

CTE District Incentive Grant (TIG) Application Claim Process

Acronyms

CTE: Career and Technical Education

ETD: Embedded technical diploma

DPI: Department of Public Instruction

IG: Incentive Grant

DSA: District (Data) Security Administrator

WAMS: Web Access Management System

Getting Started

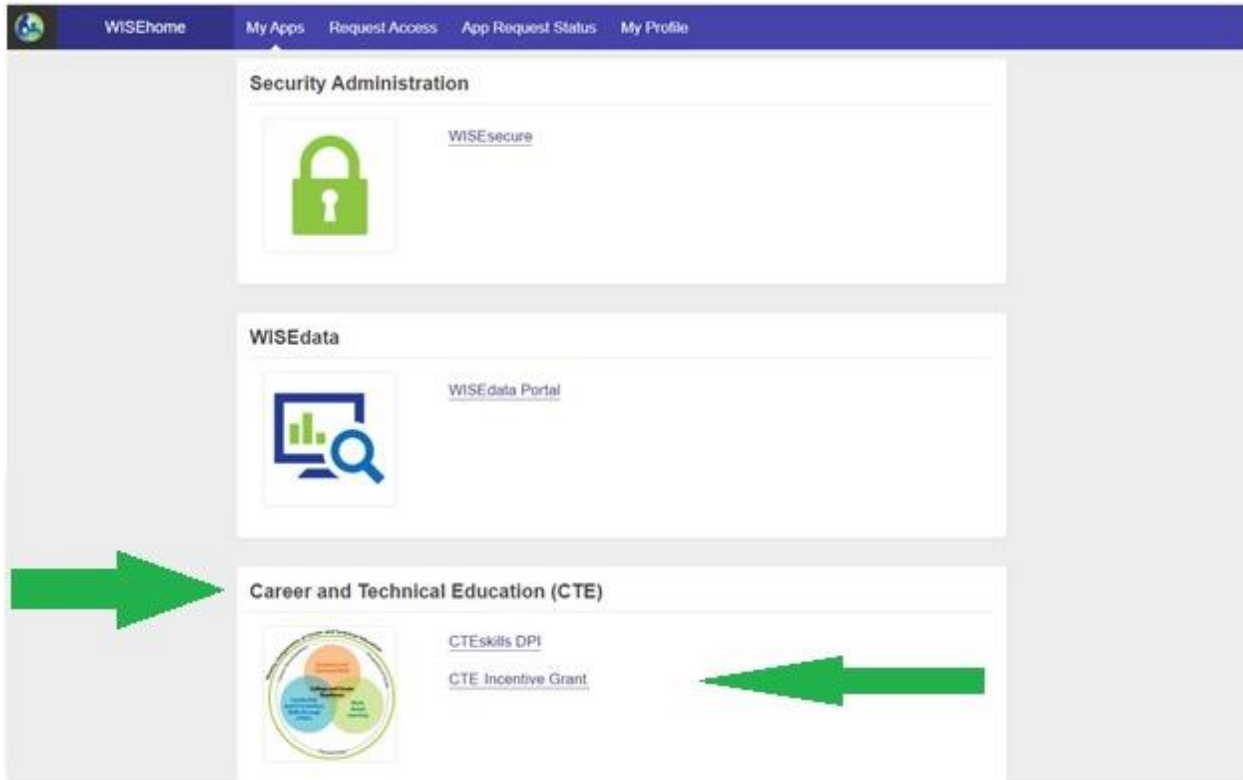
Updates to the site are ongoing so you may notice slight changes between the on-screen and published images.

- 1- An instructional webinar is held yearly, typically in June. The link to the recorded session is available at <https://dwd.wisconsin.gov/det/cteincentive/>.
- 2- Verify you have a user role assigned for the CTE Incentive Grants application. With the WISEsecure login process, a WAMS ID can be used to create your application login. 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 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 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.

The screenshot shows the 'Request DPI Secure Application Access' form in the WISEhome system. The form is titled 'Request DPI Secure Application Access' and has a navigation bar at the top with 'My Apps', 'Request Access', 'App Request Status', and 'My Profile'. The form includes a 'District' dropdown menu set to '0102 - Ashwaubenon School District'. Below this is a 'Click Here to Search' section with a table of schools. The table has columns for 'Select', 'School Type', 'School Name', and 'City'. The table contains three rows: 'Public school', 'Ashwaubenon High', 'Green Bay'; 'Public school', 'Pleasant Elementary', 'Green Bay'; and 'Public school', 'Valley View Elementary', 'Green Bay'. Below the table is a 'Job Title' field set to 'Career Education Program Coordinator'. The 'Applications' section has a dropdown menu set to 'CTE Incentive Grant' and a link to 'Add More Apps...'. There is a 'Comments' field at the bottom. At the bottom right, there are two buttons: 'Request Access' and 'Clear'.

- 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 Incentive Grant (TIG) to open the application. NOTE: Do NOT click on the DPI WISEgrants link within the Grant Administration section. The CTE Incentive Grant has its own link.

- a. If CTE 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!

