**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION**

# WORKPLACE READINESS SKILLS FOR THE COMMONWEALTH AND/OTHER INDUSTRY CERTIFICATION ASSESSMENTS REIMBURSEMENT REQUEST FORM

School Division Number:       School Division Name:

Please check appropriate reimbursement period:

June 2019 ***(May 18, 2019 to June 30, 2019)***

School Year 2019-2020 (***July 1, 2019 to May 22, 2020)***

CERTIFICATION: I certify to the best of my knowledge and belief that the reimbursement is true, complete, and accurate, and the expenditures and disbursements are for the purposes and objectives set forth in the terms and conditions of the State award. I further certify that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to state audits. By submitting and approving this request, the educational agency/organization submitter and approver(s) acknowledge the certification and agree to its provisions.

| **Examinations** | **Number of Exams** | **Amount Claimed** |
| --- | --- | --- |
| Workplace Readiness Skills for the Commonwealth  Examination |  | $ |
| Workplace Readiness Skills for the Commonwealth  Examination Pretest |  | $ |
| Other Industry Certification Assessments |  | $ |
| **Total Amount Claimed for all WRS Exams and Pretests, and/or Other Industry Certification Assessments:** |  | **$** |

Preparer’s Name:       Telephone Number:

CTE Administrator Signature:            Date:

Superintendent’s or Authorized Designee’s Signature:

Date:

Amount of Payment:

Approved for Payment:

George R. Willcox, Director, Operations and Accountability

Office of Career, Technical, and Adult Education

Date:

Payee Code:

Project Code: APE62988

Program Code: 178-002

If you have any questions, please contact the CTE Grants Manager at (804) 225-2052 or [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov).

**Mail the completed and signed form by May 22, 2020, to:** Virginia Department of Education, Office of Career, Technical, and Adult Education, Attn: CTE Grants Manager, P.O. Box 2120, Richmond, VA 23218-2120 **or**

**Scan and email a color PDF signed form to:** [**CTE@doe.virginia.gov**](mailto:CTE@doe.virginia.gov) **or** **Fax to:** (804) 530-4560.

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School Division Number:            School Division Name:

Please check appropriate Reimbursement Period: **June 2019**  **SY 2019-2020**

***(May 18, 2019 to June 30, 2019) (July 1, 2019 to May 22, 2020)***

| **Specific Name of Other Industry Certification Assessments**  **(As listed on the Board of Education approved list of industry credentials)** | **Number of Students Taking This Credential** | **Total Expense Related**  **to This Credential** |
| --- | --- | --- |
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