



House Bill 3 Industry-Based Certification Examination Reimbursement: Instructions for Requesting IBC Reimbursement for 2019-2020 Summer Submission 3

I. Policy Overview and Guidelines

House Bill 3 (HB 3) industry-based certification (IBC) examination reimbursement, enacted by the 86th Legislature, permits the state to provide a **one-time** reimbursement to **districts and open-enrollment charter schools** to help defray the cost of IBC exams taken by students Grades 9-12. Only **one reimbursement per student** can be administered for a **passed** exam. LEAs will receive estimated funding **annually** for IBC exam reimbursement. The Texas Education Agency (TEA) will settle up with LEAs in the spring of the following year once cost and certifying entity information has been collected through the Public Education Information Management System (PEIMS).

More information about this policy is covered in depth in the HB 3 IBC Reimbursement [FAQs](#). Importantly, for the **2019-2020** school year, eligible students are as follows:

- Students in **Grades 9-12*** who take an IBC examination from [approved vendors](#) from **September 1, 2019 – August 31, 2020**.

*Note: Students are eligible in subsequent years if they do not receive a reimbursement for the prior year. For example, a 2019-2020 Grade 9 student who did not receive a reimbursement is still eligible for a reimbursement until he graduates.

PEIMS Summer Submission

Beginning in the 2020-2021 school year (PEIMS fall submission) and all subsequent submissions, LEAs will be able to report in PEIMS the cost of the certification earned and the certifying entity. **However, 2019-2020 PEIMS summer submission** (IBC exams passed by students enrolled in Grades 9-12 between September 1, 2019 and May 31, 2020) will not include the option for districts to submit this data. Since the 2019-2020 PEIMS summer submission will only allow districts to report certification earned, TEA has developed a **one-time process** to collect the cost and certifying entity information for reimbursement. **The instructions for this process are outlined in this document.**

Guidelines for all Submissions

TEA will reimburse the first certification earned **that is reported with an associated cost greater than \$0**. TEA will **not** issue a reimbursement if the cost field is entered as \$0.

Only one reimbursement per student throughout Grades 9-12 will be provided; therefore, LEAs should only report a cost greater than \$0 for the certification for which they wish to be reimbursed.

A submission for reimbursement does not guarantee a reimbursement will be received. After receiving all submissions, TEA will validate the data and reconcile funding accordingly. If multiple districts request

reimbursement, the first district who reported the first certification earned with a cost greater than \$0 will receive the reimbursement. TEA recommends that LEAs retain all back-up documentation on district policies, decisions, and payments in the event of an audit.

Please contact Tracy Johnson at tracy.johnson@tea.texas.gov or 512-463-9762 for information on this process.

II. Process Instructions

Step 1: Create IBC Data File

Note: LEAs have from August 6 – November 2, 2020 to report this information to the agency.

LEAs must provide **all** the data represented in the table below in a comma-separated value (CSV) file to the agency **for every student that was reported with an IBC in the 2019-2020 summer submission.**

LEAs can retrieve this data by extracting these elements from their Student Information System (SIS). Districts can then ADD two additional fields: cost of IBC examination and the certifying entity.

Below is the **required** list of data elements in the template and its standards. For information on data types and pattern description definitions, please see [A](#) and [C](#) of the appendix.

Elements to extract from SIS

Column	Data Element (As shown on template)	Definition (What it is)	Source (Where to find it)	Length, Data Type, Pattern, Domain of Values (How to enter it)
1	County-District (CDN) Number	The unique 6-digit number that identifies the county and district at which the student is enrolled. This also identifies the district that is requesting reimbursement.	TSDS Element ID E0212	6, coded, ##### Example: 001902
2	Student 10-Digit TSDS Unique Student ID	The unique 10-digit number assigned to a student by the Texas Education Agency.	TSDS Element ID E1523	10, numeric, ##### Example: 0123456789
3	First Name (Student)	The student's legal first name	TSDS Element ID E0703	60, NameField (text), *..., A-Z, a-z, Á-Ú, á-ú, 0-9, ', -, [space] Example: Xavier
4	Last Name (Student)	The student's legal last name	TSDS Element ID E0705	60, NameField (text), *..., A-Z, a-z, Á-Ú, á-ú, 0-9, ', -, [space] Example: Rodriguez, Jr.

