

Career and Technical Education (CTE)
Technical Incentive Grants

Application for New Industry-Recognized Certifications
Not currently on the Approved Certification List

APPLICATION

In order to be considered, submissions must include the following.

1. A completed application form submitted by a Wisconsin school district administrator or high school principal.
2. Documentation to support that the certification program includes **at least ONE of the following**:
 - a. At least 100 hours of on-the-job training/work-based learning.
 - b. Be part of a minimum 9 week high school or industry training certification course that qualifies for high school credit.
 - c. Be part of a minimum 3 credit post-secondary course.
 - d. A Wisconsin permit, certificate, or license required for entry into a specific occupation, such as certified nursing assistant (CNA) THAT meets 2a, 2b, or 2c.

NOTE: DWD understands that the list of approved certifications is by no means all-inclusive for every potential valuable and hireable certification that is offered. Nationally recognized industry certifications and/or state agency, industry-vetted certifications that require CTE programming that provides robust, rigorous, comprehensive training will be reviewed to determine if they meet the intent of the legislation.
3. Documentation to support the certificate is based on current job requirements in the local, regional, and/or state economy as demonstrated by **ALL of the following**:
 - a. Include state, regional, or local labor market data for at least one occupation for which the certificate prepares.
 - b. Include a job description or job posting from a state, regional, or local company showing the certificate is required or desired for hiring.
 - c. Include a letter of endorsement from a Wisconsin-Based Company.
 - d. Include a letter of endorsement from at least ONE of the following indicating that the certificate is required or desired in the local community, region, or state.
 - i. Regional workforce development board
 - ii. Regional economic development group
 - iii. Local chamber of commerce
 - iv. Regional technical college program Business Advisory group
 - v. Local or regional employee professional or trade association, such as the American Society of Welders (ASW).

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SUBMISSION FOR THE 2016 APPROVED LIST

1. Only one certificate may be submitted per application, even if multiple certificates are from the same certifying agency.
2. Applications for new certifications must be submitted by November 15, 2015. Applications received after that date, will be reviewed for future approved lists.
3. Submissions received by November 15, 2015 will be reviewed by December 15, 2015 by representatives of DPI, DWD, and WTCS.
4. Submitters will be notified by December 31, 2015 of approval status.
5. The approved list, with any new additions, will be updated by December 31, 2015 for Class of 2015 graduates.
6. Applications received directly from testing services, certification vendors, colleges, workforce boards, or other entities will not be considered.

SUBMISSION FOR FUTURE APPROVALS

1. Only one certificate may be submitted per application, even if multiple certificates are from the same certifying agency.
2. Applications for new certifications will be accepted all year. However, applications received **after April 30** in any year will not be considered for the upcoming school year graduates.
3. Submissions will be reviewed annually by representatives of DPI, DWD, and WTCS.
4. Submitters will be notified by **June 30** annually of approval status.
5. The approved list, with any new additions, will be issued annually on July 1 and will affect students who graduate during the upcoming school year.
6. Applications received directly from testing services, certification vendors, colleges, workforce boards, or other entities will not be considered.



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APPLICATION for REVIEW

Certificate Name:

Submitter	
Date of Submission	
Name	
District Administrator or Principal	
Signature	
Submitter School or School District	
Address	
City, State, Zip	
School Contact Person for Questions	
Contact Name	
Contact Email Address	
Contact Phone Number	
Certifying Agency Information	
Agency Name	
Web Site URL with certification program information	
Agency Contact Name	
Agency Contact Email Address	
Agency Contact Phone Number	
Year Agency Established	
Agency Accreditations (<i>ANSI, NOCI, NAM, etc.</i>)	
Certificate and Program Information	
Length of time certificate has existed	
Average number of individuals certified yearly	
Is this certificate nationally recognized? If yes, please explain.	
Is a high school diploma required to earn this certificate? <i>Please note that a diploma requirement to earn certification does not disqualify the certification from consideration.</i>	
List any age and/or other pre-requisites required to earn this	

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<p>certificate. <i>Please note that an age 18 minimum to earn certification does not disqualify the certification from consideration.</i></p>	
Describe the instruction and training required to earn this certificate?	
Amount of time typical to learn, train, and prepare for this certification?	
<p>Is a classroom experience necessary to earn this certificate?</p> <ul style="list-style-type: none"> • If yes, please explain requirements. • If no, please explain how typical students prepare for this certificate. 	
Is work experience required to earn the certificate? If yes, please explain.	
<p>Is an exam(s) required to earn this certificate? If yes, please describe the following:</p> <ul style="list-style-type: none"> • Test Site(s) & Proctoring • Type of Test (performance, computerized, paper, etc.) • Time Allowed • Passing Score • Percent of Students that PASS on the first attempt 	
<p>Describe the costs to students to earn this certificate.</p> <ul style="list-style-type: none"> • Class/Curriculum/Books • Equipment • Testing • Other 	
<p>Describe the costs to schools to offer this certificate.</p> <ul style="list-style-type: none"> • Instructor certification • Class/Curriculum/Books • Equipment • Testing • Other 	
Economic Value of Certificate	

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<p>List the Workforce Shortage Career Cluster(s) that this certificate addresses. <i>See current Workforce Shortage List (LINK)</i></p>	
<p>Provide the state, regional, or local labor market data for at least one occupation for which the certificate prepares. Include source of information.</p>	
<p>Provide a link or copy to a job description or job posting from a state, regional, or local company showing the certificate is required or desired for hiring. Include source of information.</p>	
<p>Attach at least one letter of endorsement from a Wisconsin-based company.</p>	
<p>Attach at least one letter of endorsement indicating that the certificate is required or desired in the local community, region, or state.</p> <ul style="list-style-type: none"> • Regional workforce development board • Regional economic development group • Local chamber of commerce • Regional technical college program Business Advisory group • Local or regional employee professional or trade association, such as the American Society of Welders (ASW). 	