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| Virginia Department of Education **(Original with Signature in BLUE INK)****OFFICE OF CAREER AND TECHNICAL EDUCATION SERVICES****WRS FOR THE COMMONWEALTH AND/OR OTHER INDUSTRY CERTIFICATION 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 request have been paid*** for the WRS for the Commonwealth and/or other Industry Certification Assessments, in accordance with the 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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| **Examinations** | **Number of Exams** | **Amount Claimed** |
| Workplace Readiness Skills for the Commonwealth Examination  |  | $ |
| Workplace Readiness Skills for the Commonwealth Examination Pre-Test |  | $ |
| Other Industry Certification Assessments |  |  |
| **Total Amount Claimed for all WRS Exams and Pre-Tests, and/or Other Industry Certification 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: | 62988 | Program Code: | 178-02 | 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. |

**Revised – July 30, 2013 Attachment C Memo No. 205-13 August 2, 2013**

**Attachment C Memo No. 205-13 August 2, 2013**

Page of

**(Original required)**

**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF CAREER AND TECHNICAL EDUCATION SERVICES**

**WORKPLACE READINESS SKILLS for the COMMONWEALTH and/or OTHER INDUSTRY CERTIFICATION 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 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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Revised – July 30, 2013