

PAY PLAN POLICY

Professional Skills/Competency Development – Approved Certifications

Approved Certifications	Percentage Amount
Accredited Financial Examiner (AFE)	up to 7%
Accredited Insurance Examiner (AIE)	up to 7%
Activities Director Certified (ADC)	up to 7%
ABMDI Registry Certification (Basic)	up to 7%
ABMDI Board Certification (Advanced)	up to 7%
ABFT Certification (Analyst)	up to 5%
ABFT Certification (Diplomate)	up to 7%
ABFT Certification (Fellow)	up to 7%
Adobe Certified Professional: Illustrator	up to 7%
Assistive Technology Certificate (UIC)	up to 7%
Assistive Technology Professional Certification (ATP)	up to 7%
Associate in Insurance Data Analytics (AIDA)	up to 7%
Associate Certified Information Systems Examiner (ACISE)	up to 4%
Associate Professional in Insurance Regulations (APIR)	up to 5%
Bar Exam	up to 7%
Basic Trainer Certification (DOP)	up to 5%
Certificate of Cloud Security Knowledge (CCSK)	up to 5%
Certificate in Training in Obesity for Pediatrics and Adults	up to 7%
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%
CMI – Certified Custodial Technician Basic	up to 7%
CMI - Certified Custodial Supervisor	up to 7%
CMI – Certified Professional Trainer (for certified custodial tech series)	up to 7%
CMI – Advanced Professional Trainer (for certified custodial tech series)	up to 7%
Certified Emergency Nurse (CEN)	up to 7%
Certified Examinations Manager (CEM)	up to 7%

Certified Financial Examiner (CFE)	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 Grounds Technician	up to 5%
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 Public Accountant	up to 7%
Certified Public Procurement Officer (CPPO)	up to 7%
Certified Purchasing Card Professional (CPCP)	up to 7%
Certified Rehabilitation Leader (CRL)	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%
CISCO Certified CyberOps Associate Certification	up to 5%
CISCO Certified Technician Collaboration	up to 5%
CISCO Certified Technician Data Center	up to 5%
CISCO Certified Technician Routing and Switching	up to 5%
Comp TIA A+ Certification	up to 7%
Comp TIA Network+ Certification	up to 5%
Comp TIA Security + Certification	up to 7%
CompTIA Server+ Certification	up to 5%
Correctional Health Care Professionals (CCHP)	up to 5%
Dietetic Technician, Registered (DTR)	up to 5%
EEO Certification	up to 7%
Executive Leadership Seminar in Rehabilitative Administration	up to 5%
Facility Management Professional (FMP)	up to 5%
FDA's Mammography Quality Standards Act Inspector Certification	up to 7%
Fellow, Health and Insurance Advanced Studies (FHIAS)	up to 4%
FMLA Certification	up to 5%
Geographic Information System Professional (GISP) Certificate	up to 7%
Google Data Analytics Professional Certificate	up to 7%
Google IT Support Professional Certificate	up to 7%
Google Project Management Certificate	up to 7%
Google UX Design Professional Certificate	up to 7%
Government Archives and Records Administration (GARA) Certificate	up to 5%
Graduate Certification in Educational Technology and Online Instruction	up to 7%
Health Care Quality and Management (HCQM)	up to 7%
Internal Investigations Certificate Program	up to 4%
International Board-Certified Lactation Consultant (IBCLC)	up to 8%
IPMA - Human Resources Certified Professional	up to 7%
IPMA - Human Resources Senior Certified Professional	up to 5%
JAWS Certification	up to 5%
Keirseey Temperament Certification	up to 5%
Linux Essentials	up to 5%
Managing for Excellence Certification	up to 5%
Market Conduct Management (MCM)	up to 4%
Medical Laboratory Scientist (MLB)	up to 5%
Microsoft A-Z-900L Azure Fundamentals	up to 5%
Microsoft Office Specialist	up to 7%*
Microsoft Office Specialist Master	up to 7%
Microsoft SC-900 Security, Compliance & Identity Fundamentals	up to 5%
National Certified Investigator and Inspector Training – Basic Program	up to 4%
National Certified Investigator/Investigator Training – Specialized	up to 5%

National WIC Association Leadership Academy	up to 5%
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%
OSHA 30 General Industry	up to 4%
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 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 Practitioner	up to 7%
Management Certificate in Public Procurement	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%
SHRM Talent Acquisition Specialty Credential	up to 4%
Sit-Down Forklift Certification	up to 4%
Stand-Up Forklift Certification	up to 4%
Tableau Desktop Specialist	up to 5%
Technologist in Microbiology (M)	up to 5%
Technologist in Molecular Biology (MB)	up to 5%
Trainer Certification Program	up to 5%
UA Currents LeadVR	up to 5%
UI Fraud Investigations Certificate (NIA 2)	up to 4%
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%
ZOOM Text Certification	up to 5%

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 – November 22, 2022