Document Preparation

Career and Technical Education Incentive Grants

June 2024

Purpose of this Training

This technical assistance session provides the details needed to properly prepare documents for Career and Technical Education (CTE) Incentive Grant and Student Completion Award (SCA) claims. and reduce the chances of denied claims.

Please have all staff members associated with gathering, preparing, or submitting documentation for claims attend this session.

Consult other training for information on eligibility, how to submit claims, and additional information.

About Our Technical Assistance

1. **Overview and Onboarding** – provides program context. It's ideal for newly assigned staff or those who missed the training earlier.

2. **Document Preparation** – provides details needed to submit required documents and can reduce ineligible claims or claims that need correcting.

3. **Best Practices** – provides tips and resources to manage program use.

4. **Annual Claim Submission Process** – helps staff submit high-quality claims and reduce denied claims. Released each June.

5. **Correcting and Verifying CTE Incentive Grant Claims** – provides details on how to use the claims portal editing and verification features.

Agenda

- Documentation Basics
- Documentation Requirements and Preparation
- Reference Slides
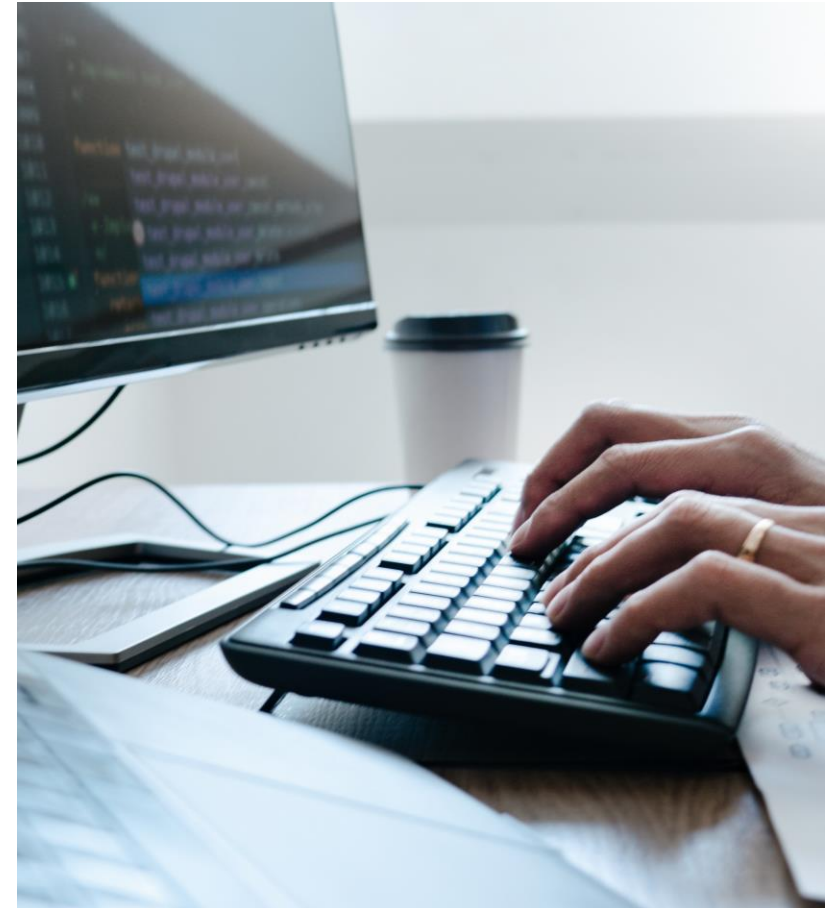- Resources

Documentation Basics

Documentation Basics

Five categories of claims*

1. State Certified Skills Co-op (Skills Co-op)
2. Youth Apprenticeship (YA)
3. Business and Industry (B & I)
4. State Approved Wisconsin Technical College certifications (WTCS)
5. Certified Pre-Apprenticeship programs (CPA)

*Annual Approved Certifications List split by categories.

Documentation Basics

- Most claims need supporting documentation.

