

Policy /Procedure Document	
Manual:	Human Resources
Origination Date:	06/10/1981
Last Review Date:	1/1/2004, 9/28/2008, 11/1/2012
Next Review Due:	
Policy Owner:	Human Resources
Required Approvals:	_____
Committee:	_____
Leadership/Board:	_____

TITLE:	Certification Program
SCOPE:	<p>Full-time non-bargaining unit associates, assigned to 70 or more hours per pay period and part-time non-bargaining unit associates, assigned to 32 to 69 hours per pay period who have completed 30 days of employment with Beacon Health System.</p> <p>Full-time and regular part-time bargaining unit associates, who have completed the probationary period.</p>
DOCUMENT TYPE:	Policy
PURPOSE:	Beacon's Certification Program is intended to provide monetary assistance to eligible associates in their pursuit of approved certifications, which are required for the work functions they perform at Beacon Health System.
PHILOSOPHY:	Beacon Health System assists associates in their pursuit of educational goals and professional development through a Certification Program.
DEFINITIONS:	N/A
PROCEDURE:	<p>ELIGIBILITY: The following eligibility requirements will apply to certification reimbursement:</p> <ol style="list-style-type: none"> Associates assigned to positions that have a required or preferred certification requirement in their job or position descriptions, or associates whose manager signs the reimbursement form and validates it is in Beacon Health Systems best interest for the associate to have/maintain the designated certification. Associates who have completed 30 days of employment with Beacon and who meet eligibility will receive up to 100% reimbursement up to a maximum of \$300.00 per calendar year for certification reimbursement. <p>Exceptions to the eligibility requirements will be made ONLY by the Vice President of Nursing and are only valid for required certifications. All exceptions must be signed by the Vice President of Nursing prior to submission to Human Resources/Benefits.</p> <p>PAYMENT: Reimbursement will cover the cost of certification exams only.</p> <p>PAYMENT EXCLUSIONS: The following exclusions apply and will not be reimbursed through certification reimbursement:</p> <ul style="list-style-type: none"> - Attendance at seminars, conferences or workshops associated with obtaining

the certification or recertification.

- Deposits, transportation, parking fees, hotel expenses, books or supplies, meals or late fees.
- Regulatory agency licensing fees.
- Applicants who do not pass the requirements to obtain certification.

PROCEDURE:

When an associate requests reimbursement for certification, the associate must:

- a. Ensure that he/she is qualified to sit for the desired certification through the accrediting school, association, or organization.
- b. Satisfactorily complete all the requirements for the certification.
- c. Complete the Certification Reimbursement Application, attach documentation that the certification has been awarded and an itemized paid receipt for the certification fee.
- d. Submit the completed application materials to his/her Department Director for review and approval.
- e. Send the completed, signed application and supporting materials to the Benefits section in Human Resources for payment as soon as the certification has been received. **Incomplete applications will be returned to the associate.** The deadline for submitting completed certification reimbursement forms to Human Resources is 30 days following certification notification.

REPAYMENT:

Associates will be expected to repay Beacon Health System the amount of certification reimbursement if the associate terminates employment in less than one year following the completion of the certification. The associate must repay all or a pro-rated amount of the certification reimbursement provided.