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

- Claim Basics
- 2024 Deadlines, Timeline, and Changes from Last Year
- Claim Details
  - Documentation requirements, student completion award claims.
- Quality Control
- CTE Claims Portal Information and Demonstration
  - Access and help tickets, making selections, uploading documentation, and saving, submitting and correcting claims.
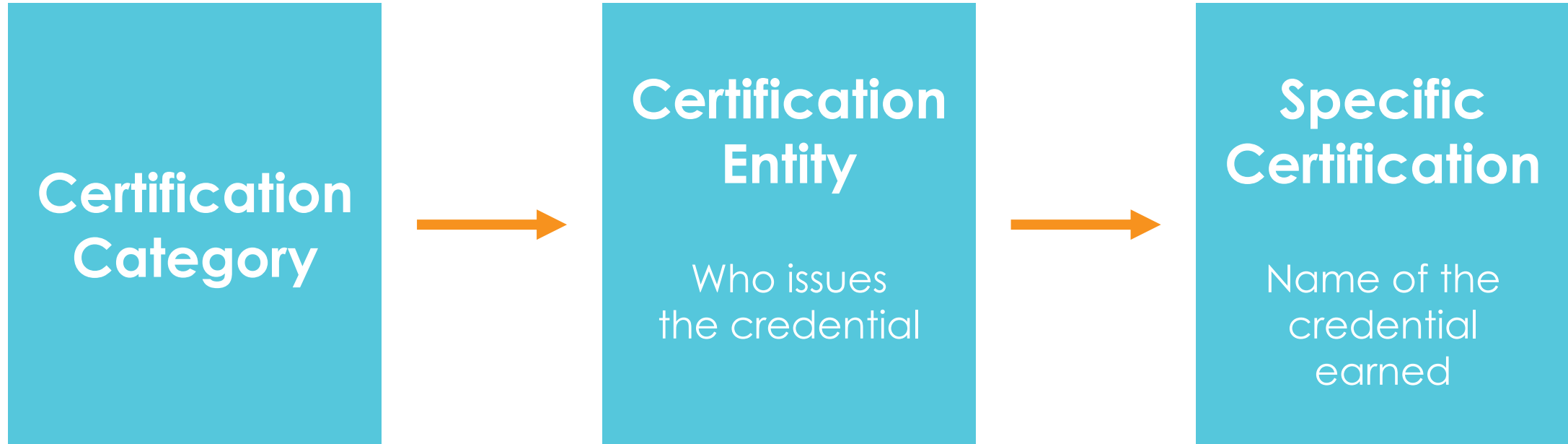- Q & A

Claim Basics

Claim Categories

Five Categories:
- State Certified Skills Co-op .
- Youth Apprenticeship (YA).
- Business and Industry (B & I).
- Wisconsin Technical College System (WTCS) approved certifications.
- Certified Pre-Apprenticeship programs (CPA).

Program Basics

| Certification Category | → | Certification Entity

Who issues the credential | → | Specific Certification

Name of the credential earned |

Program Basics

Annual approved certifications list:

- A key document.
- Updated annually.
- Lists the approved programs.
- Shows the certification options for each certification entity.

Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2023-2024 Claims
Architecture and Construction	Woodwork Career Alliance	• Sawblade Sawblade is sunsetting. Certificates dated before July 1, 2023 will be accepted in this and future years.	Copy of signed and dated certificate
		• Core Credential Added to replace Sawblade	Copy of signed and dated certificate

Program Basics

Documentation requirements:

- Shows the required documentation for each certification entity.
- Required documentation can change from year to year.
- Provide the documentation requirements from the list **for the year that you are submitting the claim.**

Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2023-2024 Claims
Business Management and Administration	A*S*K Business Institute	• Any business or marketing certificate	Copy of signed and dated certificate

Eligibility

The certification:

- Class of 2024 graduate from district.
- May have been earned in a previous year.
- On annual approved certifications list of **the year in which it was earned.**
- May require multiple certificates.

Eligibility

Each claim:

Supported by verifiable evidence

Adheres to rules and requirements

Student graduated from district

Eligibility

Each claim:

- Proper category, certification entity, and specific certification.
- Meets requirements of the **specific certification.**
- Undergoes series of review stages.