- The Annual Approved Certifications lists show required documentation: dwd.wisconsin.gov/det/cteincentive/

- Use to understand documentation requirements.

Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
Woodwork Career Alliance	- Core Credential - Sawblade* *Sawblade certificates dated before July 1, 2023 will be considered.	Copy of signed and dated certificate

Documentation Basics

Some specific certifications have additional notes about eligibility.

Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
Snap-on via NC3 certification	• Snap-on - PMI (Precision Measurement Instruments)* • Snap-on - Or any two other certifications** *Requires all six certificates: Tape and Rule; Slide Caliper; Gauge; Angle; Micrometer; Dial Gauge. **May not be any of the PMI certificates.	Copy of signed and dated certificate

Documentation Basics

Districts are responsible for providing the required documentation for the specific certification. For example:

If we require	Please don't provide
✓ Signed and dated certificate	✗ Dated exam scores, unsigned certificates, etc.
✓ Unofficial college transcript	✗ High school transcripts, college progress reports, program plans, schedules
✓ Registry number	✗ A temporary registry number or one that designates student status
✓ Program number	✗ Course number
✓ Driver's license	✗ Anything other than the driver's license

Perform a quality control check prior to uploading.

Documentation Basics

Exceptions to documentation requirements

Youth Apprenticeship:
- Completed YA checklist uploaded to cBASERS by the deadline.
- Name mismatches require a statement attached to the claim.

Certifications associated with the Department of Public Instruction (DPI):
- All Skills Co-op.
- Business and Industry.
  - Assistant Childcare Teacher.
  - Infant Toddler.

B & I Basic Requirements
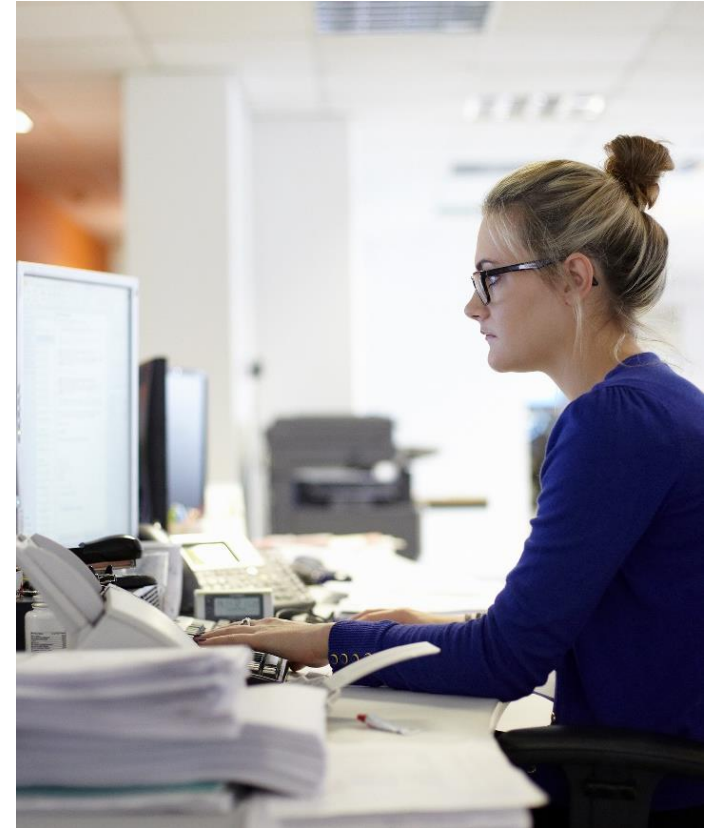
B & I documentation

- Certificate, not an exam or score report.
- Issued by certification entity.
- Name match.
- Listed by year it was achieved.
- Meets the requirement for the current claim year.
- Signed, dated, and earned before August 31.

B & I Preparation: Microsoft

Before creating a Microsoft Office Specialist (MOS) claim:

- District was opted out that year.
- District used no free licenses that year.
- District purchased the licenses used for the certificate.
- Annual approved certifications list requirements.
- More documentation may be requested.

Address potential issues proactively.

