

# Ohio

## Industry Credentials Reimbursement Guidelines FY18-FY19

OFFICE OF CAREER-TECHNICAL EDUCATION

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## Overview

### **Introduction/Executive Summary**

Under HB49 Budget Bill for FY18-FY19 the Ohio Department of Education (ODE) in conjunction with the Department of Higher Education and the Governor's Office of Workforce Transformation, is required to develop procedures for funding reimbursements to school districts, community schools, science, technology, engineering and mathematics (STEM) schools, and joint vocational school districts (JVSDs) for the cost of an industry-recognized credential or journeyman certification earned by economically disadvantaged students. The Ohio Department of Education is also required to develop a schedule for the distribution of reimbursements that lists reimbursable credentials, the time needed to earn such a credential, and the cost to obtain it. If the total amount requiring reimbursement is greater than the appropriation, ODE must prorate the payments to each school or district. This document describes general information and guidelines to meet HB49 requirements.

### **Legislation- HB49 Credential Reimbursement FY18-FY19**

Of the foregoing appropriation item 200545, Career-Technical Education (CTE) Enhancements, up to \$750,000 in each fiscal year shall be used to support payments to city, local, and exempted village school districts, community schools, STEM schools, and joint vocational school districts whose students earn an industry-recognized credential or receive a journeyman certification recognized by the United States Department of Labor. The educating entity shall be required to inform students enrolled in career-technical education courses that lead to an industry-recognized credential about the opportunity to earn these credentials. The Department of Education shall work with the Department of Higher Education and the Governor's Office of Workforce Transformation to develop a schedule for reimbursement based on the Department of Education's list of industry-recognized credentials, the time it takes to earn the credential, and the cost to obtain the credential. The educating entity shall pay for the cost of the credential for an economically disadvantaged student and may claim and receive reimbursement. The educating entity may claim reimbursement based on the Department of Education's reimbursement schedule up to six months after the student has graduated from high school. If the amount appropriated is not sufficient, the Department shall prorate the amounts so that the aggregate amount appropriated is not exceeded.

## **Reporting Requirements for Credentials Reimbursement**

Districts are responsible for reporting industry credentials earned in the Education Management System (EMIS). For additional information regarding the reporting of industry credentials, please reference the Student Assessment (FA) record of the current [EMIS manual](#). In addition, please reference the CTE Industry-Recognized Credentials List for the year the credential was earned. The [Industry-Recognized Credentials List](#) is available on the ODE Career Technical Education website.

Districts are responsible for reporting the economic disadvantage status of each student. For additional information regarding the reporting of economic disadvantage, please reference the [Student Attributes- Effective Date \(FD\) record](#) of the current EMIS manual.

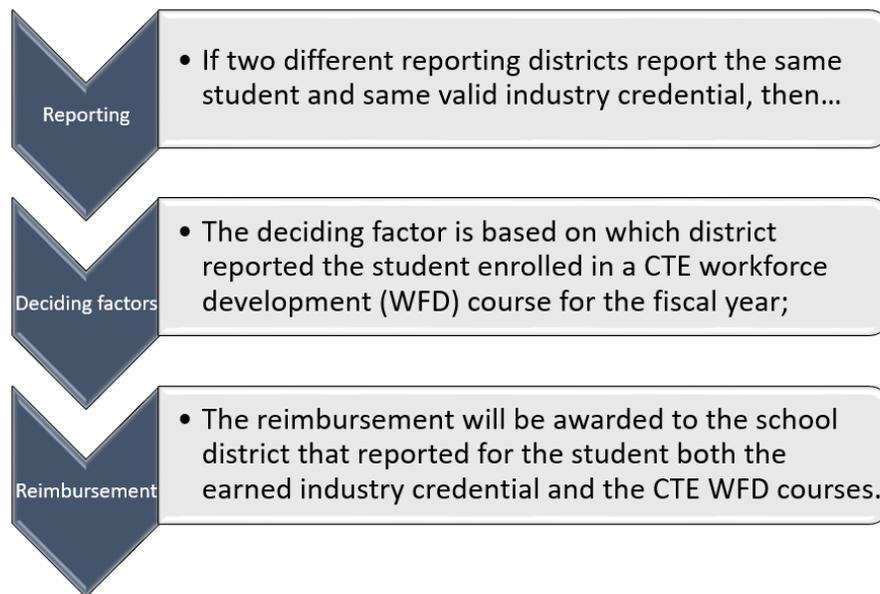
## **Eligibility Criteria for Reimbursement**

To be eligible for reimbursement, all students must be reported as economically disadvantaged, and who have successfully earned an industry recognized credential, or a journeyman certification. Additionally, the industry credential or journeyman certification must be listed on ODE's approved list of [Industry-Recognized Credentials for the fiscal year](#). Districts who report a student who met these criteria, regardless of whether they are enrolled in a CTE course, may be eligible for reimbursement. Individual students or their families are not eligible to receive personal reimbursement from ODE for obtaining an industry-recognized credential, only school districts.

