

Certifications, Licenses, and Degrees

Recognition bonuses for certifications, licenses, and degrees (CLDs) are available for administrative faculty, non-probationary classified, and wage employees who have recently received a certification, license, or degree

To make your submission follow the steps below:

1. Determine if the certification, degree, or license was earned between the qualifying dates (see chart below) and meets the certification and license criteria in the [policy](#).

<u>Submission Deadline</u>	<u>Qualification Period</u>
January 30	July 1 – December 31
July 30	January 1 - June 30

2. Complete the Recognition Award Notice form and include the required documentation listed below (must be attached for submissions to be considered.)

<u>Recognition Type</u>	<u>Required Documentation</u>
Certifications	Copy of the certification
Degrees	Official or unofficial transcripts
Licenses	Copy of the license

3. Obtain the appropriate approvals. Employee's supervisor and the Cabinet VP for the area will have to approve the request.
4. Submit the required documentation to Human Resources by the deadline. Completed Recognition Award Notice with attached documentation and all required signatures should be submitted to Jennifer Cooper in the Office of Human Resources/Fairfax House by 5 p.m. on the deadline.

Bonus issuance is contingent on budget availability. All approved bonuses will be issued to the employee within 30 days of approval.

Questions

For more information or clarification on the process, please contact Jennifer Cooper in the Office of Human Resources at jcooper4@umw.edu or 654-1046.