5	Date of Birth (Student)	The student's legal year, month, and day of birth	TSDS Element ID E0006	10, coded, YYYY-MM-DD, yyyy = 1921-2020 mm = 01-12 dd = 01-31 Example: 2003-12-31
6	Industry-Based Certification Earned	The industry-based certification that the student earned	TSDS Element ID E1640 Code Table C214	3, coded, ### Example: 010
7	Effective Date	The date upon which the IBC was earned	TSDS Element ID E1632	10, coded, YYYY-MM-DD, yyyy = 1921-2020 mm = 01-12 dd = 01-31 Example: 2020-01-31

Data Elements to ADD

8	IBC Vendor Code	The organization or company that offered the IBC (the certifying entity)	TSDS Element ID E1655 Code Table C226	3, Coded, ### Example: 100
9	IBC Exam Fee Amount	The cost of the IBC examination	TSDS Element ID E1654	3, Numeric, ###, 0-700 Example: 50

Step 2: Upload File to Qualtrics Form (Link Provided)

Once completed, save the file with the title "FY20IBC_[insert CDN]" and **as a comma-delimited list (comma separated value; .csv). No other file formats will be accepted**, including Excel files (.xlsx, .xls) or XML files (.xml). Remember, only **one file per district** will be accepted.

Open the [link](#) for submission of the spreadsheet and complete each required field. **The link closes November 2, 2020.** Late files will not be accepted, including those submissions that are late due to the platform being down or network connection problems. There is no appeals process.

1. Select the **correct** region and district based on the drop downs provided.

Please select your region and district from the list below.

ESC Region

District Name and Number

2. Enter the contact information for the person submitting the survey. This is the person the agency will contact if there are issues or errors in submission.

Please enter the contact information for the person completing and submitting this survey.

Name	<input type="text"/>
Job Title	<input type="text"/>
Email	<input type="text"/>
Verify Email	<input type="text"/>
Phone Number	<input type="text"/>

3. Enter the contact information for the district/LEA's business office/accountant. This is the person the agency will contact if there are issues or errors in funding or calculations.

Please enter the LEA's business office/accounting contact information.

Name	<input type="text"/>
Email	<input type="text"/>
Verify Email	<input type="text"/>
Phone Number	<input type="text"/>



4. Save the file with the title "FY20IBC_[insert CDN]" and **as a comma-delimited list (comma separated value; .csv)**. **No other file formats will be accepted**, including Excel files (.xlsx, .xls) or XML files (.xml). Remember, only **one file per district** will be accepted.

Please upload your spreadsheet here. Please title the spreadsheet FY20IBC_[insert CDN] and submit as a comma-delimited list (**comma separated value; .csv**).

Drop files or click here to upload

5. List the total number of students that are being submitted in the file.

How many students total are you submitting?

6. Provide the signature of the person submitting this form. This is verifying all information is correct and documentation can be provided to TEA in the event of an audit.

By submitting this form and providing your signature, your district is verifying that all information is correct and you are able to provide proof of payment for all requested students upon request.



7. TEA will process and validate all requests, add to fall submission 1 submissions, remove duplicates, and assign final amounts to be distributed in the April 2021 settle-up.

Thank you for completing the form! TEA will work to process requests, add it to fall submission 1 submissions, remove duplicates, and assign final amounts to be distributed in the April 2021 settle-up. Please keep in mind that TEA will reimburse the highest cost exam per student for the first district recorded. All payments/refunds will be posted April 1, 2021 for settle-up.

III. Appendix

A. Data Type Definitions

Coded

- A string of upper-case alphanumeric characters of fixed length
- If a value is present, it may not contain blanks

NameField

- Any of the following characters, in addition to the space character:
ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789 ~ ! @ # \$ % ^ & * () - _ + = : ; " ' , . / < > ?
- Left justification is required

Numeric

- A string of numeric characters
- When the number is negative, a single dash precedes the number
- If decimal precision is required by the definition of a specific element, the decimal point must be present unless all digits to the right of the decimal are zero.
- Leading zeros are optional for numeric data types, even if displayed in the Domain of Values

String

- A string of alphanumeric characters
- attributes must start with a letter or underscore, and can only contain letters, digits (0-9), underscores ("_"), hyphens ("-"), and periods (".").

B. Pattern Description Definitions

*... Any character in name field accepted; no edit check for pattern

Number; Digits 0 through 9 accepted.

MM Month (2-digit)

DD Day (2-digit)

YYYY Year (4-digit)