B & I Preparation: Microsoft

Changes to MOS requirements:

- Provided on the approved certifications list for 2023-24.

- Impact certifications earned in the 2023-24 academic year and later.

- Do not impact requirements for certifications earned in previous years.

- Dates earned need to be visible.

B & I Preparation: Microsoft

MOS when earned in 2023-24 and later.

- Must be version 2019 or 365 Apps.*
- Choice of limited Associate and Expert.

Associate	Expert
- Word - Excel - PowerPoint - Associate Upload all four certificates as a single .pdf	- Word Expert - Excel Expert - Access Expert Upload the one certificate as a .pdf

* Version requirement will not be enforced with certificates earned in the 2023-2024 academic year.

B & I Preparation: Registries

- Some B & I claims require a registry number.

- District responsibility for accuracy.

- No documentation required except for Certified Nurse Aide (CNA).

- Districts:
  - Should collect registry numbers from the students.
  - Should use registry search tools to verify the numbers and certification date.
  - Should not use the registry search tools to find the numbers.

B & I Preparation: Certified Nurse Aide (CNA)

- Only for TM Universe registry.

- Requires the CNA form.

- Document preparation.
  1. Collect completed form.
  2. Verify on [TM Universe search tool](#).
     - Name match.
     - Registry number match.
     - Initial date of registration match.
  3. Verify registration date.
  4. Enter registry number.
  5. Upload form.

B & I Preparation: Student Completion Awards

Student completion awards (SCAs):

- Emergency Medical Responder (EMR).

- Emergency Medical Technician (EMT).

- Fire Fighter I (FF I).

- Fire Fighter II (FF II).

- Fire Inspector.

B & I Preparation: SCAs

- Uses same claim as district incentive grant.

- $500 award to student.

- Eligible for each SCA certification earned.
  - Registry.
  - Completed coursework.

- Need a separate claim for each certification.

- Local processes to ensure each certification is submitted.

- Notify the program lead of missed claims.

B & I Preparation: SCAs

- Special attention for accuracy.
- Different options for each SCA:
  - EMR → National Registry of Emergency Medical Technicians (NREMT), Department of Health Services (DHS), Wisconsin Technical College System (WTCS).
  - EMT → NREMT, DHS, WTCS.
  - FF I → International Fire Services Accreditation Congress (IFSAC), WTCS.
  - FF II → IFSAC, WTCS.
  - Fire Inspector → IFSAC, WTCS.
- All submitted under B & I.
- Permanent mailing address for payments.

B & I Preparation: SCAs

Selecting the correct SCA certification entity.

	NREMT (National Registry of Emergency Medical Technicians)	**DHS** (Wisconsin Department of Health Services)	**IFSAC** (International Fire Services Accreditation Congress)	**WTCS** (Wisconsin Technical College System)
Applicable Certifications	EMR, EMT	EMR, EMT	FF I, FF II, Fire Inspector	EMR, EMT, FF I, FF II, Fire Inspector
Type of Documentation	NREMT registry number (no "TCTP" or asterisks in number; may be copy of certificate)	DHS registry number	IFSAC registry number (may be copy of certificate)	WTCS document* (may be unofficial transcript; copy of certificate of course completion; or copy of technical diploma)
Certification category	Business and Industry	Business and Industry	Business and Industry	Business and Industry

*Refer to the section on preparing WTCS documents for details on how to prepare transcripts.

B & I Preparation: SCAs

Verify the registry number provided by the student.

Specific Certification	Certification Entity	Certification Entity Search Tool Link
EMR	NREMT	www.nremt.org/verify-credentials
	DHS	www.wi-emss.org/lms/public/portal#/lookup
EMT	NREMT if certified	www.nremt.org/verify-credentials
	DHS if licensed	www.wi-emss.org/lms/public/portal#/lookup
Fire Fighter I	IFSAC	apps.wtcsystem.edu/wtcs-web/audit/fireCertLookup.do
Fire Fighter II	IFSAC	apps.wtcsystem.edu/wtcs-web/audit/fireCertLookup.do
Fire Inspector	IFSAC	apps.wtcsystem.edu/wtcs-web/audit/fireCertLookup.do

B & I Preparation: SCAs

Emergency Medical Responder (EMR) – using Wisconsin Technical College System (WTCS) documentation.