## Scenarios of District Reimbursement and Payment Process

This section describes various scenarios that a school district may encounter and provides guidance on which district may be eligible for reimbursement based on capturing the correct reporting in EMIS.

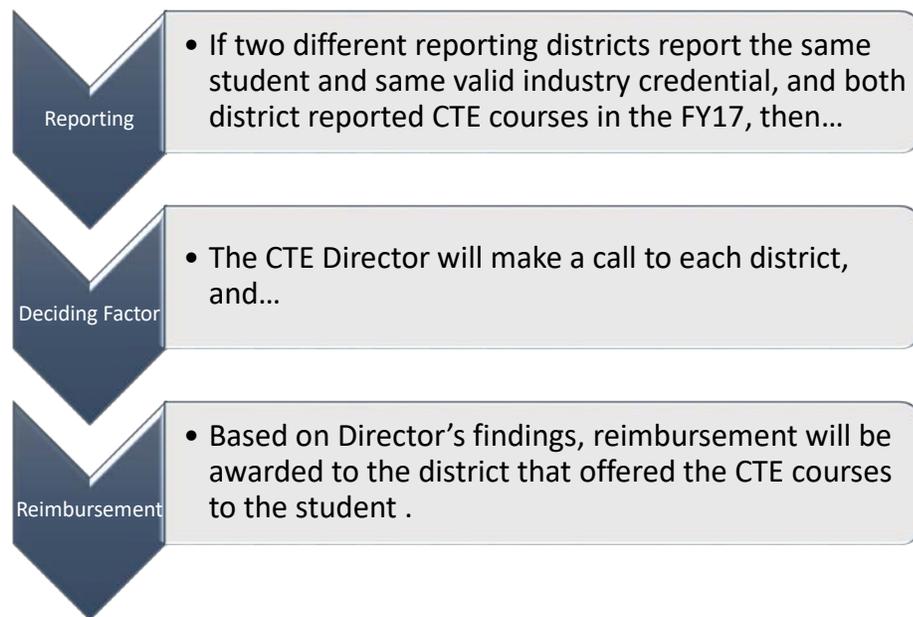
### Scenario 1: Two School Districts Reporting the Same Student and Industry Credential



If two different school districts report the same student and the same valid industry credential, then the deciding factor is based on which district reported the student enrolled in a CTE workforce development (WFD) course for the fiscal year. The reimbursement will be awarded to the school district that reported for the student both the earned industry credential and the CTE WFD courses.

**Scenario 2:**

**Two different school districts reporting the same student and same valid industry credential, and both reported CTE WFD course in the previous year.**

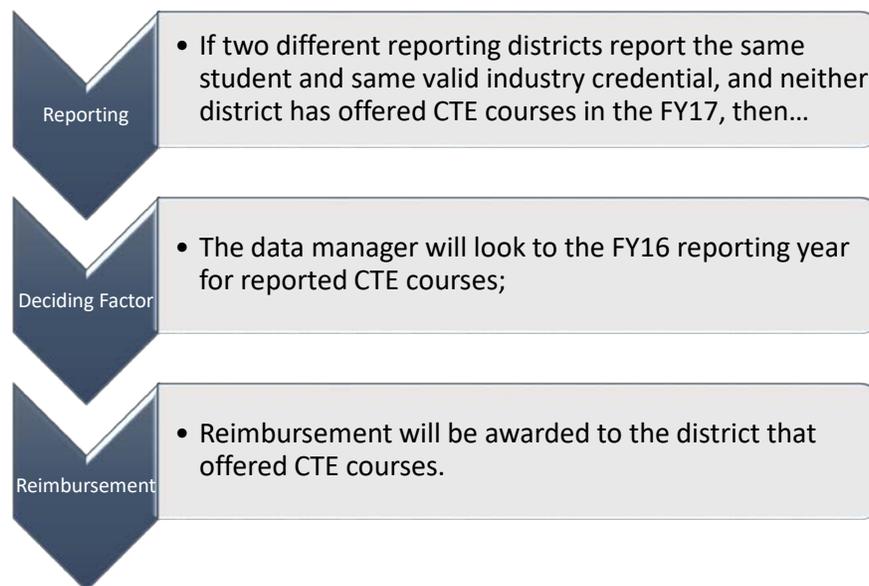


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If two different school districts report the same student and same valid industry credential, and both districts reported the student enrolled in a CTE WFD course in the fiscal year, then the state Director for Career Technical Education will contact the school districts and reimbursement is granted based on what is found.

