CTE Incentive Grants
2024-25 Approved Certifications List
April 15, 2024

This list includes the industry-recognized certifications approved for the 2024-25 academic year that are eligible for the Career and Technical Education (CTE) Incentive Grants program authorized by Wisconsin Statutes 106.273. Developed by the Department of Workforce Development (DWD), with input from the Department of Public Instruction (DPI) and Wisconsin Technical College System Office (WTCS), the certifications list considers the recognition and validity of the certifying agency, student accessibility, and programmatic rigor.

The list:
- Is organized into the five certification categories.
- Provides the names of the certification entities and certifications approved for the 2024-25 academic year.
- Provides the documentation requirements for Class of 2025 claims.

The list is revised annually to ensure relevance to current industry needs and in accordance with program goals and requirements. District and school staff are to use the most recent version published on the DWD CTE web page for documentation requirements. The version date will be posted at the top of the published document.

School districts will benefit from having all staff members assigned roles with the CTE incentive grants attend the training provided for the various tasks required to submit high quality and relevant claims. Training is available through the Training & Resources tab on the DWD's CTE Incentive Grants website.

How to Use the Annual CTE Approved Certifications Lists

Users may need to refer to previous annual lists to confirm that the certifications earned were approved **for the year in which they were earned** but must use the 2024-25 list to know the documentation requirements for claims submitted with the Class of 2025. Lists in effect for previous academic years are available on the CTE web site.

1. Use the list from the year the certification was earned to confirm that the certification was approved for the year that it was earned.
2. Regardless of the year the certification was earned, locate the information in the last column on the table in this document to identify the documentation required to support the Class of 2025 claim. If the certification appears on the list for the year that it was earned but is not on this list, it was probably discontinued but may still be eligible. If you have questions, contact DETCTEGrants@dwd.wisconsin.gov for guidance prior to creating a claim.
3. Ensure that your claim and documentation meet the requirements indicated for the specific certification.
4. Only the student personally identifiable information (PII) required to process the claim should be visible on unofficial transcripts and other documents. Districts are responsible for adhering to DPI's privacy policy by redacting unnecessary PII.

The Updated List

There are no major changes from the previous year's list.

The three new career clusters for Youth Apprenticeship have been added.

Notable changes in details for some certifications appear in the table as blue text.

Tips to Improve Claim Quality and Reduce the Need for Corrections

- Add deadlines to your electronic calendar and give plenty of time for submitting and correcting claims.

- Attend the training and use the resources provided.

- Gather, prepare, and submit the required documents. Do not submit alternative documents.

- Contact DETCTEGrants@dwd.wisconsin.gov with questions and/or to notify the program lead of changes in district/school contact information.

- Submit a separate student completion award claim for each of the certifications that may make the student eligible for a student completion award and always submit them under Business and Industry even if using a college transcript to support the claim.

- Proactively manage your use of Microsoft Office Specialist licenses, available free or purchased, **at the district level and be consistent across all of the district's schools.** Submit claims only if they were earned through licenses that your district purchased.

- Only one certification per student can be approved for a district incentive grant. Please consider limiting the number of incentive grant claims to two per student except in cases of student completion awards.

- If you submit unofficial college transcripts for WTCS claims, remember to redact all student personally identifiable information not necessary for us to process the claim in accordance with DPI guidance.

    If you choose to redact by crossing out information, double check that your method made the printed information non-visible **on the scanned document**. In some cases, the scanning process has created an electronic document in which the inked cross-outs become translucent, allowing the printed information underneath to be discerned.

For More Information

For questions on DPI Cooperative Education Skill Standards Certificates, please contact Julie Anderson at Julie.Anderson@dpi.wi.gov.

For technical assistance related to submitting claims for district incentive grants, please create a DPI help ticket.

For all other questions including those related to Youth Apprenticeship, Business and Industry, WTCS, Certified Pre-Apprenticeship certificates, claim reviews, student completion awards, or adding certificates to the list, please contact DWD at DETCTEGrants@dwd.wisconsin.gov.

Visit Wisconsin Statutes 106.273 to view the CTE Incentive Grants statutes.

