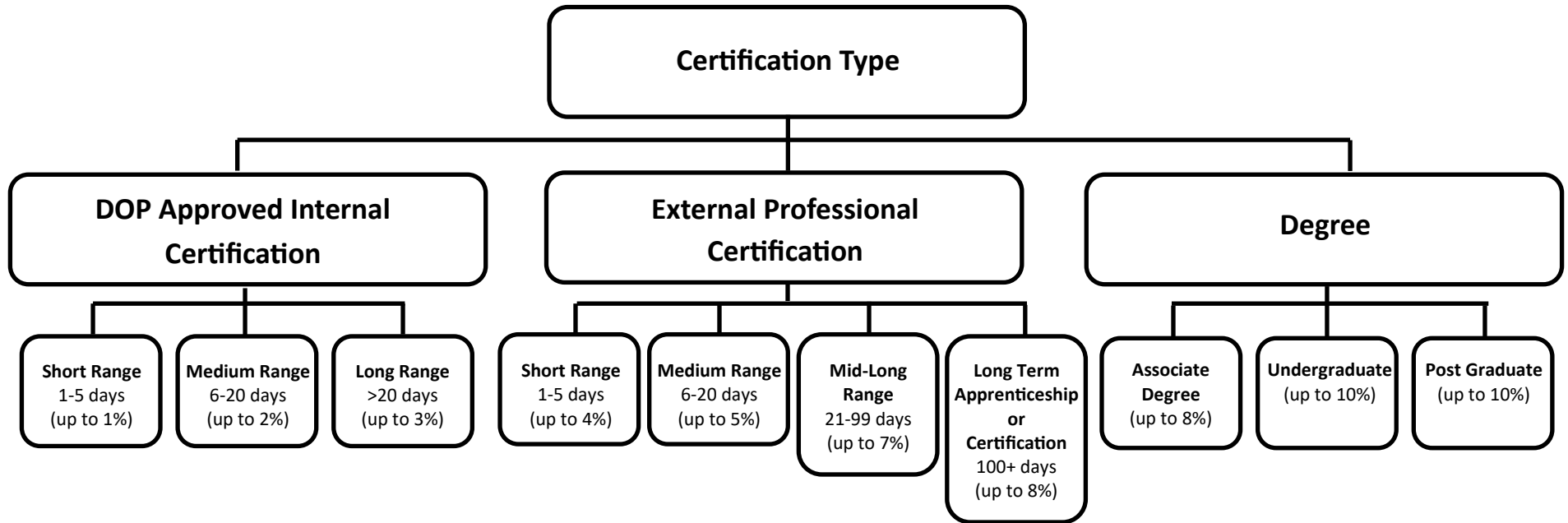


Division of Personnel Pay Plan Policy

Professional Skills/Competency Development Decision Tree



Definitions

Days: Number of days spent in training or in preparation to fulfill requirements of certification (days spent in preparation must be logged and submitted with request for discretionary pay increase).

Degree: Completed academic degree from a regionally accredited higher education institution.

Internal Certifications: Agency created certification programs that are reviewed by the Division of Personnel and approved to be included as eligible for discretionary pay increase determination.

External Professional Certifications: Certifications offered by national/regional professional associations, degrees from non-accredited colleges/institutions and/or certification offered by select external agencies .