### Scenario 3:

**Two school districts reporting the same student and valid industry credential and neither district reported CTE WFD course for the student in the previous year.**

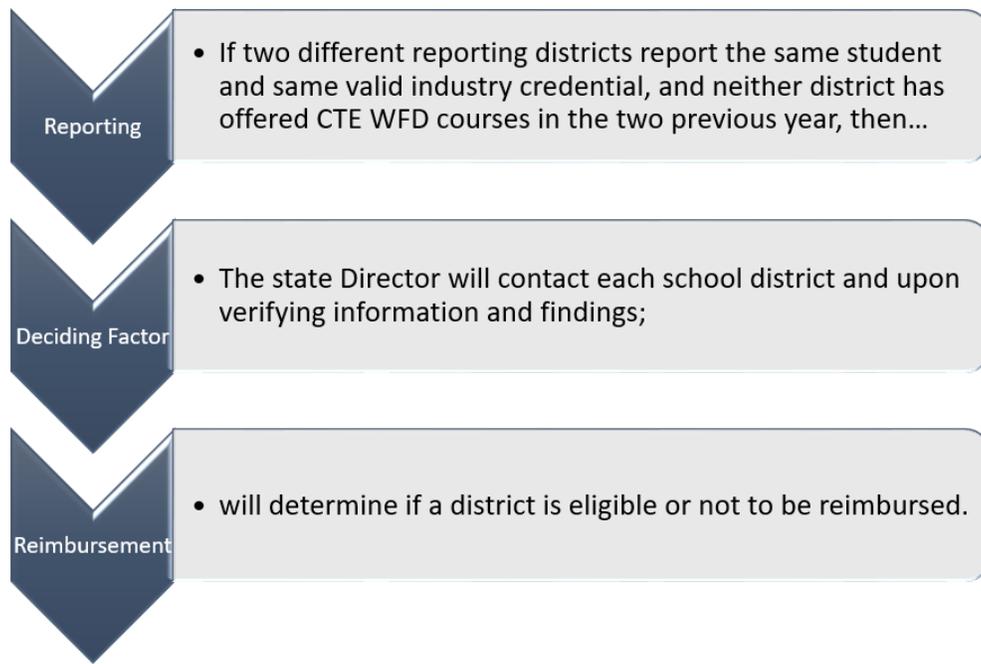


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If two different school districts report the same student and the same industry credential and neither district reported the student enrolled in a CTE WFD course in the previous year, then the Data Manager will look to the prior reporting year for reported CTE WFD courses. The reimbursement will be awarded to the district that reported the student enrolled in a CTE WFD course.

#### Scenario 4:

**Two districts reported the same student and same valid industry credential, and neither district reported CTE WFD course in the two previous years.**



If two school districts reported the same student and same valid industry credential, and neither district reported the student enrolled in a CTE WFD course in the two previous years, then the state Director of Career Technical Education will contact each school district and upon verifying information and findings will determine if a district is eligible or not to be reimbursed.

## Documents Control

School districts are responsible for maintaining accurate records of disadvantaged students who have earned an industry credential regardless if they are CTE students. This also includes verifying that the most current approved list of industry credentials is used and reported. When in doubt, they should contact [industrycredentials@education.ohio.gov](mailto:industrycredentials@education.ohio.gov) to assure that all information is current and accurate.

## Calendar and Timelines

July-September	October-December	January-March	April- June
		Industry Credential Reporting in EMIS	Industry Credential Reporting in EMIS  Industry Credential Reimbursements issued

## Resources

- a. [Industry-Recognized Credentials and WorkKeys](#)
- b. Student Assessment (FA) record of the current [EMIS manual](#).
- c. [List of approved industry-recognized credentials](#)

## Frequently Asked Questions

### Q & A

**Q:** Does our District only report students who have earned an industry credential in an approved Career Technical Education pathway?

**A:** No. A record is to be reported for all students who earns an industry credential listed in this section of the [Industry-Recognized Credentials website](#). If a student earns more than one industry credential, report all credentials that the student receives.

**Q:** If a student has earned industry credentials at both their home district and JVSD, which district reports the credentials?

**A:** Industry credentials can be reported by either the JVSD or the home district.

**Q:** Can a district report a student who has transferred into the district and earned an industry credential after the March (D) reporting period?

**A:** No, the March (D) reporting collection is only for CTE Concentrators Who Left Secondary Education in the prior year. If a student does not meet the business rules to be included in the file then they cannot be added.

