

How to Submit Career & Technical Education (CTE)

Incentive Grant Claims

Student Completion Award (SCA) claims and CTE District Incentive Grant Claims

Initial Access

1. Request Access to WISEHome and CTE claims portals by following instructions on the [Wisconsin Department of Public Instruction website](https://dpi.wi.gov/wisconsin-department-of-public-instruction-website) (dpi.wi.gov/wisconsin-department-of-public-instruction-website) (dpi.wi.gov/wiseshome#Google)
2. Log in to WISEHome and select the CTE Incentive Grant link.

There are two options available: Student Completion Award (SCA) or CTE District Incentive Grant.

Entering Claims

Student Completion Award (SCA) Claim

Only for Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Firefighter 1 (FF1), Firefighter 2 (FF2), and Fire Inspector Claims.

1. Choose the "Find Student" button.
2. Enter Student Wise ID and select the search button.
3. Confirm the student's identity, select "Yes."
4. Review the Student Record History to avoid submitting an already approved or paid claim.
5. If submitting a new claim, select "Yes."
6. Select the award the student completed.
7. Select the dropdown menu, enter information and attach a certificates and/or other required documents.
8. Enter the student's address and email.
9. Submit the claim for the student.

CTE District Incentive Grant Claim

Note: Enter Student Completion Award claims into the SCA portal only – and not the District Incentive side – to avoid system and data issues. Once an SCA claim is submitted into the SCA portal, the claim will be entered into the district incentive portal automatically.

1. Choose the "Add Student" button.
2. Enter the Student Wise ID and select the search button.
3. Confirm the student's identity, select "Yes."
4. Select the Certification Category, the correct Certification Entity, and Specific Certification.
5. Enter required numbers and/or upload documents. When multiple documents are required, upload them as a single PDF if possible.
6. Choose the "Add" button at bottom. This will add to the claim but not submit it.
7. Once all claims have been created, check the acknowledgement and choose "Submit" to submit.
8. Claims can be updated and resubmitted until the deadline.

Questions

Submit questions about the WISEHome or the Claims Portal through the [DPI help portal](https://dpi.wi.gov/wiseshome/help-ticket) at dpi.wi.gov/wiseshome/help-ticket. Email questions about CTE Incentive Grant claims eligibility to DETCTEGrants@dwd.wisconsin.gov.