



INDUSTRY-RECOGNIZED CERTIFICATION AND LICENSURE REIMBURSEMENT FUND

Statute 15-1265

Business Rules

January 1 st	- The Arizona Department of Education will post the updated student application and data spreadsheet at azed.gov for Career and Technical Education Districts to download.
February-July	- Career and Technical Education Districts will collect applications from their respective students that qualify for the industry recognized certification and licensure reimbursement fund.
September 30 th	- All completed data spreadsheets must be submitted to the Arizona Department of Education by end of business (5:00 p.m.)
October	- The Arizona Department of Education will process all applications and determine allocations.
November	- The Arizona Department of Education will disburse qualifying industry recognized certification and licensure reimbursements.

Funding Allocation Rules

The Arizona Department of Education shall use monies in the fund to eliminate or reduce exam costs to obtain industry-recognized certificates and licenses for low-income student. A student shall:

1. Successfully pass a certificate or license exam related to a Career and Technical Education program.
2. Meet eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code Sections 1751 through 1793) for free or reduced-price lunches.
3. Apply to their Career and Technical Education District to receive reimbursement for the cost of the exam.
4. The Career and Technical Education District shall apply to the Arizona Department of Education to receive reimbursement for the cost of the exam.

Data Submission – Student Application/Data Spreadsheet

The Career and Technical Education District will be responsible for collecting all student applications for their respective students. After the Career and Technical Education Districts have received all student applications, they will be required to complete the data spreadsheet to submit to the Arizona Department of Education. Both the student application and data spreadsheet can be found at azed.gov/cte.

Disbursement of Funds

The Arizona Department of Education will disburse funds for all qualifying applications in November. As this is a single disbursement, the funds will be transferred from the Arizona Department of Education's accounting team to the county the Career and Technical Education District is located. The Arizona Department of Education will let each county treasurer know which Career and Technical Education District to send the funds to and the exact dollar amount allocated.

Proof of Payment

Participating Career and Technical Education Districts must maintain evidence/documentation to show proof of payment to each student that qualified for industry recognized certification and licensure reimbursement.