

*Date:* May 10, 2019  
*To:* District Administrators and Building Principals  
*From:* Sharon Wendt, Director, Career and Technical Education Team  
*Subject:* Career and Technical Education (CTE) Incentive Grants

### **Class of 2018 CTE Technical Incentive Grant Update**

The Wisconsin Department of Workforce Development (DWD) in collaboration with 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 results in students earning these industry-recognized certifications.

School districts had until September 30, 2018, to submit claims to DPI for funding based on the 2018 graduates who met the following eligibility criteria:

- certifications earned were on the Approved 2017-18 Certifications List; and
- students graduated and earned a high school diploma in 2018.

The funding is limited to \$1,000 per pupil regardless of the number of certifications earned on the approved list. DWD and DPI have completed the verifications of certifications earned. Final verification emails were sent to each district the week of April 8 in order to rectify any verification discrepancies.

Once all final verifications are reconciled, DPI will prorate the total allocation of \$3.5 million across all eligible claims. There were over 7,500 claims submitted for 2018 graduates. Funds will be transferred electronically to each applicant's school district by summer 2019. Please note that CTE Technical Incentive Grants are not considered cost reimbursement grants; therefore, funds do not need to be expended by the end of the fiscal year, June 30, 2019.

### **Class of 2019 CTE Technical Incentive Grant Applications**

CTE Technical Incentive Grants funding will be available to school districts for 2019 graduates. For 2019 claim submissions, school districts will need to login into DPI's web application, Secure Home, and select year 2018-19 in order to submit claims after May 13, 2019.

Schools should gather the required documentation needed according to the last column on the Approved 2019 Certifications List **prior** to students graduating in 2019. The Approved 2019 Certifications List is available at:  
[http://wisconsinfastforward.com/prosperity/pupil/2019\\_cte\\_certification\\_list.pdf](http://wisconsinfastforward.com/prosperity/pupil/2019_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. However, individuals without a current WAMS ID will need to create a new ID by following the instructions on the data security page, Creating Your WAMS Account, at <https://dpi.wi.gov/cst/data-security/wams/create-account>. Once a WAMS account is created, the same user name and password will be used to log in through DPI's Secure Home application.

New for this graduating class, students earning a certificate in Emergency Medical Technician, Emergency Medical Responder, Firefighter 1, Firefighter 2, and/or Firefighter Inspector will receive \$500 each and the district will receive a non-prorated allocation of \$1000 according to Wis. Stats. sec.106.273. After verifications, DPI will transfer both the student and district allocation to the district to distribute directly to the student. Because there is a review lag of several months, districts will want to ensure that they obtain an address from the student in order to mail the checks.

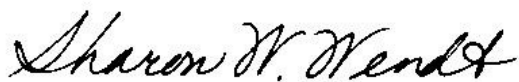
To better guide schools through the incentive grant process and web application, DWD and DPI will host an **instructional webinar on Monday, June 17, 2019 at 11:00 a.m.** A recording of the webinar will be posted at: <https://dpi.wi.gov/cte/technical-incentive>.

***Claims for 2019 graduates are not due until September 30, 2019.***

If you have questions, please feel free to contact:

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  - (608) 266-2022
- Department of Workforce Development Information & New Certification Applications
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Sincerely,



Sharon Wendt, Director  
Career and Technical Education