	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Skills Co-Op	Agriculture, Food and Natural Resources	Wisconsin Department of Public Instruction (DPI)	• Agribusiness – Animal Systems • Agribusiness – Plant Systems	None
	Business Management and Administration	DPI	• Business Management and Administration	
	Education and Training	DPI	• Child Services	
	Finance	DPI	• Finance	
	Information Technology	DPI	• Information Technology	
	Human Services	DPI	• Family and Community Services	
	Hospitality and Tourism	DPI	• Food Service	
	Marketing	DPI	• Marketing • Advanced Marketing • Retail Management • Entrepreneurship • Sport and Entertainment Marketing • E-Commerce	

Email DETCTEGrants@dwd.wisconsin.gov with any questions about certifications or documentation.

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	Career Cluster	Certification Entity	Specific Certification (All completed YA checklists must be uploaded to the YA database by Sept. 30, 2024.)	Documentation Required for 2024-25 Claims
2024-25 Youth Apprenticeship (YA)	Agriculture, Food and Natural Resources	Wisconsin Department of Workforce Development (DWD)	• YA - Agriculture, Food, and Natural Resources - any pathway	None
	Architecture and Construction	DWD	• YA - Architecture and Construction - any pathway	
	Arts, Audio/Visual Technology, and Communications	DWD	• YA - Arts, Audio/Visual Technology, and Communications - any pathway	
	Business Administration	DWD	• YA - Business Administration - any pathway	
	Education and Training	DWD	• YA - Education and Training - any pathway	
	Finance	DWD	• YA - Finance - any pathway	
	Government and Public Administration	DWD	• YA - Government and Public Administration - any pathway	
	Health Science	DWD	• YA - Health Science - any pathway	
	Hospitality and Tourism	DWD	• YA - Hospitality, Lodging and Tourism - any pathway	

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	Career Cluster	Certification Entity	Specific Certification (All completed YA checklists must be uploaded to the YA database by Sept. 30, 2024.)	Documentation Required for 2024-25 Claims
2024-25 Youth Apprenticeship (YA)	Human Services	DWD	• YA - Human Services - any pathway	None
	Information Technology	DWD	• YA - Information Technology - any pathway	
	Law, Public Safety, Corrections and Security	DWD	• YA - Law, Public Safety, Corrections and Security - any pathway	
	Manufacturing	DWD	• YA - Manufacturing any pathway	
	Marketing	DWD	• YA - Marketing - any pathway	
	Science, Technology, Engineering, and Mathematics	DWD	• YA - Science, Technology, Engineering, and Mathematics - any pathway	
	Transportation, Distribution, and Logistics	DWD	• YA - Transportation, Distribution and Logistics - any pathway	

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Agriculture, Food and Natural Resources	Briggs & Stratton Corporation	• Master Service Technician Requires the five to six individual certificates all dated within one year (Pressure Washers and Portable Generators is the sixth and is not necessary if the other five are dated after 9/1/22.)	Copy of signed and dated certificate
		Wisconsin Department of Natural Resources (DNR)	• DNR Operator - Wastewater • DNR Operator - Municipal Waterworks • DNR Operator - Small Water System • DNR Operator - Septage • DNR Operator - Landfill Certification will be verified on the DNR registry.	Complete registry number
	Architecture and Construction	Carpenter's International Training Fund	• Career Connections - Level 3 Certificate	Copy of signed and dated certificate
		HVAC Excellence	• HVAC Excellence - Any Employment Ready Certification	Copy of signed and dated certificate
		National Center for Construction Education and Research (NCCER)	• NCCER - Any specialty, including Core Curriculum	Copy of signed and dated certificate
		North American Building Trades Council	• Multi-Craft Core Curriculum (MC3)	Copy of signed and dated certificate
		North American Technician Excellence Certification	• HVAC Support Technician	Copy of signed and dated certificate

