



KSDE FISCAL AUDITING TEAM  
785-296-4976

**AUDIT GUIDE**  
**Credential Incentive Program Awards**  
2019-20 credits, audited in FY21  
Revised June 2020

**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 2019-20 school year.
2. Student must have obtained one of the \*approved industry-recognized credentials prior to graduation or by December 1st immediately following graduation from High School.

Districts were to 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.

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

**Key dates:**

High school graduation date requirement:	2019/2020 or 2018/19 school year
Deadline to obtain credential:	Prior to December 1 <sup>st</sup> following graduation from high school
Deadline to submit claims:	May 22, 2020

\*see next page

**\*2019-20 Qualify Credential Incentive List:** See pages 3 and 4 of this Audit Guide or access the 2019-20 list here: [Qualifying Credential Incentive List](#) (once at this KSDE webpage, scroll down to “Excel in CTE (old SB155)” and then click on the 2019-20- list.

If looking ahead to next year, the 2020-21 Excel in CTE Qualifying Credential Incentive List can be found: [here](#)

## AUDIT STEPS

1. Verify all students listed have graduated from High School during the 2019-20 or 2018-19 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 (*toto be included in a claim for 19-20*), no later than May 22, 2020. If the credential is awarded after that date, it may be included in the district’s 20-20-21 claim if awarded by December 1.

\* In 2019-20, students who graduated in 20-18-19 and obtained their certification between May 25 and December 1 may be included on the 2019-20 report.

## 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***

*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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**2019-2020 Excel in CTE (SB 155) Qualifying Credential Incentive List**

<b>2010 Standard Occupational Codes (SOC)</b>	<b>Classification of Instructional Program (CIP) Code</b>	<b>Occupation</b>	<b>Credentials/Certifications Qualifying for Incentive Payment</b>	<b>Average Annual Wages</b>
53-3032	49.0205	Truck Drivers, Heavy and Tractor-Trailer	Commercial Driver License (CDL)	\$41,130
31-1014	51.3902	Nursing Assistants**	Certified Nurse Aide (CNA)	\$24,560
15-1151	01.0106, 11.1006, 51.0709	Computer Support Specialists	<i>Cisco</i> -- Certified Entry Networking Technician; <i>CompTIA</i> - A+; <i>CompTIA</i> - Network +; <i>CompTIA</i> - Server +; <i>CompTIA</i> - Security +; <i>Microsoft</i> -- Microsoft Technology Associate (MTA); Microsoft Certified Solutions Associate (MCSA)	\$44,120
49-3023	47.0600, 47.0604, 47.0614, 47.0617	Automotive Service Technicians and Mechanics	<i>Automotive Service Excellence (ASE)</i> -- ASE Student Certification in all 4 of the following areas: Brakes, Electrical/Electronic Systems, Engine Performance, and Suspension and Steering – <i>OR ASE Student Certification in at least one of the following areas: Maintenance and Light Repair (MLR), Automobile Service Technician (AST) or Master Automobile Service Technician (MAST)</i>	\$36,560
51-4121	15.0614, 48.0508	Welders, Cutters, Solderers, and Brazers	<i>American Welding Society (AWS)</i> -- 3 Position Qualifications D1.1 standard or higher (AWS - 1F, 2F and 1G); <i>American Society of Mechanical Engineers (ASME)</i> Section 9 Standards (6G level)	\$40,320
47-2031	46.0201	Carpenters	<i>National Center for Construction Education and Research (NCCER)</i> - Core Curriculum: Introduction to Craft Skills and Carpentry Level 1	\$39,140
53-3033	49.0205	Truck Drivers, Light or Delivery Services,	Commercial Driver License (CDL)	\$31,680
47-2111	46.0302	Electricians	<i>National Center for Construction Education and Research (NCCER)</i> - Core Curriculum: Introduction to Craft Skills and Electrical Level 1	\$55,250
49-9041	47.0303	Industrial Machinery Mechanics	<i>National Center for Construction Education and Research (NCCER)</i> -- Core Curriculum: Introduction to Craft Skills and Industrial Maintenance Level I; <i>Society of Maintenance &amp; Reliability Professionals</i> -- Certified Maintenance & Reliability Technician (CMRT)	\$52,020
49-3031, 49-3041	47.0605, 47.0613	Bus and Truck Mechanics and Diesel Engine Specialists	<i>Automotive Service Excellence (ASE)</i> -- ASE Student Certification in all 4 of the following areas: Diesel Engines, Electrical/Electronic Systems, Brakes, and Steering & Suspension	\$41,780
51-4011	48.0510	Computer-Controlled Machine Tool Operators, Metal and Plastic	<i>National Institute for Metalworking Skills (NIMS)</i> - Machining Level 1	\$37,200
47-2152	46.0502, 46.0503, 46.0599	Plumbers, Pipefitters, and Steamfitters	<i>National Center for Construction Education and Research (NCCER)</i> - Core Curriculum: Introduction to Craft Skills and Plumbing and Pipefitting Level 1	\$47,200
49-9021	15.0501, 47.0201	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	<i>ICE</i> - -Core +Residential Air Conditioning & Heating or Light Commercial Air Conditioning & Heating or Commercial Refrigeration; <i>North American Technician Excellence (NATE)</i> -- Core + 1 one of the following specialty areas: Air Conditioning, Air Distribution, Air-to Air Heat Pumps, Gas Furnaces, Oil Furnaces, Hydronics Gas, Light Commercial Refrigeration, Commercial Refrigeration, Ground Source Heat Pump Loop Installer; <i>HVAC Excellence</i> -- Core Areas (Electrical & Refrigeration Theory) + one of the following specialty areas: Air Conditioning, Gas Heat, & Electrical or Light Commercial Air Conditioning, Gas Heat & Electrical or Light Commercial Refrigeration & Electrical; <i>National Center for Construction Education and Research (NCCER)</i> -- Core + HVAC Levels 1 & 2	\$46,600
47-2211	48.0506, 46.0411	Sheet Metal Workers	<i>Manufacturing Skills Standards Council (MSSC)</i> - Certified Production Technician (CPT), <i>National Center for Construction Education and Research (NCCER)</i> - Core Curriculum: Introduction to Craft Skills and Sheet Metal Level 1, <i>National Institute for Metalworking Skills (NIMS)</i> - Metal Forming I	\$37,370
51-4041	48.0501, 48.0503	Machinists	<i>National Institute for Metalworking Skills (NIMS)</i> - Machining Level 1	\$40,180

