CTE Learning that works for Wisconsin

CTE Technical Incentive Grant (TIG)
Class of 2020 Application Claim Process

Acronyms

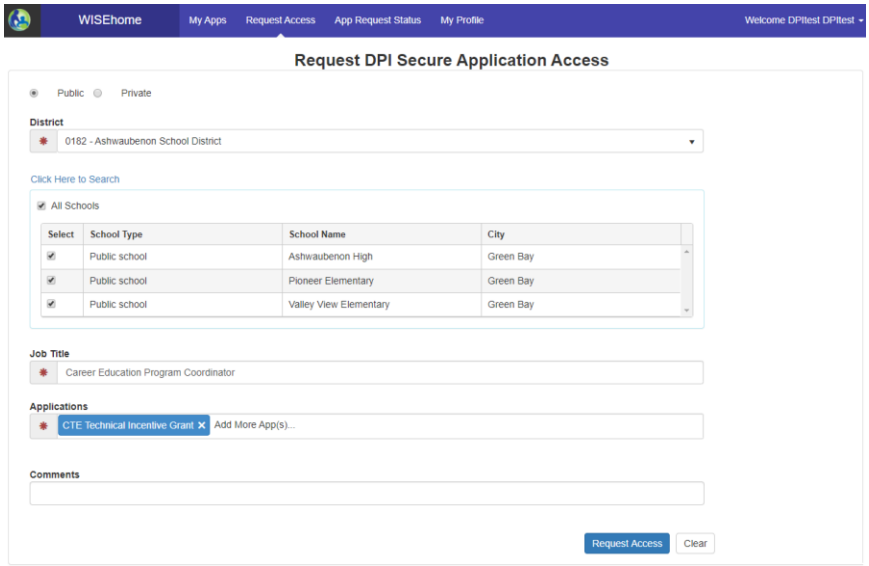
CTE: Career and Technical Education
DPI: Department of Public Instruction
DSA: District (Data) Security Administrator
ETD: Embedded technical diploma
TIG: Technical Incentive Grant
WAMS: Web Access Management System

Getting Started

Updates to the site are ongoing so you may notice slight changes between the on-screen and published images.

1- View the webinar at *https://dwd.wisconsin.gov/det/cteincentive/* prior to completing the application
   a. Dated 6/15/2020

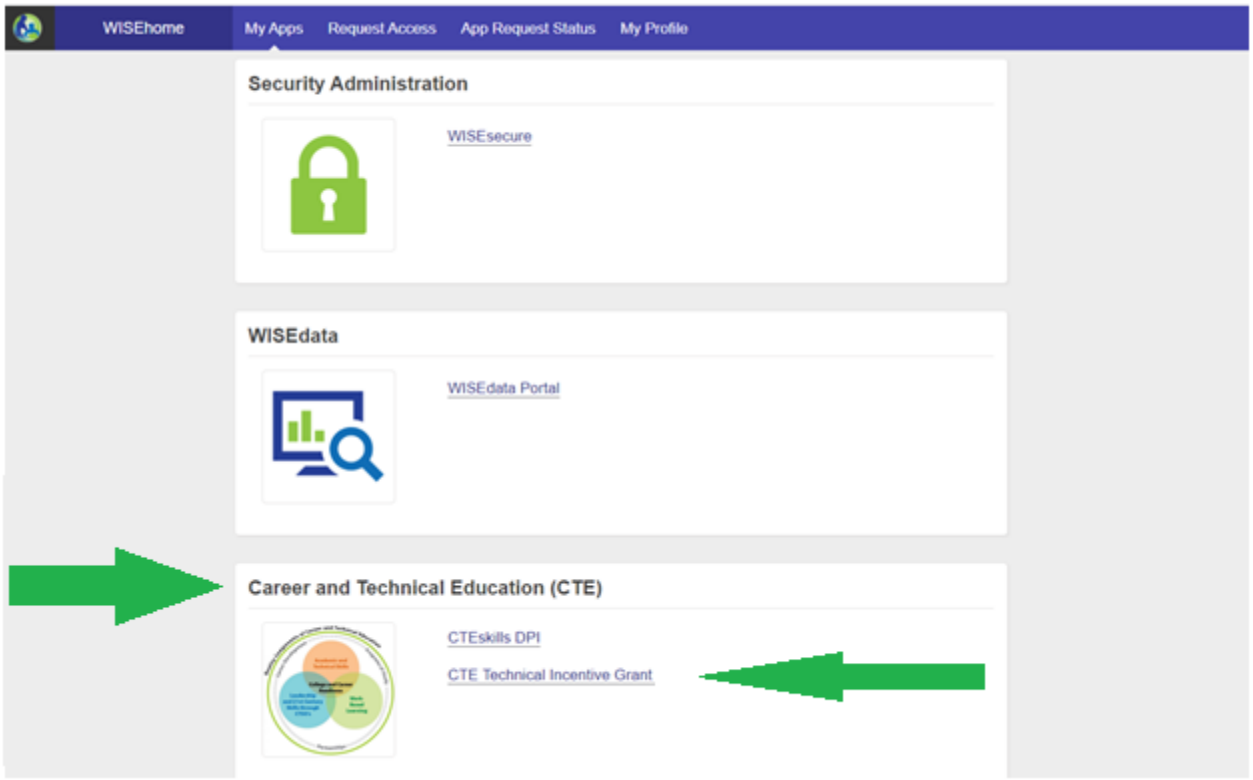
2- Verify you have a user role assigned for the Technical Incentive Grants application. With the new WISEsecure login process, a WAMS ID can be used to create your application login but it is not required. You may also login via Google using your district-assigned email address.
   a. Read more about options for logging in to the application at: https://dpi.wi.gov/wise/wisehome-info
   b. If you don't already have access to CTE Technical Incentive Grants, you may request a user role from your district's application administrator within WISEhome.
      i. Click the Request Access link at the top of the page and complete the required fields, selecting CTE Technical Incentive Grant in the Applications field, and then click the Request Access button at the bottom of the page. This will send a request to your district's application administrator and you will be notified via email when your request is approved or denied.