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	Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Architecture and Construction	Woodwork Career Alliance	• Core Credential • Sawblade* *Sawblade certificates dated before July 1, 2023 will be considered.	Copy of signed and dated certificate
	Arts, Audio/Visual Technology, and Communications	Autodesk Certiport is the certification entity	Autodesk Certified User • Autodesk - Maya • Autodesk - 3dsMax	Copy of signed and dated certificate
		Adobe Certiport is the certification entity	Adobe Certified Professional (ACP)* • ACP - Illustrator • ACP - InDesign • ACP - Photoshop • ACP - Premiere Pro *Adobe Certified Associate (ACA) was rebranded to ACP in 2020. Submit ACA claims under ACP.	Copy of signed and dated certificate
	Business Management and Administration	A*S*K Business Institute	• A*S*K - Any business or marketing certificate	Copy of signed and dated certificate
		Google	• G-Suite Certificates dated 2019–retirement will be considered.	Copy of signed and dated certificate

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Business Management and Administration	Microsoft (MS) Certiport is the certification entity	MS - Office Specialist (MOS) 2019 or 365 Apps only. Only these certifications are accepted: • MOS Associate* (requires Word, PPT, Excel, and the full Associate certificates). • MOS - Word Expert (only one certificate) • MOS - Excel Expert (only one certificate) • MOS - Access Expert (only one certificate) *Only two MS program certificates are required when dated before July 1, 2023. Before submitting a claim, verify that each certificate in the claim was earned through a purchased license. Refer to your district's MOS license history. If your district does not have proof of purchased licenses, do not submit the claim.	Copy of signed and dated certificate(s)
	Education and Training	Wisconsin Department of Public Instruction	• Asst. Child Care Teacher • Infant Toddler	None
	Finance	A*S*K Business Institute	• A*S*K - Concepts of Finance	Copy of signed and dated certificate
		Center for Financial Training though American Banking Association	• Bank Teller • Customer Service Representative	Copy of signed and dated certificate
		Intuit	• QuickBooks Certified User	Copy of signed and dated certificate

Email DETCTEGrants@dwd.wisconsin.gov with any questions about certifications or documentation.

	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Health Science	American Medical Technologists	• Phlebotomy	Copy of signed and dated certificate
		American Society for Clinical Pathology	• Phlebotomy Technician	Copy of signed and dated certificate
		Dental Assisting National Board	• National Entry Level Dental Assistant • Certified Dental Assistant	Copy of signed and dated certificate
		National Healthcareer Associations (NCA)	• NCA - Any certificate	Copy of signed and dated certificate

Email DETCTEGrants@dwd.wisconsin.gov with any questions about certifications or documentation.

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	Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT) are certifications eligible for student completion awards (SCAs) in addition to the district incentive grants. The district must submit a separate claim for each SCA certification that a student earned so that students' SCA eligibility can be determined for each potential award.			
	EMR and EMT claims submitted under a category other than Business and Industry will not be eligible. Districts MUST submit every SCA claim under Business and Industry and select the correct certification entity.			
2024-25 Business and Industry	**Career Cluster**	**Certification Entity**	**Specific Certification**	**Documentation Required for 2024-25 Claims**
	Health Science	National Registry of Emergency Medical Technicians (NREMT)	• EMR – NREMT (Emergency Medical Responder) • EMT – NREMT (Emergency Medical Technician) Certification will be verified on the NREMT registry. If the student is not on the NREMT registry, the claim should be submitted under the DHS or the Business and Industry WTCS option, as appropriate.	Complete registry number
		Wisconsin Department of Health Services (DHS)	• EMR – DHS (Emergency Medical Responder) • EMT – DHS (Emergency Medical Technician) Certification will be verified on the DHS registry. If the student is not on the DHS registry, the claim should be submitted under the NREMT or the Business and Industry WTCS option, as appropriate.	Complete registry number
		Wisconsin Technical College System (WTCS)	• EMR – WTCS (Emergency Medical Responder) • EMT – WTCS (Emergency Medical Technician) This option is for claims that have only WTCS coursework completion as documentation. Refer to training for eligible courses. If the student is on the NREMT or DHS registry, the claim should be submitted under the appropriate alternative option.	Copy of unofficial college transcript or copy of signed and dated certificate of course completion

