

UNIVERSITY OF MARY WASHINGTON

Staff Recognition Policy for Certifications, Licenses and Degrees

CERTIFICATION CHECKLIST

Supervisors should determine, in advance, whether certifications and licenses are eligible for bonus recognition in accordance with university guidelines.

To be eligible for bonus recognition, a certification or license must:

(Check all that apply)

- Be earned while employed at UMW
- Be earned between designated times listed in the policy
- Be applicable to the employee's current position
- Increase the employee's effectiveness in the performance of his or her duties
- Add value to agency operations
- Demonstrate professional and personal achievement

Professional and personal achievement is evidenced by some or all of the following factors:

(Check all factors that apply)

- Does the certification or license have a strong reputation in the profession or industry?
- What is the extent to which credential is sought by employers as a standard for employment in the particular field?
- Does it require an oral and/or written exam requirement?
- Is there a requirement for practical experience in addition to course work?
- Number of hours of class time required _____
- Is there membership in a professional organization as a result of achieving the certification?
- Is there a requirement for continuing education to maintain or renew?
- Expiration date _____
- Is the state or federal government the licensing agent?
- Does it grant employee authority or permission to act or to perform duties that would not be otherwise permissible?
- Does it carry such recognition in the field or industry that it becomes a recruitment and compensation factor?

The following factors should be considered as reason why a certification may not be eligible:

(Check any that apply)

- Certification is a state or agency mandated training requirement
- Employee may not continue in his/her position without this certification
- Does not apply to the employee's position at UMW
- Determined to be a certificate of completion for a course rather than a certification

***Please attach this form and a copy of the certificate to the
Recognition Award Notice form.***