



**COMMONWEALTH of VIRGINIA
Department of Education**

August 1, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Career and Technical Education Reimbursement for Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Allocations and Reimbursement Request Forms for June 2014 and School Year (SY) 2014-2015

The state funding for Career and Technical Education (CTE) student Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments is \$1,331,464 for fiscal year 2015 (SY 2014-2015). The General Assembly has continued to fund this allocation from lottery funds. The funding for each school division and CTE regional centers is distributed on the basis of SY 2013-2014 enrollment data for students in secondary CTE courses. The initial allocation is \$2.327 per student enrolled in CTE courses ([Attachment A](#)). The state industry certification exams lottery funds will not be available for reimbursement payments until January 2015.

The reimbursement is restricted to those industry certification examinations, licensure tests, and occupational competency [assessments that have been approved](#) by the Board of Education for the student-selected verified credit option. The federal Perkins funds reimbursement will not be available for any industry certification examinations until the school division has spent its entire allocation of state funds. Reimbursement payments for regional CTE centers will be made to the school division serving as a fiscal agent ([Attachment B](#)).

Reimbursement may be requested if students have personally paid for industry certification examinations, licensure tests, or occupational competency assessments, and the educational entity has reimbursed the student for such costs.

Submission of Credentialing Reimbursement for June 2014

Student credentialing reimbursement requests and testing data ([Attachment C](#)) for student credentialing exams that were taken between June 1 and June 30, 2014, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2014. These expenditures must cover examinations and assessments that were taken by students no later than June 30, 2014.

Submission of Credentialing Reimbursement for SY 2014-2015

Student credentialing reimbursement requests ([Attachment C](#)) for SY 2013-2014 must be submitted to the VDOE no later than June 5, 2015. These expenditures must cover examinations and assessments that were taken by students during school year 2014-2015, but not later than May 31, 2015.

Any unclaimed state Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessment funds will be reallocated on June 8, 2015, to school divisions and regional centers that have submitted approved reimbursement requests that exceed their initial SY 2014-2015 allocated amount.

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 questions concerning entitlements or the industry certification examination reimbursement process, please contact W. Terry Dougherty, CTE grants administrator, at Terry.Dougherty@doe.virginia.gov or by telephone at 804-225-3349.

If you have questions concerning a specific industry certification, please contact the CTE staff at cte@doe.virginia.gov or by telephone at 804-225-2052.

SRS/LBH/cmc

Attachments:

- A. [FY 2015 \(School Year 2014-2015\) State Industry Certification Examinations Funding Allocation by School Division](#) (PDF)
- B. [FY 2015 \(School Year 2014-2015\) State Industry Certification Examinations Funding Allocation by Regional CTE Center](#) (PDF)
- C. [CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form](#) (Word)