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Health Science	Pharmacy Technician Certification Board	• Pharmacy Technician	Copy of signed and dated certificate
		Wisconsin Department of Health Services (DHS)	• CNA (Certified Nurse Aide or Certified Nursing Assistant) Registry number will be verified on the Testmaster Universe (TMU) registry. Get the CNA form from the DWD CTE web page under Training and Resources. If the student is not on the TMU registry but completed WTCS coursework for Nurse Aide or Nursing Assistant, the claim must be submitted under the WTCS certification category.	Complete registry number and completed CNA form
			• Medication Aide • Feeding Assistant	Copy of signed and dated certificate
	Hospitality and Tourism	American Hotel and Lodging Educational Institute	• START (Skills, Tasks, And Results Training in Hospitality and Tourism Management) Requires all six certificates: Certified Front Desk Representative; Certified Restaurant Server; Certified Kitchen Cook; Certified Breakfast Attendant; Certified Guestroom Attendant; Certified Maintenance Employee.	Copy of signed and dated certificates
		National Restaurant Association	• Levels One and Two (Foundations of Restaurant Management and Culinary Arts)	Copies of both Levels One and Two Certificates of Recognition
			• ProStart®	Signed and dated Certificate of Achievement

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Information Technology	Adobe Certiport is the certification entity	• Flash* Adobe Certified Professional (ACP)** • ACP – Dreamweaver *Flash retired Dec. 31, 2020. **ACP replaced Adobe Certified Associate (ACA). Submit all ACA claims under ACP.	Copy of signed and dated certificate
		Apple Certiport is the certification entity	• Certified Support Professional • Apple Certified Professional • App Development with Swift	Copy of signed and dated certificate
		Certiport	• Internet and Computing Core Certification (IC3) Information Technology Specialist (ITS)* • ITS - Databases • ITS - Device Configuration and Management • ITS - HTML and CSS • ITS - HTML5 Application Development • ITS - Java • ITS - JavaScript • ITS - Networking • ITS - Network Security • ITS - Python • ITS - Software Development *ITS replaced Microsoft MTA June 30, 2022.	Copy of signed and dated certificate

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Information Technology	Cisco	• IT Essentials • Certified Entry Networking Technician • Certified Network Associate • CCT – Routing and Switching	Copy of signed and dated certificate
		CIW	Web Foundations Associate	Copy of signed and dated certificate
		CompTIA	• A+ • Security+ • Network+ • Project+ • Cloud Essentials+ Cloud Essentials+ certificates dated before July 1, 2023 will be considered.	Copy of signed and dated certificate
		Google	Google IT Support Professional	Copy of signed and dated certificate
		Linux Professional Institute	Linux Essentials	Copy of signed and dated certificate
		Microsoft (MS) Certiport is the verification entity	MS - Technology Associate (MTA) but only prior to July 1, 2022. See Certiport ITS above for the programs discontinued by Microsoft and picked up by Certiport.	Copy of signed and dated certificate(s)
		Oracle	Any Certified Junior Associate or higher	Copy of signed and dated certificate

Email DETCTEGrants@dwd.wisconsin.gov with any questions about certifications or documentation.

2024-25 Business and Industry	Fire Fighter I, Fire Fighter II, and Fire Inspector are certifications eligible for student completion awards (SCAs) in addition to the district incentive grants. The district must submit a separate claim for each SCA certification that a student earned so that students' SCA eligibility can be determined for each potential award.			
	Fire services claims submitted under a category other than Business and Industry will not be eligible. Districts must submit every SCA claim under Business and Industry and select the correct certification entity.			
	Career Cluster	**Certification Entity**	**Specific Certification**	**Documentation Required for 2024-25 Claims**
	Law, Public Safety, Corrections, and Security	International Fire Service Accreditation Congress (IFSAC) via WTCS Fire Education Office	• Fire Fighter I – IFSAC • Fire Fighter II – IFSAC • Fire Inspector – IFSAC IFSAC fire services certifications will be verified on the WTCS Fire Education Office's registry. If the student is not on the registry but completed the required coursework through the WTCS, the claim should be submitted under the alternative Business and Industry option for WTCS Coursework.	Complete registry number
		Wisconsin Technical College System (WTCS)	• Fire Fighter I – WTCS • Fire Fighter II – WTCS Refer to the training on the DWD CTE web page for the courses that qualify.	Copy of unofficial college transcript or copy of signed and dated certificate of course completion
	Manufacturing	American Welding Society	• Level 1 SENSE/Entry Welder	Copy of signed and dated certificate
		Haas	• CNC Certification	Copy of signed and dated certificate

