

Date: May 11, 2018
To: District Administrators and Building Principals
From: Sharon Wendt, Director, Career and Technical Education Team *SW*
Subject: Career and Technical Education (CTE) Incentive Grants

2017 CTE Technical Incentive Grant Update

The Wisconsin Department of Workforce Development (DWD) and the Department of Public Instruction (DPI) awards school districts up to \$1,000 per pupil for high school graduates who also earn approved industry-recognized certifications. This appropriation incentivizes school districts to support CTE programming which result in students earning these industry-recognized certifications.

School districts had until September 30, 2017 to submit claims to DPI for funding based on the 2017 graduates who met the following eligibility criteria:

- certifications earned were on the Approved 2016-17 Certifications List; and
- students graduated and earned a high school diploma in 2017.

The funding is limited to \$1,000 per pupil regardless of the number of certifications earned on the approved list. DWD has completed its initial verifications of certifications earned; DPI is currently in the process of finalizing graduation status and reconciling duplicate claims. Once completed, DPI will send a final verification email to each district which submitted a claim.

Once final verifications are reconciled, DPI will prorate the total allocation of \$3.5 million across all eligible claims; over 6,500 claims were submitted for 2017 graduates. Funds will be transferred electronically to each applicant's school district by summer 2018. Please note that CTE Technical Incentive Grants are not considered cost reimbursement grants and funds do not need to be expended by the end of the fiscal year, June 30, 2018.

2018 CTE Technical Incentive Grant Applications.

CTE Technical Incentive Grants funding will be available to school districts for 2018 graduates. For the 2018 claim submission, DPI has developed a new web application process. This web application will be made available early Summer 2018.

In preparation for the new application, schools should gather the required documentation needed according to the Approved 2017-18 Certifications List prior to students graduating in 2018. The Approved 2017-18 Certifications List is available at:
http://wisconsinfastforward.com/prosperity/pupil/2017_cte_certification_list.pdf.

Furthermore, the CTE Technical Incentive Grant application will be submitted through Wisconsin's secure Web Access Management System (WAMS). In order to use this system,

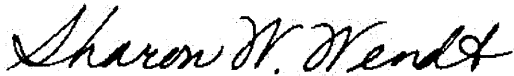
authorized users must have a WAMS ID. Individuals with a current WAMS ID may use the same one for this application. To create a new ID, follow the instructions on the Creating Your WAMS Account page at <https://dpi.wi.gov/cst/data-security/wams/create-account>. Once a WAMS account has been created, the same user name and password will be used to log in through Secure Home.

To better guide schools through the new web application, DWD and DPI will host an instructional webinar in June 2018; the webinar recording will be posted on <https://dpi.wi.gov/cte/technical-incentive>. **Claims for 2018 graduates are not due until September 30, 2018.**

If you have questions, please feel free to contact:

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Sincerely,



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