

## Career and Technical Education (CTE) Incentive Grants Student Award Form Completion

According to Wisconsin State Statutes §[106.273\(4\)](#), high school graduates who earned specific certifications while in high school are **eligible to receive \$500 for EACH of the certification(s) earned.**

For the Class of 2020, these certifications are:

- Emergency Medical Technician (EMT),
- Emergency Medical Responder (EMR), and /or
- Firefighter I, II, and/or Inspector

### **Congratulations on this accomplishment!**

In order for the Wisconsin Department of Public Instruction (DPI) to process this financial award, you will need to complete the following forms found on our website at: <https://dpi.wi.gov/cte/technical-incentive>.

#### Directions for completing the forms.

1. **Request for Taxpayer Identification Number and Certification ([IRS FormW9](#)).** Please complete
  - a. 1- Your name
  - b. Skip 2
  - c. 3- Check the “Individual” box only
  - d. Skip 4
  - e. 5-6- Your Address to mail the check next spring
  - f. Part I- Your Social Security Number
  - g. Part II- Sign, Date
  - h. Return only page 1
  
2. **State of Wisconsin New Supplier (DOA-6460 Form)**
  - a. Section 1-
    - i. Your Social Security Number and check SSN box
    - ii. Your Name and Address
    - iii. Skip Business Name & DUNS#
  - b. Section 2- Skip
  - c. Section 3- Check the Box “To opt out of Direct Deposit, Check This Box”
  - d. Section 4-5- Skip
  - e. Section 6- Print Name, Sign, Date, Fill in Phone Number

#### **Please return these forms to:**

WI Department of Workforce Development (DWD)  
ATTN: Craig Henrickson  
201 E. Washington Ave.  
PO Box 7946  
Madison, WI 53707

If we do not receive both forms, DPI will be unable to transfer these funds to you.

If you have questions or concerns please feel free to contact your school counselor or administrator. You may also contact the Craig at 608-733-3880.

Again, congratulations on this accomplishment!

August 21, 2020