3- Login to WISEhome at: https://apps6.dpi.wi.gov/WISEhome/

4- Your screen should resemble the image below. Find the Career and Technical Education (CTE) application section and click CTE Technical Incentive Grant (TIG) to open the application. NOTE: *Do NOT click on the DPI WISEgrants link within the Grant Administration section. The CTE TIG has its own link.*

   a. If CTE Technical Incentive Grant is not listed, it indicates that you have not been assigned a user role. See step 2b above to learn how to request access to the application.



Welcome to the Application Page!

1- Verify your user name, district name, and district administrator name at the top center of the page.

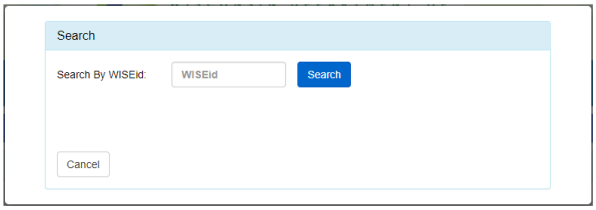
2- Check the Attention! Message located below your user name.

3- Click the Add Student button (on the left of image above) to add a new student record. Or, click the blue Import button to add records for DPI Skills Co-op students.

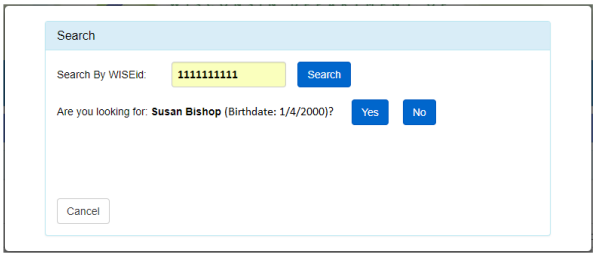
Enter Student Information

When you click on Add Student, you will see the image labeled Part 1 below. In this section, you'll learn how to enter a student and the information needed for the entry.

