

## Industry Certification Reimbursement Guidance Document

The following allocations have been made available for KWIB approved industry recognized certifications for students who have completed two credits in a KDE approved career pathway prior to taking and passing the assessment.

### **Allocations:**

Funds have been allocated for the 2018-2019 school year the in the amount of 1.8 million dollars for districts and area technology centers (ATC) to offer Industry Certifications to free/reduced lunch students who have met either the credit or performance-based requirements in KRS 158.6455. Each district and ATC can view their allocation amounts by going to the [state grants webpage](#). These allocation amounts were determined using 2017-2018 End-of-Year (EOY) TEDS data. The number of total qualifying free/reduced lunch students was pulled after the EOY deadline. The number of qualifying free/reduced lunch students for each district or ATC was then divided by the total to determine the percentage of the 1.8 million dollars for each district or ATC.

### **Acceptable Use of Funds:**

Funds shall be used to pay the cost of one stand-alone or one stack of KWIB approved industry certifications from the [2018-2019 valid list](#) for each qualifying free/reduced lunch student.

### **Reimbursement Requests:**

Districts/ATCs must complete the [Reimbursement form](#) and submit the form via [SharePoint](#) along with supporting invoice(s) for industry certifications purchased and detailed MUNIS reports must be scanned and included in the same request with the Reimbursement form. Expenditures must be coded using the MUNIS project number of 15JE. Each reimbursement form can be used for multiple industry certifications. Prior to uploading this information to [SharePoint](#), you must sign the form and then scan all documentation into a single file for upload.

[\*Link to the Reimbursement Request Form\*](#)

### **Data Entry Requirements:**

Every KWIB approved industry certification attempted by students must be entered through the Career Readiness screen, using the Industry Certification link, in the Technical Education Database System (TEDS).

### **Verification and Monitoring of Funds:**

Reimbursement forms will be compared against TEDS industry certification data and MUNIS project number 15JE to verify expenditures and use of funds.