**Q:** Are students required by the Ohio Department of Education to earn an industry credential?

**A:** No. An industry credential is a credential, certification, or license developed and awarded by an industry association or state licensing agency. Students are not required to earn an industry credential, but if a student does receive one of the industry-recognized credentials listed on the Ohio Department of Education's approved list of [Industry-Recognized Credentials](#), the district should report the credential to EMIS.

**Q:** Can a district receive reimbursement if a student earns a credential that is not listed on the Department of Education's [approved list of credentials](#), can it still be reported in EMIS?

**A:** No. Reimbursement for industry credential is limited to the approved list of [Industry-Recognized Credential](#) for the year in which industry credential is reported. But, there is an exception to this business rule for Career Technical Educational students. Districts have up until 6 months after a CTE student leaves school to report a credential, so they can report credentials that are no longer listed as valid on the credential site if they were valid in the year the CTE student earned them.

- Q:** Will the payment for industry credential reimbursement apply only to courses in programs on the OhioMeansJobs in-demand jobs list?
- A:** No, any credential on the Ohio Department of Education's [approved list](#) is eligible for reimbursement.
- Q:** Will credentials earned by students enrolled in non-approved career technical programs, qualify for the credential reimbursement?
- A:** Yes, if the earned industry credential is listed on the Board of Education's [approved list of credentials](#) and the student is reported correctly as economically disadvantaged. Additionally, non-public students, homeless students and home-schooled students who are receiving Career-Technical Education services from the district, and meet the reimbursement requirements, are eligible.
- Q:** Are high school students taking a college-level CTE class that is also part of an approved secondary pathway eligible for the reimbursement?
- A:** Yes, if the earned credential is listed on the Department of Education's approved [list of credentials](#).
- Q:** If we have secondary students earning credentials by taking college credit CTE classes outside the normal school day schedule, are they eligible for the "reimbursement" program?
- A:** Yes, if the earned credential is listed on the Department of Education's [approved list of credentials](#).
- Q:** If we have a high school student currently being home-schooled, would we still receive reimbursement for the student if they earn an industry credential?
- A:** Yes, If the home-schooled student is economically disadvantaged, has successfully earned an industry-recognized credential from the Department of Education's [approved list of credentials](#) and is receiving educational services from the district.
- Q:** When can schools anticipate the reimbursement?
- A:** Payments are generally processed at the end of the following fiscal year.
- Q:** If a student earned a certification from the approved list prior to entering CTE, will this qualify for the reimbursement?
- A:** Districts are required by state law to pay for the cost of credentialing for economically-disadvantaged students, regardless of whether those students are enrolled in CTE course or program.
- Q:** If a student earned an industry credential prior to it being accepted on the approved qualifying credential list, and the student is now graduating, will this qualify for the reimbursement?
- A:** No. Districts are only required to pay for approved credentials, and only these credentials generate reimbursement.

**Q:** How do I report a student who has earned an approved Industry Recognized Credential that also counts as their Technical Skill Assessment?

**A:** Industry credentials are reported the same regardless of whether they are also considered a CTE Technical Assessment.

**Q:** Do I need to report data on students who attempted to earn an Industry-Recognized Credential but failed to earn the credential?

**A:** Yes, if a student sits for a credentialing exam, information on this should be reported in the student assessment record. However, unsuccessful attempts are not reimbursed.

**Q:** I have a student who will take the credential exam in July after they graduate. Can I receive reimbursement for this student?

**A:** If the industry credential record is reported in the fiscal year, or also in the following March (D) report collection for CTE Concentrators Who Left Secondary Education, and student is economically disadvantaged, then yes.

**Q:** If a student earned a credential during their junior year would it also count toward industry credential reimbursement during their senior year?

**A:** No. Industry credentials are only reimbursed in the year they are reported, regardless of where students are in school.

**Q:** What evidence should I keep to verify that a student has earned an Industry Recognized Credential?

**A:** Schools should maintain documentation of the attained credential.

**Q:** Does it matter where, when, or through whom a student earns the qualifying certification?

**A:** The location or the time of day the student takes the course to earn the certification does not matter. It could be taken in the summer time, at night, etc. and the school would still receive the reimbursement if the student earns the certification while in high school and then graduates. It also does not matter who is sponsoring the class that leads to the certification (i.e. postsecondary institution or private organization/industry).

**Q:** What will happen if a large number of high school students earn approved industry credentials and the appropriated funds run out?

**A:** Districts would receive a pro rata share of the funding that is available.

**Q:** Who do I contact if I have questions that are not addressed in this Q&A?

**A:** For additional assistance, contact Kelsey Stephens, Data Quality and Governance Office, at 614-387-2181 or by email to [industrycredentials@education.ohio.gov](mailto:industrycredentials@education.ohio.gov).