# Career and Technical Education (CTE) Incentive Grants

# Student Completion Award Guidance

According to Wisconsin State Statutes §[106.273(4),](http://docs.legis.wisconsin.gov/document/statutes/106.273%284%29) 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 2021, these certifications are:

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

## **Congratulations on this accomplishment!**

The Wisconsin Department of Workforce Development (DWD) will mail a check directly to you for the certificates you have earned. Your high school will enter your mailing address and email. Please ensure the school has a mailing address that you will be able to receive mail at up until June of 2022. This delay is due to the confirmation process which does not begin until early January of 2022. Award checks will not be released until the complete process is done which is typically between March and June of 2022.

If your mailing address or email changes between now and June 2022, please send an email to DWD indicating the change as follows:

To: DWDMBDETOSICTETIG@dwd.wisconsin.gov

Subject: Student Completion Award

Name: [your full name]

Old address: [the one originally provided to the high school]

New address: [your new address]

Email: [your new or existing email for confirmation]

If the award check is returned to sender, the department will attempt a second mailing. If it is returned a second time the department will redeposit the funds.

If you have questions or concerns, please feel free to contact your school counselor or administrator. You may also contact the Jaymz via email at DWDMBDETOSICTETIG@dwd.wisconsin.gov

Again, congratulations on this accomplishment!