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| Virginia Department of Education **(Original with Signature in BLUE INK)****OFFICE OF CAREER AND TECHNICAL EDUCATION SERVICES****STATE INDUSTRY CERTIFICATION EXAMS, LICENSURE TESTS, and****OCCUPATIONAL COMPETENCY ASSESSMENTS****REIMBURSEMENT REQUEST FORM** |
|  School Division No: | Name: |  |
|  Please check appropriate Reimbursement Period: | June 2013 [ ]  School Year 2013-2014 [ ]  |
|   | ***(June 1, 2013 to June 30, 2013) (July 1, 2013 to May 31, 2014)***  |
|  | This is to certify that the ***expenditures listed in this reimbursement have been paid*** in accordance with the Board of Education approved list of industry credentials, state policies, and regulations of the Department of Education. Documentation is retained and available in the local agency to support this claim and may be subject to state audits. ***No estimated or advance payment****s* are included in this request.

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| **Credential** | **Number of Tests** | **Amount Claimed** |
| Industry Certification Examinations  |  | $ |
| Licensure Tests |  | $ |
| National Occupational Competency Testing Institute (NOCTI) Assessments |  | $ |
| Certification Site Licenses |  SY 2013 - 2014 | $ |
| **Total Amount Claimed for all Industry Certification Exams, Licensure Tests and Occupational Competency Assessments:** |  | **$** |

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|  Preparer’s Name/Telephone No: |  |  |  |
|  |
|  |  |  |  |  |
| *Date* |  | *Career and Technical Education Administrator’s Signature*  |
|  |  |  |
|  |  |  |  |  |
| *Date* |  | *Superintendent’s or Authorized Designee’s Signature* |
|  |
|  *--------------------------------------------------For Department of Education Use Only------------------------------------------------* |
|  |
|  Amount of Payment | $ |  | Approved for Payment |  |  |
|  LOLITA B. HALLDirector, Career and Technical Education  |
|  Payee Code: |  | Project Code: | 60336 | Program Code: | 178-05 | Date: |  |  |
| If you have any questions, please contact: W. Terry Dougherty, CTE Grants Administrator at (804) 225-3349 or Terry.Dougherty@doe.virginia.gov . Submit the completed and signed form for June 2013 request by October 31, 2013 and SY 2013-14 request by June 6, 2014 to: Virginia Department of Education, Career and Technical Education, Attn: Grants Administrator, P.O. Box 2120, Richmond, VA 23218-2120 or scan and e-mail a color PDF form to: 804-530-4560. |

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**(Original required)**

**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF CAREER AND TECHNICAL EDUCATION SERVICES**

**STATE INDUSTRY CERTIFICATIONS EXAMS, LICENSURE TESTS, and OCCUPATIONAL COMPETENCY ASSESSMENTS**

**REIMBURSEMENT REQUEST FORM**

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| --- | --- | --- | --- |
| School Division /School Name: |  |  |  |
| Please check appropriate Reimbursement Period: **June 2013** [ ]  **SY 2013-2014** [ ]   ***(June 1, 2013 to June 30, 2013) (July 1, 2013 to May 31, 2014)***  |  |

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|  |
| **Specific Name of Credential****(As listed on Board of Education approved list of industry credentials)**  | **Number of Students Taking This Credential** | **Total Expense Related To This Credential** |
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Revised – July 26, 2013

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**(Original is required)**

**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF CAREER AND TECHNICAL EDUCATION SERVICES**

**STATE INDUSTRY CERTIFICATIONS EXAMS, LICENSURE TESTS, and OCCUPATIONAL COMPETENCY ASSESSMENTS**

**REIMBURSEMENT REQUEST FORM**

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| --- | --- | --- | --- |
| School Division/School Name: |  |  |  |
| Please check appropriate Reimbursement Period: **June 2013** [ ]  **SY 2013-2014** [ ]   ***(June 1, 2013 to June 30, 2013) (July 1, 2013 to May 31, 2014)***  |  |

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|  |
| **Specific Name of Credential Site License****(As listed on Board of Education approved list of industry credentials)** | **Credential Site License Start and End Dates** | **Total Expense Related To This Credential Site License** |
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Revised – July 26, 2013