Two Types of Claims & Payments

District Incentive Grants

- Paid from DPI to districts.
- Up to $1,000 per student.
- $8 million allocation divided by the number of claims approved for payment.

Student Completion Awards (SCAs)

- Paid directly from DWD to students.
- Applies to five selected certifications.
- $500 for every earned approved certification.
- District/school submits separate claim for each earned certification.
- Paid from a separate funding pool.

Student Completion Awards (SCAs)

One claim submitted for both

One EMT claim.

District incentive grant eligibility.

Student completion award eligibility.
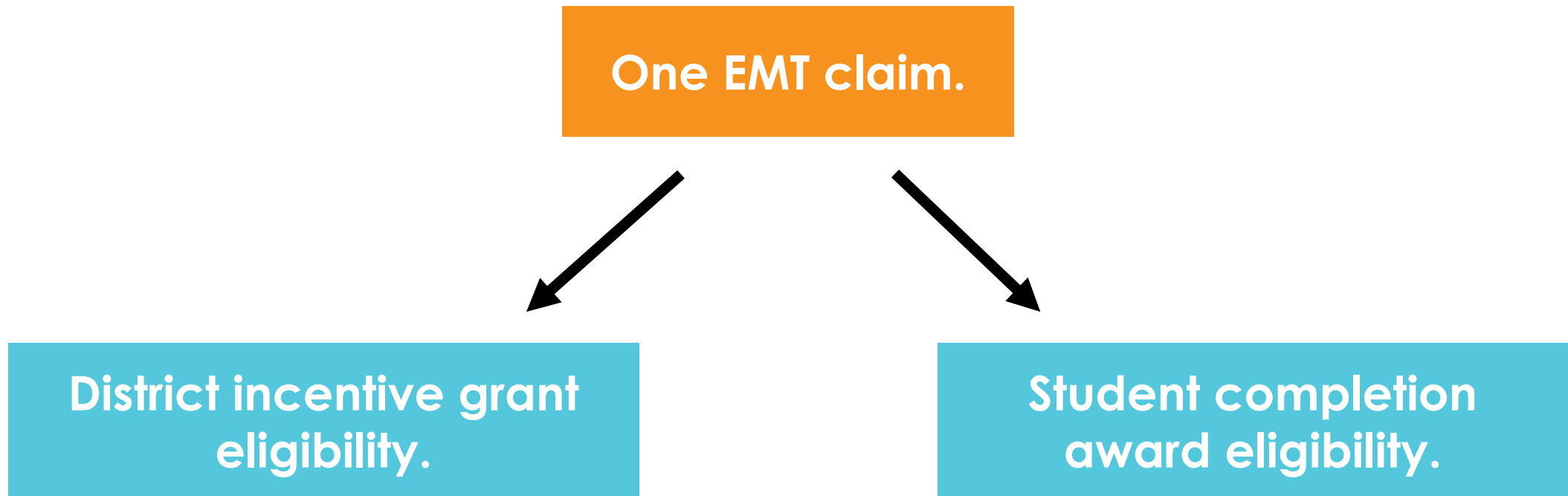
SCAs

Five Specified Certifications:

1. Emergency Medical Responder (EMR)
2. Emergency Medical Technician (EMT)
3. Fire Fighter I
4. Fire Fighter II
5. Fire Inspector

Multiple Claims

Multiple claims may be submitted for students who earned more than one certification.

- Only one district incentive grant will be paid per student.
- Students will be paid awards for **each** student completion award claim that is submitted and approved. That means all SCA certifications need to be submitted separately.

2024 Deadlines, Timeline, and Changes from Last Year

Claim Submission Deadline
4 p.m., Monday, Sept. 30, 2024

- Major deadlines are:
  - Posted on the CTE website.
  - Usually by 4 p.m.
  - Firm.
- Some claims portal features will not be functional after certain deadlines have passed.
- Saving your claim does not mean you have submitted it.
- Do not rely on receiving email notices or reminders.
- Please consider:
  - Using a calendar reminder.
  - Submitting earlier.

Scan or visit the CTE website

dwd.wisconsin.gov/det/cteincentive/

Class of 2024 Timeline

- Subject to change.
- Changes posted on DWD CTE website.

