

CLASSIFIED CERTIFICATION/LICENSURE PAY

Application Instructions

Classified employees who have earned a certification and/or licensure related to their job position may qualify for an increase in salary of 3% or 5%. In order to qualify for this additional certification/licensure pay, the following criteria must be met:

- * “Certification” or “licensure” must be specific to current job.
- * Receipt of certificate or license must be from a recognized state or national level trade or professional institution.
- * Knowledge/skill outcomes from the certification or licensure must be designed to improve knowledge/skills that are beyond current job description requirements.
- * Requirements for certification or licensure must be completed primarily on the employee’s own time.

Any full or part-time classified employee who meets the established criteria may request certification/licensure pay by completing and submitting the attached application. Applications will be reviewed by the Classified Certification Committee who will make a determination as to eligibility for certification/licensure pay. In order to be approved for certification/licensure pay at the 5% level, employees will be required to show that their certification/licensure required the equivalency of approximately 18 semester credit hours or 800 seat hours of instruction. Certification/licensure programs that do not meet these requirements may be considered for a 3% increment.

Applications will be reviewed on a quarterly basis by the Classified Certification Committee. Deadlines for applying for certification/licensure pay are the first working day of January, April, July, and October. Applications should be submitted to Human Resources and must be received by that department by the end of the first working day of each quarter. Applications received after the deadline will be reviewed the following quarter.

If the certification or license is one that expires, it is the employee’s responsibility to submit documentation of renewal to the Classified Certification Committee. Failure to submit this documentation of renewal at the time of expiration will result in the loss of the certification/licensure pay.

Section III

(To be completed by the department head or principal)

I have reviewed the information contained in this application and recommend to the

Certification/Licensure committee that _____
(employee's name)

be considered for certification/licensure pay. The certification/license earned by this employee, although not a requirement of his/her job, is directly related to his/her current position.

Name

Department/School

Date