Part 1



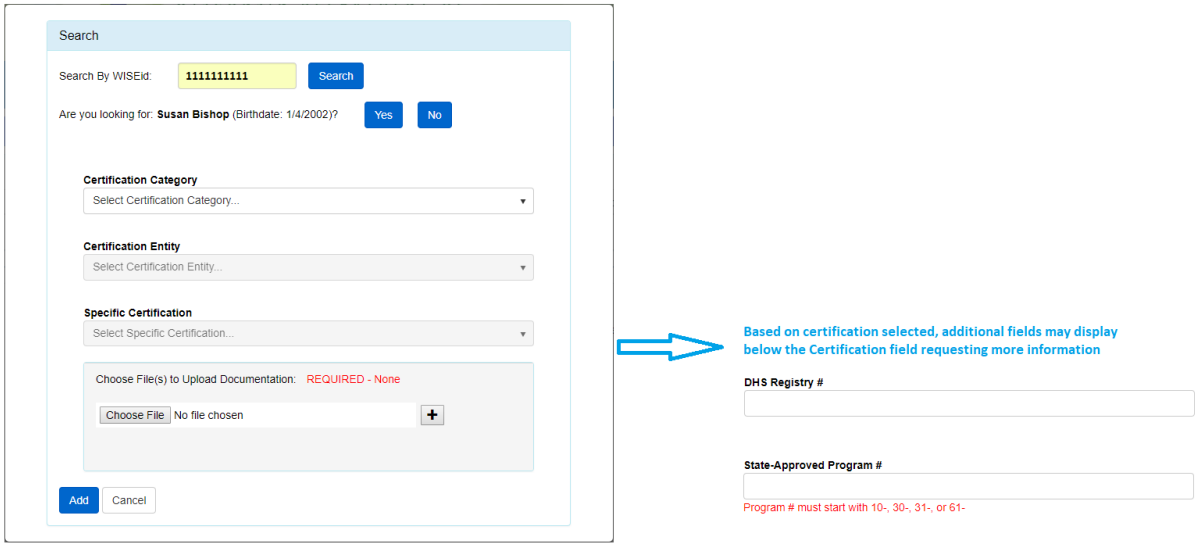
Part 2



5. Enter student's WISEid (see right, Part 1). Click Search button.

6. Verify student name and birth date (see right, Part 2).
   - If correct, click Yes to add student.
   - If incorrect, click No to clear the WISEid and try again.
   - Warnings or error messages will display above the Cancel button. These include:
     - ***No Grade 12 enrollment found*** – Verify that the student you have entered is graduating in the active collection year. NOTE: *Only graduating seniors are eligible for the funding. You must resubmit other students in the year that they graduate.*
     - ***No Local Person ID found*** – The student does not have an enrollment in your district. NOTE: *For this funding, you may claim only students registered at public schools in YOUR district at the time of graduation. If the student is registered in one district but takes the certification class in another district, then transfers of funding will need to be arranged between districts.*

7. Select Certification Category, Entity, and Specific Certification



- If you are not sure whether a certificate that your student earned is eligible for grant funding, refer to the Approved Certification List at http://wisconsinfastforward.com/prosperity/pupil/2020_cte_certification_list.pdf, which lists the certificates eligible for grant funding in a given year.
  - The funding application year is the school year in which the student has graduated and is eligible for grant funding. Select 2019-20 from the pull down menu for students graduating in 2020.
  - Review Common Mistakes in the 6/15/2020 webinar slides at https://dpi.wi.gov/cte/technical-incentive to avoid delays due to incorrect categorization.
  - **NOTE:** If your district participated in the Microsoft Imagine Academy when the student earned the MOS or MTA certificate, then you are not eligible for CTE Incentive Grants according to State Statute 106.273(3)(a)(am).
- Enter additional information, if required for selected certification.
- Documentation requirements, if any, will display (in red) based on selected certification. See Approved Certification List (above link) for funding year requirements, if needed.

8. Click the Choose File button to upload the required documentation (copy of certificate, diploma, etc.). Acceptable formats include .png, .jpeg, .bmp, .doc, .xls, .csv, .html, .txt, etc.
   - Note: *Create a separate file for each student's certification documentation within your file storage system. Each student whose certification requires documentation must have an uploaded file to be able to submit your list.*
   - **WARNING:** Do not upload documents that contain a student's Social Security Number (SSN) or WISEid. Some college transcripts may contain an SSN; please redact it before uploading.

9. If you are entering a record for **EMT, EMR, or Fire Fighter certificates**, you will be prompted to enter the student's mailing address and email address. These are required fields for students who earned these certificates to enable DPI to mail forms to the students for disbursement of their award money.
   a. See https://dpi.wi.gov/cte/technical-incentive for more information on these awards.
   b. Enter a claim for EACH of these certificates earned!

