



PAY PLAN POLICY

Professional Skills/Competency Development – Approved Certifications

Approved Certifications	Percentage Amount
Accredited Insurance Examiner (AIE)	up to 7%
Associate in Insurance Data Analytics (AIDA)	up to 7%
Associate Professional in Insurance Regulations (APIR)	up to 5%
Basic Trainer Certification (DOP)	up to 5%
Certified Administrative Law Judge	up to 5%
Certified Administrative Professional	up to 7%
Certified Associate in Project Management	up to 5%
Certified Biosafety Professional (CBSP)	up to 7%
Certified Business Advisor (CBA)	up to 7%
Certified Critical Care Registered Nurse (CCRN)	up to 7%
Certified Emergency Nurse (CEN)	up to 7%
Certified Examinations Manager (CEM)	up to 7%
Certified Food Protection Manager (ANSI)	up to 5%
Certified Fraud Examiner	up to 5%
Certified Government Financial Manager	up to 5%
Certified Grants Management Specialist (CGMS)	up to 7%
Certified Health Education Specialist (CHES)	up to 7%
Certified Hearing Officer	up to 5%
Certified in Public Health (CPH)	up to 7%
Certified Infection Control (CIC)	up to 7%
Certified Information Systems Security Professional (CISSP)	up to 7%
Certified Inspector General (CIG)	up to 5%
Certified Inspector General Auditor (CIGA)	up to 5%
Certified Inspector General Investigator (CIGI)	up to 5%
Certified Insurance Consumer Service Representative (CICSR)	up to 7%
Certified Insurance Examiner (CIE)	up to 7%
Certified Joint Commission Professional (CJCP)	up to 7%
Certified Lactation Counselor	up to 7%
Certified Lactation Specialist	up to 5%
Certified Medical Coder	up to 5%
Certified Money Service Business Examiner (CMBE)	up to 4%
Certified Nurse Manager and Leader	up to 5%
Certified Nurse Operating Room (CNOR)	up to 7%
Certified Personal and Executive Coach (CPEC)	up to 7%

Certified Procurement Professional (NIGP CPP)	up to 5%
Certified Professional Coder (CPC)	up to 7%
Certified Professional in Health Care Risk Management (CPHRM)	up to 5%
Certified Professional in Learning and Performance (CPLP)	up to 7%
Certified Professional Medical Auditor (CPMA)	up to 7%
Certified Professional Property Specialist (CPPS)	up to 5%
Certified Professional Public Buyer (CPPB)	up to 7%
Certified Program Integrity Professional (CPIP)	up to 5%
Certified Public Accountant	up to 7%
Certified Public Procurement Officer (CPPO)	up to 7%
Certified Safety and Security Officer (CSSO)	up to 4%
Certified Safety Professional (CSP)	up to 5%
Certified Secure Software Lifecycle Professional (CSSLP)	up to 7%
Certified Tumor Registrar	up to 7%
Certified Welfare Fraud Investigator	up to 5%
Cisco Certified Entry Networking Technician (CCENT)	up to 5%
Cisco Certified Network Associate (CCNA) Routing and Switching	up to 5%
Cisco Certified Network Associate (CCNA) Security	up to 7%
Comp TIA Security +	up to 7%
Correctional Health Care Professionals	up to 5%
Dietetic Technician, Registered (DTR)	up to 5%
EEO Certification	up to 7%
Facility Management Professional (FMP)	up to 5%
FDA's Mammography Quality Standards Act Inspector Certification	up to 7%
FMLA Certification	up to 5%
Graduate Certification in Educational Technology and Online Instruction	up to 7%
Health Care Quality and Management (HCQM)	up to 7%
ICD-10	up to 4%
International Board-Certified Lactation Consultant (IBCLC)	up to 8%
International Public Management Association for Human Resources (IPMA-HR) Certified Professional	up to 7%
International Public Management Association for Human Resources (IPMA-HR) Senior Certified Professional	up to 5%
Keirsey Temperament Certification	up to 5%
Managing for Excellence Certification	up to 5%
Market Conduct Management (MCM)	up to 4%
Microsoft Office Specialist	up to 7%*
Microsoft Office Specialist (MOS) Master	up to 7%
National Certified Investigator and Inspector Training – Basic Program	up to 4%
Nursing Home Administrator Licensure	up to 7%
Nutrition and Dietetics Technician, Registered (NDTR)	up to 5%
Oracle Database Certified Associate (OCA)	up to 7%
Oracle Database Certified Professional (OCP)	up to 5%

Passenger Assistance Safety and Sensitivity (PASS)	up to 4%
PMI Professional in Business Analysis	up to 5%
Prison Rape Elimination Act (PREA) Auditor	up to 7%
Professional Grounds Management Certification (PGM)	up to 7%
Professional in Insurance Regulation (PIR)	up to 7%
Project Management Institute Agile Certified Practitioner (PMI-ACP)	up to 7%
Project Management Professional	up to 5%
Psychiatric Mental Health Nurse	up to 7%
Public Procurement Management Certificate	up to 7%
Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN)	up to 7%
Regular Social Work License (A, B, C, or D)	up to 7%
Red Hat Certified System Administrator (RHCSA)	up to 5%
SAS Certified Advanced Analytics Professional Using SAS	up to 7%
SAS Certified Advanced Programmer for SAS	up to 5%
SAS Certified Professional: Advanced Programming Using SAS	up to 5%
SAS Certified Specialist: Base Programming Using SAS	up to 5%
SAS Certified Statistical Business Analyst Using SAS: Regression & Modeling	up to 5%
SHRM (CP) & SHRM (SCP)	up to 7%
UI/UX Design Specialization	up to 5%
WV Procurement: Advanced Certification Program	up to 5%
WV Procurement: Basic Certification Program	up to 5%
WV Real Estate License from WV Real Estate Commission	up to 7%
A request for a discretionary increase for Professional Skills/Competency Development for the formal training, education, certification, or licensure must meet all other requirements as set forth in the Division of Personnel's Pay Plan Policy (DOP-P12).	
*an employee has the option to take all five (5) required exams at once or individually. If the exams are taken individually, one (1) exam qualifies for an in-range salary adjustment of up to 5%. Upon passage of all five (5) exams, the incumbent may then receive an additional 2% in-range salary adjustment for a total of 7%. Please note the MOS certification and the individual five (5) exams are not stackable for an in-range salary adjustment.	
Updated – January 6, 2021	