTE courses. [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.

**Submission of WRS and/or Other Industry Certification Assessments Reimbursement for June 2015:** Submit reimbursement requests on [Attachment C](#) for student exams and pretests that were taken between June 1 and June 30, 2015, to the Virginia Department of Education (VDOE) no later than October 31, 2015. These expenditures must cover credentialing pretests and tests that were taken by students no later than June 30, 2015.

**Submission of WRS and/or Other Industry Certification Assessment Reimbursement for SY 2015-2016:** Submit reimbursement requests on [Attachment C](#) for SY 2015-2016 to the VDOE no later than June 3, 2016. These expenditures must cover credentialing pretests and tests that were taken by students during school year 2015-2016, but not later than May 31, 2016.

Any unclaimed funds will be reallocated on June 6, 2016, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their SY 2015-2016 allocation amount.

School divisions and regional CTE centers must use their entire allocation in this announcement before requesting reimbursement for additional pretests and tests from its CTE industry certification lottery funds allocated for SY 2015-2016 as announced in [Superintendent's Memo 179-15](#). 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 questions, please contact W. Terry Dougherty, CTE grants administrator, at [Terry.Dougherty@doe.virginia.gov](mailto:Terry.Dougherty@doe.virginia.gov) or by telephone at 804-225-3349.  
SRS/LBH/TD/aab

Attachments:

- A. [FY 2016 \(School Year 2015-2016\) WRS for the Commonwealth and/or Other Industry Certification Assessments Allocation by School Division](#) (PDF)
- B. [FY 2016 \(School Year 2015-2016\) WRS for the Commonwealth and/or Other Industry Certification Assessments Allocation by Regional CTE Center](#) (PDF)
- C. [CTE WRS for the Commonwealth and/or Other Industry Certification Assessments Reimbursement Request Form](#) (Word)