

**CAREER & TECHNICAL EDUCATION (CTE)
INCENTIVE GRANTS
FREQUENTLY ASKED QUESTIONS
REVISED JANUARY 2020**

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GENERAL

- **What is the purpose of the CTE Incentive Grants?**

The intent of the legislation ([Wis. Stats. 106.273](#)) is to support and strengthen quality CTE programming that results in industry-recognized certifications that help to mitigate workforce shortages. There are a number of certification programs available locally and nationally. However, the ones listed on the current approved CTE Technical Incentive Grant Certifications list include rigorous and valid certification programs that have value in an employer setting.

- **How much funding is available from the CTE Incentive Grants?**

At this time, there is a maximum of \$3.5 million total allocated for the CTE Incentive Grants for schools, and a sum-sufficient amount for students earning EMT, EMR, and/or Firefighter certifications. Funding to schools is limited to \$1000 per pupil regardless of the number of certifications the student has earned on the current approved CTE Incentive Grant Certifications list. If more than 3,500 high school graduates are claimed, then this will result in pro-rating the allocated \$3.5 million funding accordingly. Funding to students is allocated at \$500 per EMT, EMR, and/or Firefighter certificate earned.

- **Who is eligible to receive the CTE Incentive Grant funds?**

This incentive grant funding is available to Wisconsin public school districts. School districts may apply for funds for each pupil that earns a regular high school diploma or technical education high school diploma AND a certification from the current approved CTE Technical Incentive Grant Certifications list.

- **Who receives the funds from the CTE Incentive Grants?**

The funding is allocated to the school district. Separate specific funding for students is allocated for EMT, EMR and/or Firefighter certifications only. The intent of the funding is to support schools to provide and strengthen quality CTE programming that results in industry-recognized certifications that help to mitigate workforce shortages.

- **What certificates are eligible for the CTE Incentive Grants?**

Certificates eligible for the CTE Incentive Grants fall into four categories:

1. State Certified Work-Based Learning Programs- DWD Youth Apprenticeship (YA),
2. State Certified Work-Based Learning Programs- DPI Cooperative Education Skill Standards (Skills Co-Op),
3. Business & Industry Recognized Certifications, and
4. Wisconsin Technical College Credentials
5. Wisconsin Pre-Apprenticeship Certificates

See the current approved CTE Technical Incentive Grant Certifications list for the specific certifications eligible.

- **How can my school district begin offering CTE programs that lead to state-approved industry-recognized certifications?**

DPI suggests that you start with examining your current CTE courses to determine if there is an opportunity to enhance programming by aligning and offering any of the certifications listed. One type of program that is well established and offers flexibility in how students may demonstrate proficiency of competencies includes the State of Wisconsin Work-based Learning Certifications. These certifications include: [State Certified Cooperative Education Skill Standards Programs \(DPI\)](#) or [Youth Apprenticeship \(DWD\)](#).

- **Are private, voucher, or 2r Charter Schools able to apply for these funds?**

No. This incentive grant funding is available to Wisconsin public school districts.

- **How were the certifications chosen that appear on the current approved CTE Incentive Grant Certifications list?**

Multiple factors and considerations were used to compile the approved CTE Incentive Grant Certifications list. DWD and DPI staff reviewed a comprehensive list of both national and state certifications in the six career and technical education content areas; Agriculture and Natural Resources, Business and IT, Family and Consumer Science, Marketing and Entrepreneurship, Health Science, and Technology and Engineering which align with the 15 Career Clusters indicated as experiencing workforce shortages. The following guidelines were considered for placement on this listing.

- **Certifying Agency**
 - Is the certifying agency nationally recognized within the industry sector?
 - Is the certifying agency accredited if it is an educational institution?
 - Is the certifying agency a Wisconsin state agency?
- **Certification Validity**
 - Is the certification endorsed by multiple companies within the industry sector?
 - Is a person with this certification considered more “desirable” or “hirable” by companies within the industry sector?
 - Is the certification recognition transferable to another company within the industry sector?
- **Certification Program**
 - Is training and certification eligibility accessible by high school students?
 - Is the certifying program comprehensive and rigorous enough to provide for technical skill practice and attainment?
 - Does the certification training target only one occupational task?
 - Were the certification requirements, training, and skill assessments reviewed, validated, and/or endorsed by industry sector representatives?
 - Does the certification provide entrance into further education and training if desired by the student?