Phase	Estimated Timeline
Claim submission window (schools)	• Opens in June 2024 • Closes 4 p.m. Sept. 30, 2024 • All districts may edit freely any claim until the deadline including removing documents and deleting claims.
Editing and correcting claims (schools and DWD)	• During the posted Edit Phase (March or April 2025.) Districts may edit but not delete.
Final verifications (schools and DWD)	• May 2025 • Ensure accuracy of Approved for Pay status.
Payment (DWD, DPI)	• June 2025

Major Changes for 2023-24

Refer to **Document Preparation training and annual approved certification list** for details on:

- Microsoft Office Specialist (MOS) earned in 2023-2024.
- CNA.

Claim Details

Documentation Requirements

Districts are responsible for submitting **properly prepared documentation and the required documentation.**

Follow provided guidance:
- Training.
- Annual approved certifications lists.
- On-screen prompts.

Skills Co-op+

No documentation required.

- All Skills Co-op.
- Infant/Toddler (in Business and Industry).
- Assistant Child Care Teacher (in Business and Industry).

Automated review.

Business and Industry (B & I)

- Most require documentation:
  - Signed, dated certificate(s).
  - Registry number.
  - Transcript/diploma/courses.
- Registry look up tools.
  - Student provides number to district.
  - District confirms on registry.
  - Districts confirms identity.

- CNA registry.
  - Form required.
- Some are tricky.

B & I Category: SCAs

Verify the registry number provided by the student.

Specific Certification	Certification Entity	Link to Certification Entity's Search Tool
EMR	NREMT	nremt.org/verify-credentials
	DHS	wi-emss.org/lms/public/portal#/lookup
EMT	NREMT if certified	nremt.org/verify-credentials
	DHS if licensed	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

WTCS

Not WTCS:
- All SCAs must be submitted as B & I.
  - EMR, EMT, Fire Fighter I, Fire Fighter II, Fire Inspector.
- Certified Nurse Aide (CNA).

All WTCS claims require supporting documentation.
- Copy of diploma or pathways certificate.
- Copy of unofficial transcript.
- Preparation details are in the Document Preparation training.

Youth Apprenticeship (YA)

- No documentation attached.
- Verified by the claims portal system.
- Automated verification.
- Eligibility relies on accurate data in YA database.
  - Upload completed checklists before YA deadline.
  - Address name mismatches.

Certified Pre-Apprenticeship (CPA)

Certified by the Bureau of Apprenticeship Standards (BAS).

- Certificate of program completion.
- Issued by BAS or the training provider.
- Date on certificate.
- Completion recorded by BAS.

Quality Control

Improve Quality Control

Quality control can help:

- Decrease denied claims.
- Decrease time on corrections.
- Increase accuracy of approval for pay.
- Speed up timelines.

Quality Control Tips

- Watch available training.
- Use other available resources.
  - Approved Certifications Lists for earned year and current year.
  - On-screen portal prompts.
- Look at the scanned document.
  - Is required and not a substitute.
  - Name match.
  - Only for the student.
  - Signed, dated, clear.
- Adhere to other programs' deadlines.
  - Graduation data (diploma credential and exit type).
  - YA registrations and **completed** checklist.

More tips

- Communication with program lead.
  - Email or call when in doubt.
  - Respond promptly.
- Up-to-date contact information.
  - October contact report.
- CTE Incentive Grants website.
- Best Practices training.

Scan or visit the CTE website

dwd.wisconsin.gov/det/cteincentive/

DWD.WISCONSIN.GOV

Summary: All Claims

Claim Category	Action
All	• Before Sept. 30, make sure that all graduation and YA paperwork is in order and submitted. • Proactively address issues of different names. • Look critically at the scanned document before uploading. • Have someone check all claims before final submission to make sure proper categories, etc., have been made. Before the claim submission deadline, delete claims you've learned are ineligible and remove documents you've identified as non-compliant.

Summary: B & I

Claim Category	Action
B & I	• Use the registries only to confirm a registry number provided by the student. Don't use it to collect a registry number. • Check internally to confirm that you're aware of all the certifications eligible for student completion awards and submit a separate claim for each one. • Check that all certificates are signed and dated.

Summary: WTCS

Claim Category	Action
WTCS	• Conduct the required research prior to starting the claim. Use the correct program number. • Prepare the documentation according to guidance in the Document Preparation training. • Look at the scanned document critically before uploading it. • If the claim is for a certification related to a student completion award, submit it under B & I instead of WTCS.

