

**Rewards and Recognition**  
**(DOA Personnel Policy No. 33)**

**Education/Training and Certification Application**

**Section Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section Head:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Job Title:** \_\_\_\_\_ **ISIS/HR No.:** \_\_\_\_\_

- 1) Does this employee currently have an overall PES rating of “Successful” or higher?
  
- 2) What is the title of the training/education or certification designation held?
  
- 3) Reward amount requested: \_\_\_\_\_
  
- 4) For education/training and certifications, what national organization developed the criteria for or sponsors this training/ education or certification designation?
  
- 5) Has the employee earned a baccalaureate degree? If yes, from what institution and in what year?
  
- 6) Was a baccalaureate degree a prerequisite to attainment of this education/training or certification?
  
- 7) What type of testing is required (or what is the name of the test required) for successful completion of this training/education or certification?

- 8) Is this training/education or certification directly related to the job held by the employee?
- 9) How will this training/education or certification enhance the employee's ability to perform the job?
- 10) Is the training/education or certification required as a part of the Minimum Qualification Requirement as outlined on the Job Specification for the job occupied?
- 11) Is the training/education or certification considered post-secondary higher education, that is, college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools)?
- 12) In order for this application to be considered, the following must be attached (if any of the following documents are unavailable, contact the Office of Human Resources to discuss what alternative information might suffice.)
- A copy of the certification, designation, or award received upon attainment of this training/education or certification. If an official copy of a certificate, designation, or award is not available at the time of this request, a letter from the certifying organization stating the employee has been officially granted the certification but has not yet been awarded a copy of the certificate will be accepted and reviewed by the Office of Human Resources.
  - Information explaining the prerequisites for participation in the training/education or certification process.
  - Information outlining the curriculum or the course of study for the training/education or certification.
- 13) Has this employee previously received compensation under DOA Personnel Policy No. 33, Rewards and Recognition, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded?
- 14) Was the training/education or certification paid for by the agency? yes \_\_\_ no \_\_\_