



## AUDIT GUIDE

### Credential Incentive Program Awards

Not funded for 2021-22, therefore not audited during FY23  
(For FY23, there is a small pilot; if audited, that will happen in FY24)  
Revised July 2022

## 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. Each school year, to the extent there are sufficient moneys appropriated to the career technical education incentive program, the state board of education shall make an award 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 20##-## school year or 20##-##. \*See next page.
2. Student must have obtained one of the approved industry-recognized credentials (see Qualifying Credential Incentive List) \*\* prior to graduation or by December 1st immediately following graduation from High School.

**20##-## Qualify Credential Incentive List:** See pages 3 and 4 of this Audit Guide or access the 20##-## list here: [Qualifying Credential Incentive List](#) (once at this KSDE webpage, scroll down to "Excel in CTE (old SB155)" and then click on the 20##-## – list).

3. Districts must submit their list of graduates who qualified for the Credential Incentive Program through the KCAN report in KIDS by May 22nd to the Career and Technical Education team.

### Key dates:

High school graduation date requirement:	20##-## or 20##-## school year (if not already claimed)
Deadline to obtain credential:	Prior to December 1 <sup>st</sup> following graduation
Deadline to submit claims:	May 22, 20##

## AUDIT STEPS

1. The number of claimed students will be included in the Master USD Write up program for each district submitting a claim.
2. Verify all students listed have graduated from High School during the 20##-## or 20##-2## school year\*. Check dates on the report for accuracy.
3. 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 (*to be included in a claim for ##-##*), must be no later than May 22, 20##. If the credential is awarded after that date, it may be included in the district's ##-## claim if awarded by December 1.

\* Students who graduated in ##-## and obtained their certification between May 25 and December 1 may be included on the 20##-## report (claim).

## REPORTING REQUIREMENTS

1. The claimed number of students can be found on the Credential Incentive Program page of the current USD audit 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***

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KSDE General Counsel, 900 SW Jackson, Topeka, KS 66612 785-296-3201*

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