Arizona Industry Credential Incentive Program

Business Rules

September 1st	-The Office of Economic Opportunity develops labor market data and meets with the Arizona Department of Education
October 1st	-The Arizona Department of Education aligns the labor market data with their industry credentials list
November	-The updated industry credentials list is presented to the CTE Quality Skills Commission for their review and approval
January	-The updated industry credentials list is presented to the Arizona State Board of Education for their review and approval
February	-The approved industry credential list is sent to the Joint Legislative Budget Committee, posted for public view on the CTE section of the Arizona Department of Education website. -The spreadsheet for gathering credentials data is also sent to all qualifying entities.
May 1st	-All completed data spreadsheets are due from qualifying entities by end of business (5:00 p.m.).
May – August	-The Arizona Department of Education processes the data submissions and determines allocations
September	-The Arizona Department of Education will distribute all industry incentive fund disbursements to qualifying entities

Note: There is a staggered two-year span between the qualifying graduates and the funding year payout.

Example: 2018-2019 Student Graduate Cohort
Due Date for Spreadsheet Submission- May 1, 2020 (end of business)
Fund Disbursement September, 2020 (Utilizing FY2020-2021 Funds)

<u>Funding Allocation Rules</u>
- Each student may generate no more than a $1,000 incentive funding payment.
- If a student earns a qualifying credential through their attendance at a single entity, the entity will receive the full $1,000.

- If a student earns more than one qualifying credential (nonduplicative) through their attendance at more than one entity, the funds will be prorated equally for each credential earned.
- If a student earns a credential after they graduate (any time from graduation through September 30th), the entity who administered the last approved course in the program will earn credit for the post-graduation credential.
- If the number of qualifying students exceeds the available funding to meet the $1,000 threshold, all qualifying entries will be prorated to match available funding.

Qualifications

In cooperation with the Arizona Commerce Authority and the Office of Economic Opportunity, _specific industries_ have been identified for the Arizona Industry Incentive Program based on an analysis of in-demand employment sectors and specific vocations that business and industry identify as having labor shortages.

Participating public schools must have a *current Arizona Department of Education approved career & technical education program(s) that offer students the opportunity to earn credentials (i.e. certificate or license) in select, high-demand industries.

*An entity applying for funding must have an ADE-CTE approved program(s) during the same school year the credential spreadsheet is submitted to the department. This requirement is to ensure that the entity has at least one approved CTE program for which the funds can utilized.

Student Graduate Cohort Definition:

To be included, a student must meet all the following criteria:

-Student is a high school graduate.

-During their high school years (9-12), the graduate earned at least two Carnegie Units in one of the career & technical education programs identified for funding (i.e. they "concentrated" in at least one of the career & technical education programs listed for funding).

-The student earned at least one qualifying credential while enrolled in the eligible career & technical education program for which they concentrated (or the final course taken in the sequence if the credential is earned after graduation but not later than September 30th).

Permitted Uses

A school district, charter school or career & technical education district that receives incentive funding are permitted to use the allocation on any of the following activities:

- For instructional and professional development costs for a career & technical education teacher to become a certifying professional for an approved certificate, credential or license.
- To offset the student costs of acquiring a certification, credential or license.
- For developmental costs related to creating, expanding or improving an approved site of a certificate, credential or license for a career & technical program or course.

- For instructional hardware, software or supplies required for acquiring a certification, credential or license.
- For career exploration (any grade) and awareness activities for parents, students and the community for the approved career & technical education sectors.

Data Submission - Spreadsheet Format

Secondary entities with Arizona Department of Education approved career & technical education programs should report only students earning a credential for a course they directly administer. Career & technical education districts, secondary education districts and secondary charter schools will each complete their own spreadsheet for submission.

Please Note: This process will eventually be automated within the CTE Data Portal once four consecutive years of credential data is collected. All entities with approved CTE programs should ensure that their data is also being input (beginning with SY19-20) into this online application.

Instructions for Completing Data Spreadsheet:

1. **Entity Name -** Fill in the entity name in the yellow box at the top of the page. The Entity Name column will then self-populate on the form once any data is typed into a cell on the corresponding row. Secondary entities should only report students earning a credential in a course they administer.
2. **Entity CTDS Number -** Fill in the primary CTDS number for the submitting entity.
3. **Student Unique Identification Number (SUID) -** Enter the complete Student Unique Identification Number (formerly called SAIS Number) for the student earning the credential. You must enter all 8 digits.
4. **Student Last Name -** Enter the last name of the student earning the credential.
5. **Student First Name -** Enter the first name of the student earning the credential.
6. **Grade Level When Credential Earned -** Enter the grade (9-12) of the student at the time the credential was earned. A student (from the defined cohort above) may earn the credential at any point in their high school years. If the credential is earned post-graduation, but no later than September 30th, enter the 12th grade as a response.
7. **CTE Program Name -** "Click" the cell to choose a program from the drop-down menu. You must enter the program name first before entering the name of the credential earned. Your choice of program will determine the options available on the credential column.
8. **Name of Credential Earned -** After selecting the program, "click" the corresponding cell to choose the credential the student earned from the drop-down menu. Be sure to enter the program name first as it effects what options are available from the list of credentials. An earned credential may not be claimed for more than a single program (since it must be tied to a course when the credential was earned).
9. **Course CIP/Enrolled When Credential Earned -** Enter the CTE CIP Code for the course the student was enrolled in when they earned the specified credential. You must provide the complete CIP Code for the course (do not include periods, dashes or other indicators). Again, you may only report a credential earned in a course your entity

administered. If a student acquired a credential post-graduation (no later than September 30, 2019) the credential should be tied to the last course they took in the corresponding program. Only the secondary entity that offered (administered) the last course may include this student/credential on their spreadsheet.

10. **Date Credential Earned -** Enter the date the student earned the credential for the corresponding course. You must enter the date using mm/dd/yy as the formatting for this column.

11. **Double Check Your Data Entries -** Any student entry that has errors/incomplete data may not be considered for incentive funding. The spreadsheet was created to notify users of minor errors in the data (the Validation Errors column) to help catch basic mistakes, however, complete and accurate data is the responsibility of the submitting entity.

Participating entities must maintain evidence/documentation for each student earning a credential and recipients of incentive funding should anticipate a possible onsite monitoring visit from the ADE-CTE to validate data submissions.