

March 26, 2026

## CTE Reimbursements to Districts

**1. What is the deadline to submit CTE certification reimbursement requests for fiscal year 2026?**

June 12, 2026, is the annual deadline for districts to submit their requests for reimbursement to TEA.

**2. What do I do if I miss that submission window?**

Regretfully, if you miss the submission window you will not be considered for reimbursement for fiscal year 2026.

**3. How many district payouts will occur each year?**

TEA will process one payout to districts each year, near the end of the fiscal year.

**4. Are educators required to be employed by the district at the time the certificate is issued to qualify for reimbursement?**

Yes. Districts should submit reimbursement requests for CTE-certified teachers who are actively employed in their districts.

**5. Can an educator receive reimbursement for more than one CTE standard certificate issued within the eligibility window?**

Yes. Districts can submit reimbursement requests for more than one CTE standard certificate area if their educator met all requirements to be issued multiple certificates during the eligibility window (i.e., September 1, 2025, through June 1, 2026).

**6. What documentation should districts retain for their own records in case of audit?**

Districts should follow their standard documentation and retention processes related to reimbursements and/or distribution of funds received from TEA. In addition, it is recommended that districts retain a copy of the March 26 TAA letter that provides an overview of the CTE Reimbursement to Districts process and a list of educators submitted to TEA for the requested reimbursement.

**7. How will districts be notified if additional information is needed to process a reimbursement request?**

The district contact person listed on the reimbursement request submission will receive direct outreach via telephone call or Help Desk Ticket from a TEA staff member in the Division of Educator Certification. The mode of outreach may depend on the level of detail/additional information needed to process the reimbursement request.

**8. What happens if a district submits an incorrect or incomplete form?**

TEA will be unable to process incorrect or incomplete forms. It is important that districts take the time to answer all questions on the form and follow the instructions included on the CTE Reimbursement to Districts Request Form to help them successfully complete and submit their reimbursement requests to TEA.

**9. Is there a maximum reimbursement amount a district can receive in a single fiscal year?**

No. But districts should remember that as stated in the March 26 TAA, there is a dedicated amount of funding for reimbursement to districts. Once the submission window closes on June 12, 2026, TEA will begin reviewing

and approving district requests for reimbursement in the order received, for as long as the dedicated funding for the 2026 fiscal year remains available.

**10. If funds run out before the district's request is reviewed, can the district resubmit the same request the following fiscal year?**

Yes.

**11. Will the submission timeline remain the same each fiscal year, or is it subject to change?**

TEA is implementing this process for the first time in fiscal year 2026. For now, we plan to set June 12th as the annual deadline for districts to submit their CTE reimbursement requests to TEA.

**12. How long should districts expect it to take for TEA to review each reimbursement request after submission?**

Following the June 12, 2026, deadline for districts to submit reimbursement requests, TEA staff will begin the internal review and approval process on June 15th to ensure information is finalized for processing payments to districts by early August 2026. If this process and anticipated timeframes work smoothly in Year 1 of implementation, the agency anticipates following a similar schedule in subsequent years.

**13. Who should districts contact if they experience technical issues completing the Qualtrics form?**

Districts can contact Educator Certification directly by telephone, 512-936-8400, option 2, or [submit a TEA Help Desk Ticket to Educator Certification](#) for assistance. In addition, districts are encouraged to utilize local technology talent within their districts when possible.

**14. Is there written guidance to assist districts in completing the reimbursement form?**

No. However, the form has been designed to be easy to complete and includes built-in prompts and explanations to help districts provide accurate, complete information.

**15. Can a CTE-certified educator submit a request for reimbursement?**

No. HB 2 legislation specifies that school districts are authorized to submit reimbursement requests. If a CTE-certified educator initially paid their own fees with an agreement that the district would reimburse them later, it would be the district's responsibility to submit the reimbursement request and then reimburse the educator once funds are received. If the district paid the fees up front on behalf of its educators, the district would submit the reimbursement request and retain the reimbursed funds locally.