Summary: YA, Skills Co-op

Claim Category	Action
YA	Confirm that the student was registered with YA and that a completed checklist has been uploaded to the YA database that shows that the student completed the program.
Skills Co-op	Confirm that the student was registered in the DPI State-Certified Credentials application and their record is marked as completed.

Summary: CPA

Claim Category	Action
Certified Pre-Apprenticeship (CPA)	Confirm with the training provider that they have notified BAS that the student completed the program.

Claims Portal Information & Demonstration

DPI

Claims Portal Demonstration

Accessing and Navigating the Portal

Creating and Submitting Claims

Creating a Help Ticket

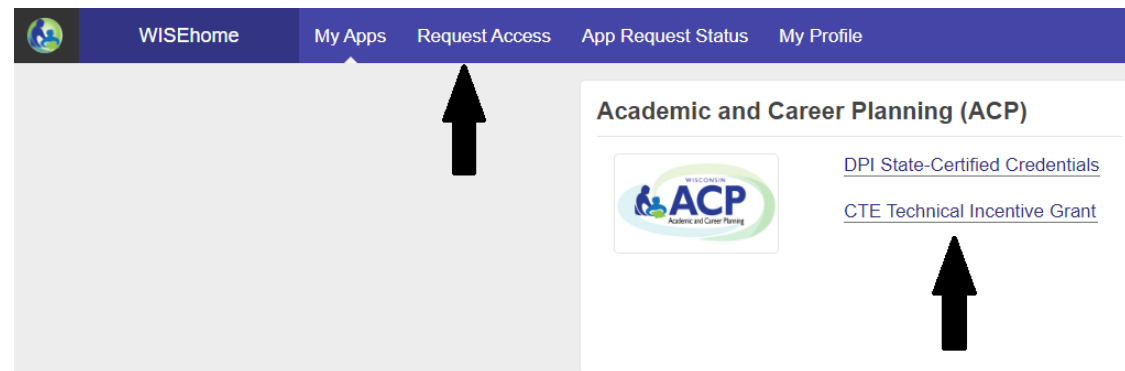# Accessing and Navigating the Portal

Access via [WISEhome](#).

- Requires a WAMS ID and CTE TIG user role.
- DPI recommends logging in with district or CESA domain email.
- Visit dpi.wi.gov/wise/wisehome-info for login help.

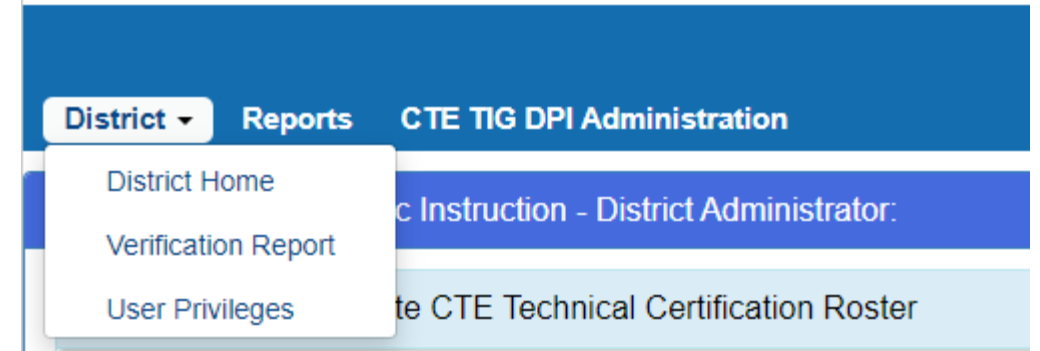Claims are filed in the 'CTE Technical Incentive Grant' claims portal.

- NOT WISEgrants.

Use 'Request Access' link in WISEhome if you have WAMS login but not CTE TIG user role.

Accessing and Navigating the Portal

Portal defaults to District Home page.
- Enter and submit claims.
- Revise and resubmit claims.

Verification Report is on the District tab.
- View pay status for previous years' claims.
- Pay status is "Undetermined" during collection and review/edit phase for current collection year.

Creating and Submitting Claims

Adding claims for Skills Co-op category.

- Use 'Import from State-Certified Co-Op' button; claims cannot be added manually.
- Make sure records are marked as completed in State-Certified Credentials application.
- Not all records are eligible for import.