This list will be reviewed at least annually and modified in response to labor market information and emerging certifications.

- **Why isn't XYZ certification on this list? How will the approved certification list change? Can we get XYZ certification added to the list? What if ABC certification gets removed?**

DWD has a [process in place to review and consider additional certifications](#) for placement on the current approved CTE Incentive Grant Certifications list. This list will be reviewed at least annually and modified in response to labor market information and emerging certifications. Certifications currently listed will not be removed without appropriate notification in order to accommodate students currently earning those certifications.

APPLY

- **How do we claim the funds?**

- First, you will need to gain access to the online APP. To do so, you MUST have a WAMS ID.
 - [Click here to obtain a WAMS ID](#)
 - Second, contact your District Security Administrator (DSA) to be assigned access to the APP.
 - Your DSA MUST follow BOTH steps 1-2 in the Blue Box on page 1 of the [Directions](#) in order for you to access the APP
 - Watch the [video here](#) for help with these steps.
 - Submit a [Help Ticket](#) if you are still having technical issues.
 - Select “Other” under Application
 - Enter CTE Tech Incentive Grant in the description along with the problem
 - Follow the [directions](#) to add students, select claims, and upload documentation.
 - Watching the annual recorded technical assistance webinar on the Technical Incentive Grant [webpage](#) will be useful to avoid mistakes in claims applications.
- **When can I apply for the CTE Incentive Grant funds?**

Applications will become available prior to the current year’s graduation, generally in May. Claims submission must be entered and submitted by September 30 of each calendar year.
 - **How do I submit claims to apply for the CTE Incentive Grant funds?**

When all records have been verified and your district’s certification list is complete, check the District Acknowledgment box and click the Submit button to send your completed list to DPI. Once submitted, a notation will display below the Submit button indicating the name of the user who submitted the certification list and the date and time on which it was submitted. If you do NOT see this tag, your records were not submitted for verification.

 - *NOTE:* If changes are needed to student information after a list has been submitted, you may use the Update or Delete buttons to adjust your list as needed. Then check the District Acknowledgment box and click Submit to resubmit your district’s certification list.
 - Follow the [directions](#) to add students, select claims, and upload documentation.
 - Watching the annual recorded technical assistance webinar on the Technical Incentive Grant [webpage](#) will be useful to avoid mistakes in claims applications.
 - **What are the Wisconsin Technical College Certificates?**

Each college in the Wisconsin Technical College System offers a number of different types of credentials that range from certificates to diplomas to degrees. The ones eligible for the current approved CTE Technical Incentive Grants list will have a *state-approved PROGRAM number* beginning with 10-, 30-, 31, or 61-. A state-approved program number indicates that the combination of courses in the certificate, diploma, or degree program have been reviewed and determined to constitute a set of ‘hirable’ skills that are supported by local region labor market information.
 - **Do dual credit classes from our local technical college count as “Wisconsin Technical College Certificates”?**

Dual Credit classes taken at the high school and/or technical college are an important part of a student's Academic and Career Planning, allowing students to experience the rigor and benefit of college level coursework. However, taking Dual Credit courses alone ARE NOT eligible for this funding. A student must earn an embedded technical diploma (ETD), regular technical diploma (TD) or applied associate degree (AAS) in order to be eligible in this category.

