



COMMONWEALTH of VIRGINIA
Department of Education

July 8, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Career and Technical Education Reimbursement for Workplace Readiness Skills for the Commonwealth and/or Other Industry Certification Assessment Allocations and Reimbursement Request Forms for June 2016 and School Year (SY) 2016-2017

The General Assembly has provided state funding for the *Workplace Readiness Skills (WRS) for the Commonwealth Examination*, including pretests, and/or other Board-approved industry certification assessments for fiscal year 2017 (SY 2016-2017) in the amount of \$308,655. This appropriation is from the general fund to provide support to school divisions for standard diploma graduates. To provide flexibility, school divisions may use this allocation for any Board-approved industry certification preparation and testing. The funding allocation is distributed on the basis of SY 2015-2016 enrollment data for students in secondary (high school) Career and Technical Education (CTE) courses. The initial allocation is \$0.4906 per student enrolled in CTE courses. [Attachment A](#) lists the total allocation by school division. Reimbursement payments for regional CTE centers are listed in [Attachment B](#) and will be made available to the school division that serves as the fiscal agent. School divisions and regional CTE centers will be reimbursed and paid up to their original allocation amount.

Submission of WRS and/or Other Industry Certification Assessments Reimbursement for June 2016: Submit reimbursement requests on [Attachment C](#) for student exams and pretests that were taken between June 1 and June 30, 2016, to the Virginia Department of Education (VDOE) no later than October 31, 2016. These expenditures must cover credentialing pretests and tests that were taken by students between June 1 and June 30, 2016.

Submission of WRS and/or Other Industry Certification Assessment Reimbursement for SY 2016-2017: Submit reimbursement requests on [Attachment C](#) for SY 2016-2017 to the VDOE no later than June 2, 2017. These expenditures must cover credentialing pretests and tests taken by students during school year 2016-2017, but not later than May 31, 2017.

Any unclaimed funds will be reallocated on June 5, 2017, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their SY 2016-2017 allocation amount.

School divisions and regional CTE centers must use their entire allocation in this announcement before requesting reimbursement for additional pretests and tests from its CTE industry certification lottery funds allocated for SY 2016-2017 as announced in [Superintendent's Memo 167-16](#). After both of the state allocations have been expended, school divisions and regional CTE centers may request reimbursement for industry certifications from their federal Perkins funds allocation.

Documentation of any reimbursement claims must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

If you have any questions, please contact the CTE grants administrator at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/GW/jts

Attachments:

- A. [FY 2017 \(School Year 2016-2017\) WRS for the Commonwealth and/or Other Industry Certification Assessments, Allocation by School Division](#) (PDF) Revised July 29, 2016
- B. [FY 2017 \(School Year 2016-2017\) WRS for the Commonwealth and/or Other Industry Certification Assessments, Allocation by Regional CTE Center](#) (PDF) Revised July 29, 2016
- C. [CTE WRS for the Commonwealth and/or Other Industry Certification Assessments Reimbursement Request Form](#) (Word)