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Manufacturing	Manufacturing Skills Standards Council	Certified Production Technician (CPT) • CPT - full program • CPT - Green Production • CPT - Maintenance Awareness • CPT - Manufacturing Processes and Production • CPT - Quality Practices and Measurement • CPT - Safety Module	Copy of signed and dated certificate
		National Institute for Metalworking Skills (NIMS)	• NIMS - Any Industrial Technology Maintenance Level 1 certification • NIMS - Any Machining Level 1 or 2 certification	Copy of signed and dated certificate
	Marketing	A*S*K Business Institute	• A*S*K - Any business or marketing certification	Copy of signed and dated certificate
	Science, Technology, Engineering, and Mathematics	Autodesk Certiport is the certification entity	Autodesk Certified User • Autodesk - AutoCAD • Autodesk - Inventor • Autodesk - REVIT • Autodesk - Fusion 360	Copy of signed and dated certificate
		FANUC	• Certified Robot Operator 1	Copy of signed and dated certificate
		Smart Automation Certification Alliance	Certified Industry 4.0 Associate • C101 - Basic Operations • C102 - Advanced Operations • C103 - Robot Systems • C104 - IoT and Data Analytics	Copy of signed and dated certificate

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Business and Industry	Science, Technology, Engineering, and Mathematics	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
		SolidWorks	• Certified SolidWorks Associate • Certified SolidWorks Professional	Copy of signed and dated certificate
	Transportation, Distribution and Logistics	Automotive Service Excellence Education Foundation (ASE)	• ASE Certification* – Any area • ASE Entry-Level Certification - Any area • ASE Student Career Development - Certificate of Achievement *This option is for certifications beyond student and entry levels.	Copy of signed and dated certificate
		Inter-Industry Conference on Auto Collision Repair	• I-CAR Full Academy* • ProLevel 1 (retired) *Requires all five: Collision Repair Fundamentals, Disassembly and Reassembly, Plastic Repair, Aluminum and Steel Small Dent Removal, and Preparation for Refinish OR the sixth certificate that encompasses all five smaller certificates.	Copy of signed and dated certificates
		Wisconsin Department of Motor Vehicles	• Commercial Driver License (CDL) If the student completed an approved WTCS program but did not earn the CDL, the claim should be submitted under the WTCS category.	Copy of commercial driver's license

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Wisconsin Technical College System (WTCS)	All claims for certifications related to a student completion award (SCA) **must** be entered under the Business and Industry category even if a WTCS transcript is used to support the claim. SCA certifications are Fire Fighter I, Fire Fighter II, Fire Inspector, Emergency Medical Responder, and Emergency Medical Technician. You must submit a state-approved program number (in the xx-xxx-x format) and appropriate documentation for each claim under this category.			
	All career clusters but program number must begin with 10-, 30-, 31-, or 61-	Wisconsin Technical College System (WTCS)	- Blackhawk - Chippewa Valley - Fox Valley - Gateway - Lakeshore - Madison College - Mid-State - Milwaukee Area - Moraine Park - Nicolet College - Northcentral - Northeast - Northwood Tech - Southwest - Waukesha County - Western	State-approved program number AND either a copy of certificate of program completion or diploma OR a copy of unofficial college transcript with program name highlighted, program number printed or written on it, and redacted in accordance with DPI guidance
	Call your local technical college to verify that the program you are claiming is a state-approved Career Pathways Certificate (CPC) or Embedded Technical Diploma (ETD) and to ensure that you can provide the correct program number and that the student completed the program.			

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	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2024-25 Claims
2024-25 Certified Pre-Apprenticeship	Any career cluster	Wisconsin Department of Workforce Development (DWD), Bureau of Apprenticeship Standards (BAS)	• Certified Pre-Apprenticeship Programs Will be verified by BAS.	Copy of signed and dated certificate
	Not all programs self-identifying as pre-apprenticeships are certified. To be considered for a district incentive award, the program must have been certified by BAS. The certificate must be dated on or after the date that BAS approved the certified pre-apprenticeship program.			

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