



# KANSAS STATE DEPARTMENT OF EDUCATION

FISCAL AUDIT SECTION  
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## Credential Incentive Program Awards

Revised 6/23/2015

### PURPOSE OF AUDIT

The 2012 Legislature changed funding of CTE approved classes that are offered at Community Colleges or Technical Colleges so that funding of those classes flows through the State Board of Regents. Kansas High Schools are encouraged to send 11<sup>th</sup> and 12<sup>th</sup> grade students to those programs. To aid the Unified School Districts in this endeavor, the legislature created the Credential Incentive Program that awards \$1,000 to a school district for each student who has graduated high school having obtained an industry-recognized credential in an occupation that has been identified by the Secretary of Labor as an occupation in highest need of additional skilled employees. (K.S.A. 72-4489(b)(1))

### Requirements

1. Student must have graduated from High School within the 2014-15 school year.
2. Student must have obtained an industry-recognized credential prior to graduation or by December 1 immediately following graduation from High School.

Districts were to submit their list of graduates who qualify for the Credential Incentive Program by May 30 to the Career and Technical Education team.

Number of claimed students will be included in the Master USD Write up program for each district submitting a claim. List of students will be provided to audit staff.

### AUDIT STEPS

1. Verify all students listed have graduated from High School during the 2014-15 or 2013-14 school year\*. Check dates on the report for accuracy.
2. Ensure the district has evidence that the student has obtained the required credential. Evidence can be a copy of the student's credential or a list of students earning industry-recognized credentials provided by the awarding agency (community college, technical college, credential program, etc.). The credential could have been awarded prior to graduation but no later than May 30, 2015.

\* In 2014-15, students who graduated in 2013-14 and were not claimed in May 2014, but met the December 1-deadline may be included on the 2014-15 report.

### REPORTING REQUIREMENTS

1. The claimed number of students can be found on the Credential Incentive Program page of the current USD write-up.
2. For any student found to not qualify, list the student's name and mark the appropriate box as to the reason the student does not qualify.

***An Equal Employment/Educational Opportunity Agency***

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:  
KSDE General Counsel, 900 SW Jackson., Topeka, KS 66612 785-296-3201*

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