# CAREER & TECHNICAL EDUCATION (CTE)
## TECHNICAL INCENTIVE GRANTS
# FREQUENTLY ASKED QUESTIONS

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## GENERAL
- What is the purpose of the CTE Technical Incentive Grants?

The intent of this funding is to support and strengthen quality Career and Technical Education (CTE) programming that results in industry-recognized credentials that help to mitigate workforce shortages. There are a number of certification programs available locally and nationally. However, the ones listed on the approved CTE Technical Incentive Grant Certifications list include rigorous and valid credential programs that have value in an employer setting.

- **How much funding is available from the CTE Technical Incentive Grants?**
Beginning with the 2017 graduate claims, there is a maximum of $3,500,000 total allocated for the CTE Technical Incentive Grants. Funding is limited to $1000 per pupil claim regardless of the number of credentials the student has earned on the approved CTE Technical Incentive Grant Certifications list. If more than 3500 high school graduates are claimed and verified, then this will result in pro-rating the allocated funding accordingly.

- **Who is eligible to receive the CTE Technical 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 credential from the approved CTE Technical Incentive Grant Certifications list.

- **Who receives the funds from the CTE Technical Incentive Grants?**
The funding is allocated to the school district, not to the student. The intent of the funding is to support schools to support and strengthen quality CTE programming that results in industry-recognized credentials that help to mitigate workforce shortages.

- **What credentials are eligible for the CTE Technical Incentive Grants?**
Credentials eligible for the CTE Technical Incentive Grants fall into five 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,
  4. Wisconsin Technical College Credentials, and
  5. Wisconsin Certified Pre-Apprenticeship Programs

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

- **How can my school district begin offering CTE programs that lead to state-approved industry-recognized credentials?**
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 credentials listed on the approved CTE Technical Incentive Grant Certifications list. 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 programs.

- **Are private, voucher, or 2r Charter Schools included in this Grant?**
No. This incentive grant funding is available to Wisconsin public school districts.

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

Multiple factors and considerations were used to compile the approved CTE Technical Incentive Grant Certifications list. DWD and DPI staff reviewed a comprehensive list of both national and state credentials in the six CTE 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 credential endorsed by multiple companies within the industry sector?
    - Is a person with this credential considered more "desirable" or "hirable" by companies within the industry sector?
    - Is the credential 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 bi-annually and modified in response to labor market information and emerging credentials.

- **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 approved CTE Technical Incentive Grant Certifications list.  This list will be reviewed at least bi-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?**
    1. Obtain the required documentation proof of the completed student certifications as indicated on the current approved CTE Technical Incentive Certifications list.
    2. View the recorded webinar *prior to* completing the application.  See https://dwd.wisconsin.gov/det/cteincentive/.

3. Complete the appropriate application for the correct claim year.  See
   http://dpi.wi.gov/cte/technical-incentive.

- **When can I apply for the CTE Technical Incentive Grant funds?**
  Applications will become available prior to the current year's graduation.  Submissions are due on September 30 of each calendar year.

- **How do I complete the application for the CTE Technical Incentive Grant funds?**
  *New application process coming soon!*

- **What are the Wisconsin Technical College Credentials?**
  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 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 Credentials"?**
  Dual Credit classes taken at the high school and/or technical college are an important part of a student's Academic and Career Plan, allowing students to experience the rigor and benefit of college level coursework.  However, Dual Credit courses alone ARE NOT necessarily eligible for this funding.  To be eligible, the "set" of dual credit courses MUST be part of an embedded technical diploma (ETD), career pathways certificate (CPC), regular technical diploma (TD) or applied associate degree (AAS).

- **How do I submit the application for the CTE Technical Incentive Grant funds?**
  *New application process coming soon!*

- **Why do I submit the applications to DPI not DWD?**
  DPI hosts a secure file transfer software application process, necessary to protect the Personal Identifying Information (PII) of the individually assigned Wisconsin Student Number or WISEid entered on the claim form.  This number is needed to match school data to confirm graduation.

**DOCUMENTATION**
- **What documentation is required in addition to the application?**
  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 specific 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-
     - Claim form completion and supporting documentation receipt,
     - 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 and completions.

- **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 with the claim form.

- **Will I be contacted during the verification process?**
  If there are questions regarding the supporting documentation, you may be contacted by DWD to provide additional clarification or appropriate documentation.

- **What will happen if a certification or student is found to be ineligible?**
  Each year, after the verifications are complete, each District Administrator and claim form 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 with DPI regarding any discrepancies.

**SPENDING**
- **How much funding is available from the CTE Technical Incentive Grants?**
  Beginning with the 2017 graduate claims, there is a maximum of $3,500,000 total allocated for the CTE Technical Incentive Grants. Funding is limited to $1000 per pupil regardless of the number of credentials the student has earned on the approved CTE

Technical Incentive Grant Certifications list.  If more than 3500 high school graduates are claimed, then this will result in prorating the allocated funding accordingly.

- **How will the grant funds be received at my school district?**
  After prorating 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 can I spend the CTE Technical Incentive Grant funds?**
  There are no restrictions on how the funding may be spent; however the funding is intended for schools to support and strengthen quality CTE programming that results in approved credentials that mitigate workforce shortages.

- **Do I need to submit claims for purchases with the CTE Technical Incentive Grant funds?**
  No.  The CTE Technical 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 Technical 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 do I explain/code the CTE Technical Incentive Grant funds in a school district financial audit?**
  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.