The screenshot displays the application page for the 2020 Student Graduate CTE Technical Certification Roster. At the top, there is a header with the Wisconsin Department of Public Instruction logo and a welcome message for Jennifer Janik. Below the header is a navigation bar with a 'District' dropdown menu and links for 'Change Agency' and 'Exit'. The main content area features a table with columns for 'Date Last Submitted', 'Student WISEid', 'Student Last Name', 'Student First Name', 'Certification Category', 'Certification Entity', 'Specific Certification', 'Registry # or State-Approved Program #', and 'Certification Documentation'. The table currently shows 'No items to display'. To the left of the table are buttons for 'Add Student' and 'Import from DPI CTE Skills Co-Op Database'. To the right is an 'Export to Excel' button. Below the table is a 'District Acknowledgment' section with a checkbox and a 'Check for incomplete records' button. At the bottom right, there is a 'Submit' button.

- 1- Verify your username, district name, and district administrator name at the top center of the page.
- 2- Check the Attention! Message located below your username.
- 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.

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

6. Verify student name and birth date (see right, Part 2).

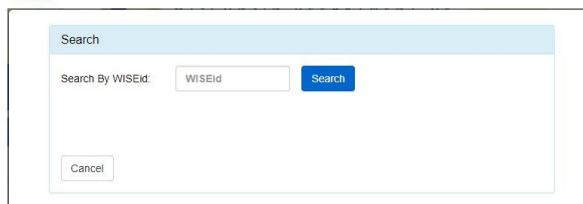
- If correct, click Yes to add student.
- If incorrect, click No to clear the WISEid and try again.
- Warnings or error messages will display above the Cancel button. These include:

- **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.*

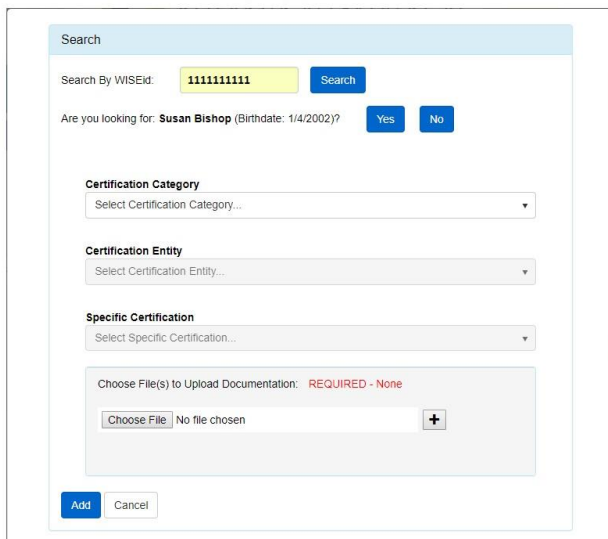
Part 1



Part 2



7. Select Certification Category, Entity, and Specific Certification



Based on certification selected, additional fields may display below the Certification field requesting more information



- If you are not sure whether a certificate that your student earned is eligible for grant funding, refer to the Annual Approved Certifications Lists at <https://dwd.wisconsin.gov/det/cteincentive/> , which lists 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.
 - **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 Skills 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 DWD to mail 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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome Jennifer Janik Agency: 0182 - Ashwaubenon School District

Attention! Click the Import from DPI CTE Skills button to add eligible Skills Co-Op certifications. The application period for 2020 graduates closes on September 30, 2020.

District - Reports CTE TIG DPI Administration Change Agency Exit

Ashwaubenon School District - District Administrator: Kurt Weyers Reimbursement Year: 2019-2020

2020 Student Graduate CTE Technical Certification Roster

Date Last Submitted	Student WISEid	Student Last Name	Student First Name	Certification Category	Certification Entity	Specific Certification	Registry # or State-Approved Program #	Certification Documentation
	1101101310	NICHOLS	MAYA	WI Youth Apprenticeship (YA)	WI Dept of Workforce Development (DWD)	Architecture & Construction-Construction		

1 - 1 of 1 Items

District Acknowledgment

By checking this box, I certify that I have authority to submit this application on behalf of the school district. I also acknowledge that my district administrator is aware of this application, and that the information I am submitting, on behalf of my district, is accurate.

- 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 (X) 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.
- 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.*


WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
 Welcome Jennifer Jank Agency: 2793 - Kenosha School District
 Absentee Applications for 2018 graduates funding are OPI, September 30, 2018

District Reports Change Agency Exit

Your CTE Incentive Grant application has been successfully submitted to DPI. Application contains 2 student records

Kenosha School District - District Administrator: Sue Sevaglio-Jarvis Reimbursement Year: 2017 - 2018

2018 Student Graduate CTE Technical Certification Roster

[Add Student](#) [Export to Excel](#)

Date Last Submitted	Student WISEd	Student Last Name	Student First Name	Certification Category	Certification Entity	Specific Certification	DPS Registry # or State-Approved Program #	Certification Documentation
07/31/2018	1111111111	BISHOP	SUSAN	Business & Industry	American Hotel & Lodging Educational Institute (AHEI)	Hospitality and Tourism Management Program (HTML)		bishop.pdf
07/31/2018	2222222222	EDWARDS	MARCUS	WI Technical College	WI Technical College System	Gateway	30-543-1	medwards.pdf

1 - 2 of 2 items

District Acknowledgment

By checking this acknowledgment box, I certify that the student certification information I am submitting, on behalf of my district, is accurate to the best of my knowledge.

[Check for incomplete records](#)
 [Submit](#)
 Last submitted by Jennifer Jank on 7/31/2018 11:38:54 AM

30-543-1 [medwards.pdf](#) 1 - 2 of 2 items

submitting, on behalf of

[Check for incomplete records](#)
 [Submit](#)
 Last submitted by Jennifer Jank on 7/31/2018 11:38:54 AM



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