

# *Certifications, Licenses, and Degrees*

**NEXT SUBMISSION DEADLINE: JULY 31, 2013**

**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 find out if you or your employee qualifies, follow the steps below:**

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

Submission Deadline	Qualification Period
July 31, 2013	January 1, 2013 - June 30, 2013
January 31, 2014	July 1, 2013– December 31, 2013

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 and Certification Checklist

**Licenses** - Copy of the license and Certification Checklist

**Degrees** – Official or unofficial transcripts

3. Obtain the appropriate approvals. Employee's supervisor and the Cabinet VP for the area will have to approve the request using the Certification Checklist.

4. Submit the required documentation:

Completed Recognition Award Notice Form with required signatures

Supporting documents

CLD Checklist (for certifications and licenses)

to Jennifer Cooper in the Office of Human Resources/Fairfax House **by 5 p.m. on July 31, 2013.**

***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 [jcooper@umw.edu](mailto:jcooper@umw.edu) or 654-1046.