

## Using Fast Forward Money for Certification Tests

1. Schedule and discuss with your technology teacher what certifications you wish to take and use Fast Forward money.
2. When you are getting ready to take the certification, arrange with the teacher to obtain the voucher, if necessary, and a time to take the test. If a voucher needs to be purchased, the school will purchase the voucher. Your teacher will submit a request through the usual purchasing system.
3. Take the test
4. Email a copy of your results to your tech teacher and Mrs. Green.
  - a. For fall funding, you must complete the test by the last day of November.
  - b. For spring funding, you must complete the test by the last day of May.
5. If you pass, you must apply for your Fast Forward money through the Fast Forward portal. <https://advancedops.sde.idaho.gov/> If you have any problems accessing the Fast Forward portal, please email Ms. Richtsmeier.
6. If you fail, you must either pay the school back or apply for Fast Forward money, however you will not be able to access any more Fast Forward money until you pass the test. Please indicate in your email how you plan to pay for the test. The school may request Fast Forward money on your behalf if you do not reimburse the school.