DOCUMENTATION

- **What documentation is required in addition to the application form?**
See the current approved CTE Technical Incentive Grants list for the certification documentation proof required. It is listed in the last column of the list.
- **What if I can't obtain the documentation from the student (graduated, lost, etc.)?**
You will need to contact the certifying agency to obtain a duplicate copy of the required certification. In some cases, the student will have to do this for privacy reasons. DPI and DWD cannot process a claim without the required documentation.
- **What if I can't obtain the documentation from the certifying agency?**
In some cases, the student may have to make the request for the documentation directly from the certifying agency for privacy reasons. DPI and DWD cannot process a claim without the required documentation.
- **Why do some certifications require documentation while others do not?**
DPI and DWD manage and maintain the certification list databases and documentation proof for the following programs: DPI Cooperative Education Skill Standards (Skills Co-op), DWD Youth Apprenticeship (YA), Assistant Child Care Teacher (ACCT), and Infant Toddler (IT). Therefore, we do not need to collect additional copies.

VERIFICATION

- **What does DWD and DPI review for verification?**
 1. DPI verifies-
 - DPI Cooperative Education Skill Standards (Skills Co-op), Assistant Child Care Teacher (ACCT), and Infant Toddler (IT) completions, and
 - Graduation completion for claim year.
 2. DWD verifies-
 - Youth Apprenticeship (YA) completions,
 - Remaining business and industry certification documentation, other than ACCT and IT, and
 - WTCS program approvals, completions, and documentation.
- **How long will it take DWD and DPI to verify the applications?**
Verifications are generally complete by April 15 in the following calendar year.
- **Why does it take so long to complete the verification process?**
Graduation data received from the school districts via their different Student Information Systems (SIS) is not considered certified until that time. Furthermore, it is time intensive to verify each submitted piece of documentation for thousands of claims.

- **Will I be contacted during the verification process?**
If there are questions regarding the supporting documentation, you may be contacted by DPI or DWD to provide additional clarification or appropriate documentation.
- **What will happen if a certification or student is found to be ineligible?**
Annually, after the verifications are complete, each District Administrator and claim submitter will be sent a “last chance” email listing the students found to be ineligible along with the reason for the disqualification. The school district will then have approximately 7-14 days to follow up regarding any discrepancies.

SPENDING

- **How much funding is available from the CTE Incentive Grants?**
There is a maximum of \$3.5 million total currently allocated for the CTE Incentive Grants. School allocated funding is limited to \$1000 per pupil regardless of the number of certifications the student has earned on the approved CTE Technical Incentive Grant Certifications list. If more than 3,500 high school graduates are claimed, then this will result in prorating the allocated \$3.5 million funding accordingly. Funding for student allocations of \$500 per certificate for earning EMT, EMR, and/or Firefighter certifications, is currently a sum-sufficient allocation regardless of the number of student claims.
- **How will the grant funds be received at my school district?**
After pro-rating is completed, the funds will be distributed electronically directly from DPI. Please see our website at <http://dpi.wi.gov/cte/technical-incentive> for current account coding.
- **How will the grant funds be sent to students?**
Addresses will need to be collected from students at the time of claim entry by the school. Enter the student address in the text box on the claim entry.
- **How can I spend the CTE Incentive Grant funds?**
There are no restrictions on how the funding may be spent; however the legislation and incentive grant award is intended for schools to provide and strengthen quality CTE programming that results in approved certifications that mitigate workforce shortages.
- **Do I need to submit claims for purchases with the CTE Incentive Grant funds?**
No. The CTE Incentive Grant funds are not cost reimbursement grants, therefore no spending claims or submissions need to be sent to DPI.
- **What is the timeframe for spending the CTE Incentive Grant funds?**
The CTE Technical Incentive Grant funds are not cost reimbursement grants, therefore, the funds can be carried over into different fiscal years.
- **How can my school district preserve CTE grant funding to be used for CTE programming in future fiscal years?**
The district must receipt and expend CTE funds in Fund 10. The district can preserve CTE grant funds for future fiscal years through local departmental budgeting and/or assigning fund balance. This should be accomplished through coordination between the district business office and CTE program staff.

- **How do I explain/code the CTE Incentive Grant funds in a school district financial audit?**

The annual CTE Incentive Grant fund letter can be used in financial audits to document the appropriation. Please see our website at <http://dpi.wi.gov/cte/technical-incentive> for current account coding. You may contact DPI's CPA at (608) 264-9331 for specific questions regarding financial auditing.