



March 9, 2017

The [Texas Education Code §29.190](#) authorizes the Texas Education Agency (TEA) to pay school districts an amount equal to the cost paid by the district for a certification exam taken and passed by a student. TEA received a limited amount of funding for this purpose for the 2016-2017 biennium.

Districts may apply for reimbursement of certification exams taken by students during the 2016-2017 school year. The agency will reimburse the cost of each exam up to \$350 per exam under the following conditions:

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- The district must have paid the fee for the examination with
- The student must either have successfully completed the career and technical education (CTE) program of a school district or charter school in which the student receives training and instruction for employment or have been enrolled in a special education program.
- Each student must have taken and passed the certification exam to qualify for a license or ce

5. Carefully organize and keep all documentation. This includes proof of payment by the district as well as verification that each student successfully completed a CTE program, and took and passed the certification exam.

6. Email the completed 2017 Certification Exam Reimbursement Application (saved with the new name) to career@tea.texas.gov. Some additional requirements for this email are:
 - Spreadsheets must be submitted through Accellion, a secure file transfer protocol. Please see http://tea.texas.gov/About_TEA/Contact_Us/Sending_Files_Securely_to_TEA/ for more information.
 - The email must come from the email address of the superintendent-appointed district coordinator. This is the person taking responsibility for all information in the application.
 - The email must have the following as the subject line: [district] 2017 CTE.
 - The body of the email must contain the following statement of certification:

I, _____ [name] _____, _____ [title] _____ for _____ [district name] _____, have verified the information submitted to the Texas Education Agency via this email and attached document and certify its truth and accuracy.

7. Watch for emailed verification of the submission within five (5) working days. Should such verification not arrive within five business days, please contact the CTE Unit in the Department of College, Career, and Military Preparation by email at career@tea.texas.gov, or by phone at (512) 936-6060.

Sincerely,

Quentin Suffren
Executive Director
College, Career, and Military Preparation

Attachment: 2017 Certification Exam Reimbursement Application template