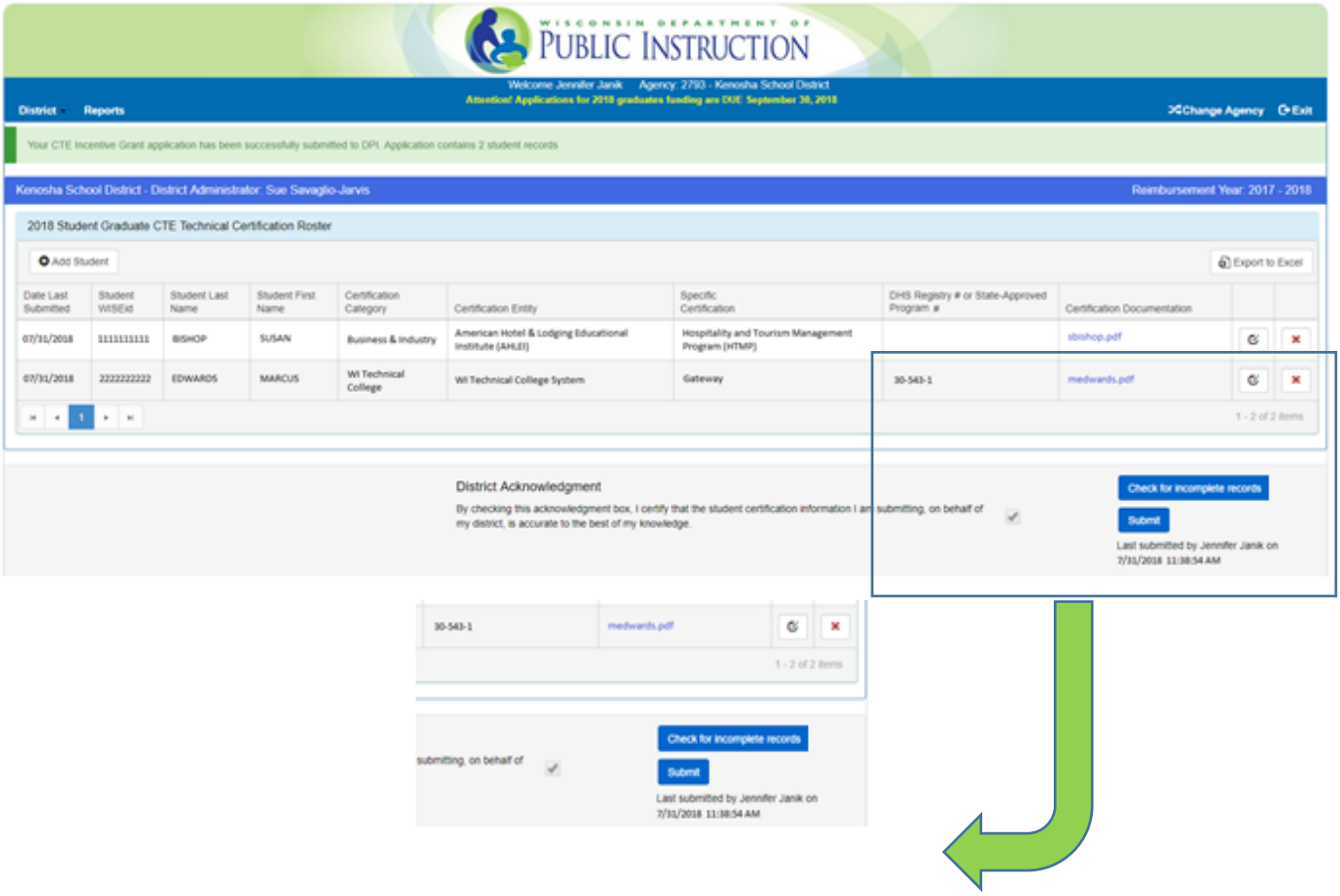
10. Click the Add button to add this student record to your district's certification list.

11. Repeat the steps above for each additional student

Verify Your Certification List Is Complete

12. Review all student records for accuracy.
    - Verify that ONLY eligible certifications are entered. Click the Update button (✎) near the end of a student row to make changes to the certification information or to upload a document (above).
    - Verify that any duplicates entered are for different eligible certificates, not a student and certification entered twice. Click the Delete button (✖) at the end on a student row to delete a duplicate from your district's certification list.
    - Verify that registry or program numbers are included, if required. This is especially critical for CNA, EMT, EMR and Firefighter registry certifications. Missing numbers delay verifications.
        - **NOTE:** Wisconsin Technical College Dual Credit classes do NOT count. ONLY courses that comprise **earning STATE APPROVED technical college certifications, diplomas, degrees**. Program Numbers are required for any Wisconsin Technical College programs. Enter the **WTCS Program Number in format xx-xxx-x.**
        - If the student completed a WTCS EMT, EMR, Firefighter program: You must enter the State Approved Program # AND "EMT/EMR/FF" so that it is flagged for the student award
    - Verify addresses are included for certifications associated with student award money when prompted.
        - Distribute an IRS W-9 and DOA Supplier Form with instructions to students earning eligible certifications. See https://dpi.wi.gov/cte/technical-incentive
    - Verify that certification documentation is uploaded, if required.
    - Click the 'Check for incomplete records' button above the Submit button to run a system check for records that are missing required information. All incomplete records will show a red exclamation mark icon; click the edit button on the far right for the incomplete record to review the documentation requirements and add the missing information.

13. 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.
    - 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.*



ALL application claims MUST be finalized by September 30 of each calendar year for graduate claims from that year.