Program number 30-531-0.

- The only option for completed coursework.
  - WTCS course must be specific to EMR and have EMR in the title.

B & I Preparation: SCAs

Emergency Medical Technician (EMT) - WTCS documentation.

Program number 30-531-3.

- Option one: Technical diploma earned.
- Option two: Five-credit EMT course
- Option three: EMT Part 1 and EMT Part 2 (totals five credits, may also have EMR in the title).
- Option four: EMT Parts A, B, and C.

B & I Preparation: SCAs

Fire Fighter I - WTCS documentation.

Program number 10-503-0.

- Option one: 30-503-720 (Fire Fighter I).
- Option two: 10-503-142 (Fire Fighting Principles)
  - And one of the following:
    - 10-503-153 (HazMat Awareness & Ops/Hazardous Materials Awareness and Operations).
    - 10-503-103 (HazMat Awareness & Operations/HazMat Applications).
    - 10-503-203 (Hazardous Materials Operations).
- Option three: Fire Recruit Academy (Madison College – transcript or signed and dated certificate of completion).

B & I Preparation: SCAs

Fire Fighter II - WTCS documentation.

Program number 10-503-0

- Option one: Must have taken and successfully passed the required course(s) for Fire Fighter I and one of the following courses.
  - 30-503-730 (Fire Fighter II).
  - 10-503-110 (Fire Fighter II - WTC).
  - 10-503-112 (Advanced Fire Fighting Principles – MSTC).
  - 10-503-144 (Advanced Fire Fighting Principles – MATC).
  - 10-503-159 (Fire Fighting Principles II – BTC).
- Option two: Fire Recruit Academy (transcript or copy of signed and dated certificate of completion).

B & I Preparation: SCAs

Fire Inspector - WTCS transcript.

Program number 10-503-0.

- The only option: 10-503-151 (Fire Prevention)

Certified Pre-Apprenticeship: Requirements

- Certificate.

- Issued by Bureau of Apprenticeship Standards (BAS) or the training provider.

- Program certified by BAS before date on certificate.

Documentation Requirements and Preparation: Wisconsin Technical College System (WTCS)

WTCS Requirements

WTCS claims require program numbers and documentation to be uploaded.

- Documentation may be either:
    - Unofficial transcript (requires proper preparation)
    - Copy of the diploma, pathways certificate, or certificate of course completion.
- The program number must begin with one of these prefixes:
    - 10-
    - 30-
    - 31-
    - 61-
- Format must be: xx-xxx-x.

*Note: Program numbers are not course numbers.

WTCS Preparation

Conduct necessary research:

- Use college website or registrar.
- Confirm program name, number, and course requirements for year earned.
- Confirm what the student was awarded.

WTCS Requirements

WTCS transcripts must contain:

- College name.
- Name match.
- Name and program number of diploma or certificate awarded.
  - Highlight this.
- If not specified, highlight all relevant courses and dates completed.
- Date awarded.
  - Highlight this.
- Program name and number match.
  - This can be handwritten.
- Number is in the format of xx-xxx-x.

WTCS Preparation: Examples

When the degree awarded information is provided.

Highlighted diploma information

Added program number and highlighted it

UNOFFICIAL TRANSCRIPT - UGRD ONLY

Name:
Student ID:

Institution Info: Northwood Technical College

Print Date: 08/17/2021

Birthdate:
Student Address:

Degrees Awarded

Confer Date:
Plan:

Technical Diploma Less Than One Year
05/14/2021
Construction Essentials

30-410-3

WTCS Preparation: Examples

When the degree awarded information is not provided.

Highlighted all of the required courses and proof of passing.

