



COMMONWEALTH of VIRGINIA
Department of Education

August 2, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Reimbursement for Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Allocations and Reimbursement Request Forms for June 2013 and School Year (SY) 2013-2014

The state funding for student industry certification examinations, licensure tests, and occupational competency assessments was increased to \$1,331,464 for fiscal year 2014 (SY 2013-2014). The General Assembly has continued to fund this allocation from lottery funds. The funding for each school division and Career and Technical Education (CTE) regional centers is distributed on the basis of SY 2012-2013 enrollment data for students in secondary CTE courses. The initial allocation is \$2.31 per each student enrolled in CTE courses. (See [Attachment A](#)) The state industry certification exams funds will not be available for reimbursement payments until January 2014.

The reimbursement is restricted to those industry certification examinations, licensure tests, and occupational competency [assessments that have been approved](#) by the Board of Education for the student-selected verified credit option. 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. (See [Attachment B](#))

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

Submission of Credentialing Reimbursement for June 2013

Student credentialing reimbursement requests and testing data ([Attachment C](#)) for student credentialing exams that were taken between June 1 and June 30, 2013, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2013. These expenditures must cover examinations and assessments that were taken by students no later than June 30, 2013.

Submission of Credentialing Reimbursement for SY 2013-2014

Student credentialing reimbursement requests ([Attachment C](#)) for SY 2013-2014 must be submitted to the VDOE no later than June 6, 2014. These expenditures must cover examinations and assessments that were taken by students during school year 2013-2014, but not later than May 31, 2014.

Any unclaimed state industry certification examinations, licensure tests, and occupational competency assessment funds will be reallocated on June 9, 2014, to school divisions and regional centers which have submitted approved reimbursement requests that exceed their initial SY 2013-2014 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 questions concerning entitlements or the industry certification examination reimbursement process, please contact W. Terry Dougherty, CTE grants administrator, at Terry.Dougherty@doe.virginia.gov or by telephone at 804-225-3349.

If you have questions concerning a specific industry certification, please contact the CTE staff at cte@doe.virginia.gov or by telephone at 804- 225-2052.

PIW/LBH/sgj

Attachments:

- a. [FY 2014 \(School Year 2013-2014\) State Industry Certification Examinations Funding Allocation by School Division](#) (PDF)
- b. [FY 2014 \(School Year 2013-2014\) State Industry Certification Examinations Funding Allocation by Regional CTE Center](#) (PDF)
- c. [CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form](#) (Word)