



#180-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #180-22**

DATE: August 19, 2022
TO: Division Superintendents
FROM: Jillian Balow, 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 2022 and School Year (SY) 2022-2023**

The 2022 Special Session I of the General Assembly continued state Lottery funding for the Career and Technical Education (CTE) Path to Industry Certification initiative in the amount of \$1,831,464 for fiscal year 2023 (SY 2022-2023). Of this amount, the General Assembly allocated \$500,000 to the STEM-H grant program. Details pertaining to the STEM-H allocation are provided in **Superintendent's Memo #181-22**.

The General Assembly allocated \$1,331,464 for fiscal year 2023 for CTE student industry certification examinations, licensure tests, and occupational competency assessments for each school division and CTE regional center. This funding is distributed on the basis of SY 2021-2022 enrollment data for students in secondary (high school) CTE courses. The initial allocation is \$1.91 per student enrolled in CTE courses (**Attachment A**). The state industry certification exams Lottery funds will not be available for reimbursement payments until January 2023.

The reimbursement is restricted to those industry certification examinations, licensure tests, and occupational competency assessments that have been [approved by the Board of](#)

[Education](#). 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 the fiscal agent (**Attachment B**).

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

Submission of Credentialing Reimbursement for June 2022

Student credentialing reimbursement requests and testing data (**Attachment C**) for student credentialing exams that were taken between May 21 and June 30, 2022, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2022. These expenditures must cover examinations and assessments that were taken by students between May 21 and June 30, 2022.

Submission of Credentialing Reimbursement for SY 2022-2023

Student credentialing reimbursement requests (**Attachment C**) for SY 2022-2023 must be submitted to the VDOE no later than May 19, 2023. These expenditures must cover examinations and assessments taken by students during the school year 2022-2023, but not later than May 19, 2023.

Any unused state industry certification examinations, licensure tests, and occupational competency assessment funds will be reallocated on June 1, 2023, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their initial SY 2022-2023 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.

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by School Division](#) (DOCX)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by Regional CTE Center](#) (DOCX)
- C. Attachment: [CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form](#) (DOCX)