2024 Student Graduate CTE Technical Certification Roster

⊕ Add Student | Import from State-Certified Co-Op ⬅

Importing DPI Certifications: All State-Certified Co-Op program students for the current and three previous years, who are registered to one or more portfolios in the DPI State-Certified Credentials application, are listed below. Only students who are registered for eligible portfolios, have completed their portfolios, and have a Grade 12 enrollment for the applicable school year in WISEdata, will be eligible for import.
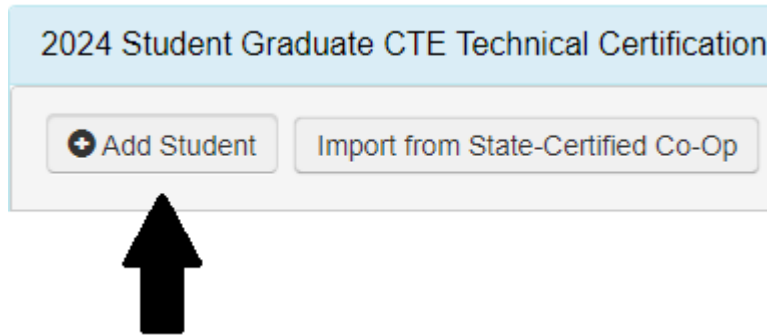
WISEid	Student Name	Portfolio Name	Eligible for Import ⬅
		Assistant Child Care Teacher	Yes
		Infant/Toddler	Yes
		Employability Skills	No-Portfolio not eligible
		Assistant Child Care Teacher	No-Portfolio not completed
		Infant/Toddler	No-Portfolio not completed
		Assistant Child Care Teacher	No-Grade 12 enrollment not found

Creating and Submitting Claims

Adding all other claim categories.
- Use 'Add Student' button; enter WISEid; confirm identity.

- If student graduated as a junior, you'll receive 'No Grade 12 enrollment found'; submit Help Ticket to have DPI add the claim for you.

Creating and Submitting Claims

Adding all other claim categories, cont.

- Select claim details.
- Read prompts on the page as they display.
- System prompts vary.
  - Reminders.
  - Program #.
  - Document requirements.

Certification Category: WI Technical College System (WTCS)

Certification Entity: WI Technical College System (WTCS)

Specific Certification: Blackhawk

Reminder: All claims for certifications related to a student completion award must be entered under the Business and Industry category. Do not submit them under this category.

State-Approved Program #

Program # must start with 10, 30-, 31-, or 61- and use the format xx-xxx-x

Choose File(s) to Upload Documentation

REQUIRED - State Approved Program # And Copy of Technical College Unofficial Transcript, Approved Pathways Certificate, or Diploma

Choose File   No file chosen   +

WARNING! Do NOT upload documents that contain a student's Social Security Number (SSN) or WISEid. College transcripts may contain the SSN - please redact it before uploading.

The # , % symbols are not allowed in file names and will be replaced with _

Creating and Submitting Claims

Adding all other claim categories, cont.

- Student Completion Award claims require entry of student address for mailing the award check.
- Click Add button when all required information has been selected.
- Certification Category Examples.
  - B&I – check reminder message, documentation requirements.
  - YA – check reminder message re: YA checklist.
  - WTCS – include valid program # and transcript or certificate.

Creating and Submitting Claims

Submitting Claims.

- Missing required information in a claim prevents all claims from being submitted.
- Okay to submit as claims are added; this gives DWD a chance to "pre-review."
- Claims may be resubmitted if changes are made.
- Continue adding and submitting claims up to deadline: September 30 @ 4pm.

Creating a Help Ticket

Submit a [DPI Help Ticket](#) to:

- Request help accessing the portal or creating user roles.
- Request technical assistance using the portal.
  - Including 'No Grade 12 Enrollment Found' error.
- Report errors in the portal.

Route questions about program eligibility and valid documentation types to:

✉ DETCTEGrants@dwd.Wisconsin.gov

Questions and Answers

Resources

Contact

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

Youth Apprenticeship
YA@dwd.Wisconsin.gov

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 Help: dpi.wi.gov/wisedata/help/request

- Create a help ticket.

Thank you!

Nancy Kargel
Jennifer Janik