



INDIANA COMMISSION *for* HIGHER EDUCATION

To: High Schools and CTE Districts

Subject: Industry Certification State Reimbursement

Date: September 9, 2024

This guidance memo provides information for schools regarding upcoming industry certification reimbursement payments this fall for certifications taken (passed or failed) during the 23-24 School Year. The Indiana General Assembly appropriated \$2,000,000 per year in the current budget for the reimbursement of industry certification expenses.

Reimbursement for the 23-24 School Year will be based off data entered into InTERS by September 1, 2024. School corporations, charter schools, and accredited nonpublic schools are eligible to receive reimbursement for data submitted.

The \$2,000,000 amount appropriated is an increase from \$200,000 in each of the previous two years. All certifications on the [23-24 Graduation Pathways Eligible Industry Certifications list](#) (Grad Pathways List) are eligible for reimbursement.

For any eligible certification where data was entered, schools can find the amount the certification will be reimbursed at in [this chart](#). As previously shared, funding reimbursement amounts have primarily been drawn from costs previously shared by the Department of Workforce Development (DWD) on the Graduation Pathways List. CTE staff have worked to ensure costs were updated and to identify costs where one was not previously identified by DWD. Some eligible certifications have been determined to have no cost associated with them, but are still listed on the chart to reflect their inclusion on the Grad Pathways List.

Payment Process: Data is being finalized following the recent submission deadline. Once finalized, a list of reimbursement amounts for each school will be posted [here](#) and shared in the next [CTE newsletter](#). Payments are anticipated to be released to schools in October from CHE. There is no restriction on how these funds can be utilized. Additional details on the fund number and receipt account to utilize upon receipt of the funds will be shared prior to the fund disbursement through the CTE newsletter.

Additionally, high schools and CTE districts can run a report in InTERS showing all certifications that were reported by their school or district for reimbursement. The report can be run to the student level with the reimbursement rates for eligible reported certifications. Instructions to run that report can be [found here](#).

Collaboration with Career Centers: Industry certification reimbursement operates similar to CTE enrollment funding in that funding is always dispersed to the home school of the student. School corporations, charter schools, and accredited nonpublic schools can receive the funding, but not career centers or other entities who may have paid for a student's certification exam. As previously shared by CHE, schools are encouraged to collaborate with area career centers to develop local agreements in cases where the career center is incurring the exam costs.

CTE districts have received separate communication regarding limitations on utilizing federal Perkins funding to cover certification costs given Indiana is now more fully reimbursing these costs with state funding.

Additional Notes:

Schools are only to receive reimbursement if the cost of the examination was not paid by the student. In cases where the student incurred the expense, schools or career centers should notify the Commission's CTE [data staff](#) that previously submitted data should not be considered for reimbursement.

Reimbursement amounts and other policies apply to the 23-24 School Year, but will be evaluated in for the 24-25 School Year and future years.

Contact: CTE@che.in.gov