Added and highlighted college, program name and program number

Dates of courses are visible

Course Id	Title	Grade	Credits	QPnts
	Fall 2021 (Sep 7, 2021 - Dec 18, 2021)			
10420201	Fundamentals of Machining	A	1.00	4.0
31420302	Blueprint Reading	B	1.00	3.0

Attempt	Earned	Total	GPACrd	QPnts	GPA

Course Id	Title

Western
CNC Operator
Program # 61-444-3

Spring 2022 (Jan 10, 2022 - Apr 23, 2022)

Course Id	Title	Grade	Credits	QPnts
10420203	Measurement and Inspection	B	1.00	3.0
10420219	GD&T in Machining	B	1.00	3.0
10444212	CNC Production Operator	A	1.00	4.0

References

Mismatched Name

Issue: Name mismatch

1. Create a signed statement on school letterhead.
2. The letter must include both names used and state that they both belong to the student under which the claim is being made.
3. The statement is to be signed by someone with the authority to sign the letter and who has access to the student's records.
4. Upload the letter with the claim at the time that you submit the claim.

Don't include explanations, court documents, or other details.

Lacking Degree Information

Issue: Unofficial transcript lacks degree awarded information.

- Write the name of the completed program.
- Write the program number in the xx-xxx-x format.
- Highlight the courses required for the certification and grades earned.
- Highlight the semester and year undertaken.

Certificate Issues

Issue: Unsigned or undated certificate.

- Try to reprint with the date and/or electronic signature.
- If the required signatory is no longer available to sign:
  - Use a stamped signature.
  - Have the principal sign and date the signature, write their title, and briefly explain on the certificate why the designated signatory is unable to sign.

Denied Youth Apprenticeship Claim

Issue: Denied Youth Apprenticeship claims.

- Confirm before submitting claims.
  - Name match.
  - Registration paperwork.
  - Completed checklist.
- A second quality control check before claim submission deadline.

Did Not Graduate

Issue: Did not graduate.

- Confirm before submitting claims:
  - Student graduated from your district.
  - Both data pieces have been provided to DPI before their deadline.

References

The difference between WTCS Nurse Aide and Certified Nurse Aide (CNA).

	WTCS Nurse Aide	Certified Nursing Assistant
How to earn	Student takes and passes the WTCS nurse aide class	Student takes and passes the CNA certification exam
Documentation	• Unofficial transcript shows technical diploma or course • Copy of technical diploma or copy of certificate of course completion	Registry number on the TMU registry
Claim category	WTCS	Business and Industry

References

Microsoft Office Specialist – free versus purchased licenses.

- A license is an exam fee.
- Statewide program distributes free licenses (Microsoft Imagine Academy/Microsoft Learn).
- Certificates that used free licenses are ineligible per Wisconsin statutes.
- Formally opt out of the free program.
- Be consistent across schools. Use either free or purchased licenses across all schools within the academic year.
- Purchase the licenses used to earn the certificates.

References

Selecting the SCA certification entity.

	NREMT (National Registry of Emergency Medical Technicians)	**DHS** (Wisconsin Department of Health Services)	**IFSAC** (International Fire Services Accreditation Congress)	**WTCS** (Wisconsin Technical College System)
Applicable Certifications	EMR, EMT	EMR, EMT	FF I, FF II, Fire Inspector	EMR, EMT, FF I, FF II, Fire Inspector
Type of Documentation	NREMT registry number (no "TCTP" or asterisks in number; may be copy of certificate)	DHS registry number	IFSAC registry number (may be copy of certificate)	WTCS document* (may be unofficial transcript; copy of certificate of course completion; or copy of technical diploma)
Certification category	Business and Industry	Business and Industry	Business and Industry	Business and Industry

*Refer to the section on preparing WTCS documents for details on how to prepare transcripts.

References

Verify the registry number provided by the student.

