

## PERKINS GUIDANCE

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**TITLE:** Purchase and Reimbursement of Technical Skills Assessments for Students

**NUMBER:** PG-001

**DATE:** July 1, 2020

**PURPOSE:** Perkins Guidance-Purchase of Technical Skills Assessments for Students

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This policy replaces guidance that was released by ADHE Perkins on April 12, 2012. The new provision permits institutions to reimburse students for costs related to the purchase of technical skills assessments

### **Legal Requirement**

The *Strengthening CTE for the 21<sup>st</sup> Century Act* requires recipients to report student attainment of career and technical skill proficiencies, including student achievement on technical assessments that are aligned with industry-recognized standards. Colleges may use Perkins funding to purchase these assessments for individual students to meet this requirement

### **Definition of Assessment**

The definition of assessments in this guidance includes technical skills or job readiness tests, certifications or licensures which may be received from state and federal agencies or from business and industry or related organizations.

### **Methods of Purchase**

Perkins funds may be used to purchase skills assessments through either:

- Purchase by the recipient on behalf of individual students
- Purchase by the student with reimbursement to the student from the recipient.

### **Financial Controls**

It is at the discretion of the institution to allow or limit the policy for direct student reimbursement, based upon local circumstances. In either case, appropriate internal controls must be in place to assure that the funds are used solely for the assessments.

If the assessment is purchased by the student, the student must, at a minimum, provide proof of payment, proof of certification, and the results of the assessment.

### **Nondiscrimination**

The institution must assure nondiscrimination. This policy must be applied equally to all CTE students.

### **Conditions and Requirements**

Certain conditions and requirements apply to these purchases:

- The results of the assessment must be made available to the institution for Perkins accountability reporting. Purchases from vendors that are unwilling or unable to provide assessment results for individual students cannot be made with Perkins funds. Students must provide assessment results prior to receiving reimbursement for assessment expenses.

- It is at the discretion of the institution to determine which programs for which assessments will be purchased.
- An activity must be approved as part of the institution's Annual Plan prior to purchase of assessments.
- Assessment must be taken while the student is enrolled at the institution or within one year of completion of the program so that results of the assessment are available for reporting in the 2P1 core indicator.
- The student must reside in Arkansas or have been enrolled at an Arkansas public educational institution in a CTE program for which the assessment was associated.

*Reviewed by counsel July 2012.*