**2019-2020 Excel in CTE (SB 155) Qualifying Credential Incentive List**

<b>2010 Standard Occupational Codes (SOC)</b>	<b>Classification of Instructional Program (CIP) Code</b>	<b>Occupation</b>	<b>Credentials/Certifications Qualifying for Incentive Payment</b>	<b>Average Annual Wages</b>
11-9013	01.0101, 01.1012, 01.0199	Farmers, Ranchers, and Other Agricultural Managers **	<i>Kansas Department of Agriculture (KDA) -- KS Commercial Pesticide Applicators Certificate, Kansas Department of Agriculture (KDA) -- Agriculture Skills and Competencies Certificate, Kansas Department of Agriculture (KDA) -- Plant Systems Skills and Competencies Certificate, Kansas Department of Agriculture (KDA) -- Animal Science Skills and Competencies Certificate</i>	\$68,720***
49-3041	1.0205	Farm Equipment Mechanics	<i>Automotive Service Excellence (ASE)-- ASE Student Certification in all 4 of the following areas: Diesel Engines, Electrical/Electronic Systems, Brakes, and Steering &amp; Suspension</i>	\$39,600
33-2011	43.0203	Fire Fighter	National Firefighter I Certification	\$36,250
11-9051	12.0504	Food Service Managers	<i>National Restaurant Association Educational Foundation - ProStart National Certificate of Achievement; ServSafe Food Protection Manager</i>	\$62,510
31-9091	51.0601	Dental Assistant	Certified Dental Assistant Certification	\$35,120
29-2041	51.0810, 51.0904	Emergency Medical Technicians & Paramedics	<i>EMT-Basic National Registry -- EMT Certification, National Registry-Paramedic -- Paramedic Certification</i>	\$28,220
49-3011, 51-2011	47.0607, 47.0608	Aircraft Mechanics and Service Technicians	<i>Federal Aviation Administration (FAA) --Aviation Maintenance Technician- Airframe, or Aviation Maintenance Technican-Powerplant</i>	\$63,460
29-2052	51.0805	Pharmacy Technicians	<i>Kansas Board of Pharmacy -- Kansas Pharmacy Technician Certification Board Exam (PTCB); Certified Pharmacy Technician</i>	\$30,930

\*\* Stackable Credentials

\*\*\* Average Annual Wage - reflects occupation listed which requires bachelors degree and/or substantial experience in the field. This salary is not likely achievable for students completing the associated credential

**\*2020 Phase Out Occupations: Occupations on the 2019 SB155 Certifications/Credentials List but no longer meet the In-Demand/Wage/Education criteria (Only for students who started courses in 2018-2019 Credential must be earned before December 2020)**

49-3021	47.0603	Automotive Body and Related Repairers	<i>Automotive Service Excellence (ASE)-- ASE Student Certification on any of the following areas: Painting &amp; Refinishing, Structural Analysis &amp; Damage Repair, Non-Structural Analysis &amp; Damage Repair, or Mechanical &amp; Electrical; Inter-Industry Conference on Auto Collision Repair (I-CAR)--Refinish Technician ProLevel 1</i>	\$41,060
49-2022	47.0103	Telecommunications Equipment Installers and Repairers Except Line Installers	<i>Society of Cable Telecommunications Engineers -- Broadband Permises Installer</i>	\$48,300

\*Occupations fall below the minimum demand, wage, or educational requirement criteria; in some cases credentials may also be associated with in-demand occupations listed above