***Certifications, Licenses, and Degrees***

**NEXT SUBMISSION DEADLINE: JULY 31, 2014**

**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](http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=8NRTFX773A87).

 Submission Deadline Qualification Period­­­­­­­

January 31, 2014 July 1, 2013 – December 31, 2013

July 31, 2014 January 1, 2014 - June 30, 2014­­­

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

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 July 31, 2014. 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 July 31, 2014.

**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.