Specific Certification	Certification Entity	Certification Entity Search Tool Link
EMR	NREMT	www.nremt.org/verify-credentials
	DHS	www.wi-emss.org/lms/public/portal#/lookup
EMT	NREMT if certified	www.nremt.org/verify-credentials
	DHS if licensed	www.wi-emss.org/lms/public/portal#/lookup
Fire Fighter I	IFSAC	apps.wtcsystem.edu/wtcs-web/audit/fireCertLookup.do
Fire Fighter II	IFSAC	apps.wtcsystem.edu/wtcs-web/audit/fireCertLookup.do
Fire Inspector	IFSAC	apps.wtcsystem.edu/wtcs-web/audit/fireCertLookup.do

References

EMR certification options.

	NREMT (National Registry of Emergency Medical Technicians	**DHS** (Wisconsin Department of Health Services	**WTCS**
How to earn	Student takes and passes the NREMT EMR certification exam	Student takes and passes the DHS EMR certification exam	Student takes and passes the WTCS class with EMR in title
Documentation	• NREMT registry number • No student or temporary numbers • No asterisks in the number	DHS registry number	Use program **#30-531-0** • Unofficial transcript shows course with EMR • Copy of certificate of course completion
Claim category	Business and Industry	Business and Industry	Business and Industry

*Note: 47- course completion (CEU course) will be considered for fire services certifications.

References

EMT certification options.

	NREMT (National Registry of Emergency Medical Technicians	DHS (Wisconsin Department of Health Services	WTCS
How to earn	Student takes and passes the NREMT EMT certification exam	Student takes and passes the DHS EMT certification exam	Student takes and passes the WTCS class(es) of 5 credits. May be a single class, 2 parts, or 3 parts
Documentation	• NREMT registry number • No student or temporary numbers • No asterisks in the number	DHS registry number	Use program **#30-531-3** • Unofficial transcript shows courses or technical diploma • Copy of technical diploma
Claim category	Business and Industry	Business and Industry	Business and Industry

Note: 47- course completion (CEU course) will be considered for fire services certifications.

References

Fire Fighter I, Fire Fighter II, and Fire Inspector certification options.

	IFSAC (International Fire Services Accreditation Congress	**WTCS**
How to earn it	Student takes and passes the IFSAC exams	Student takes and passes the required WTCS classes*
How it's documented	IFSAC registry number	Use program **#10-503-0** • Unofficial transcript shows course completion • Copy of certificate of course completion
What claim category	Business and Industry	Business and Industry

*The course details are on the next slides.

References

WTCS Fire Fighter I courses.

Path 1	Path 2	Path 3
30-503-720 (Fire Fighter I)	10-503-142 (Fire Fighting Principles) and one of the following: ❖ 10-503-153 (HazMat Awareness & Ops/Hazardous Materials Awareness and Operations) *or* ❖ 10-503-103 (HazMat Awareness & Operations/HazMat Applications) *or* ❖ 10-503-203 (Hazardous Materials Operations)	Madison Area Technical College's Fire Recruit Academy but make sure any certificate of academy completion is dated and signed

References

Fire Fighter II and Fire Inspector required WTCS required courses.

Fire Fighter II	Fire Inspector
The student must have taken and successfully passed one of the following courses. ❖ 30-503-730 (Fire Fighter II) ❖ 10-503-110 (Fire Fighter II - WTC) ❖ 10-503-112 (Advanced Fire Fighting Principles – MSTC) ❖ 10-503-144 (Advanced Fire Fighting Principles – MATC) ❖ 10-503-159 (Fire Fighting Principles II – BTC) ❖ Fire Recruit Academy (Madison College)	The student must have taken and successfully passed the following course. ❖ 10-503-151 (Fire Prevention)

Note: 47- course completion (CEU course) will be considered for fire services certifications.

Contact

CTE Incentive Grants Program Lead
DETCTEGrants@dwd.wisconsin.gov
(608) 733-3887

DWD CTE website: dwd.wisconsin.gov/det/cteincentive/

- Electronic technical assistance, webinars.
- All annual approved certifications lists.
- Updates, news, changes, notices.

Department of Public Instruction CTE website: dpi.wi.gov/cte/technical-incentive

DPI Claims Portal: dpi.wi.gov/wisedata/help/request

- Create a help ticket.

Thank you for participating in the CTE Incentive Grant program and supporting your students as they prepare for careers.