



St. Clair Hospital Professional Certification Program Guidelines

revised 12/10/18

St. Clair Hospital encourages staff members to attain advanced professional certification, which enhances their ability and capacity to contribute to the work of the Hospital. The Professional Certification Program is designed to provide reimbursement of certification costs and recognize and reward employees' attainment of advanced professional certification and furthering the knowledge of others in the organization. The Program is administered by the Human Resources Department.

Participation Eligibility

Participation in the Professional Certification Program is open to any St. Clair Hospital employee who:

- Is employed in a full-or part-time position, from the time of pre-approval until attainment of certification.
- Received an overall rating of "Achieves Expectations" or higher on their most recent performance review (if applicable).
- Has not been in the disciplinary process at the Written Warning or Suspension level within the prior 12 months.
- Is current for the fiscal year Mandatory Requirements of their position (competencies, license/ certification, CPR, Employee Health requirements, etc.).
- Pursues a professional certification related to their current position.
 - Reimbursement is not available for certification that is a minimum requirement of an employee's current job, or for recertification of a previously attained certification.
 - St. Clair Hospital's Lean Gold-level Certification is eligible for the benefits of this program.

Requests to participate in the Professional Certification Program will be considered within the limits of the program as identified during the annual budgeting process.

Program Rewards

Eligible employees that meet the Program requirements receive the following:

- Reimbursement of usual and customary expenses related to certification attainment. (*See the "Reimbursement of Certification Expenses" section for additional details.*)
- \$500 Professional Certification Bonus Award (less applicable taxes)
- \$500 Professional Development Account to use within 12 months of receipt of the award. Eligible expenses may include: seminars or conference registration costs; professional organization membership dues; books/journals; etc.
- Eight hours of Paid Time Off (PTO) added to their PTO balance.

Program Overview

An overview of the Professional Certification Program process is outlined below. All required forms can be found on the Human Resources Clairnet site under the "Professional Certification Program" section.

STEP 1: Submit Application to Participate in Program

- Submit the "Application to Participate" form to Human Resources for pre-approval, prior to attainment of certification.
- NOTE: Employees participating in the MSNCB FailSafe program must also complete the Addendum form and provide it to Human Resources with their Application to Participate.
- Your application will be reviewed and returned to you, indicating whether your participation in the Program is approved.
- You are responsible for registering for your certification exam, and paying for the associated costs.

STEP 2: Attain Your Professional Certification and Complete Your Knowledge Sharing Requirement

- Attain your professional certification.
- Fulfill your knowledge sharing requirement. As a means of increasing the knowledge of others in the organization, an employee participating in the Professional Certification Program is required to provide education to his/her colleagues related to their field of certification. The knowledge sharing should be a presentation of 30 minutes or more, or an equivalent method of education.
- Within 60 days of certification attainment, submit to Human Resources: (1) the "Completion of Certification Form"; (2) a copy of your certification exam score report and/or copy of certificate; (3) a completed "Business Expense Form" and receipts for costs incurred (certification exam, preparation courses, practice exams, etc.).
- After receipt by HR of all forms and documents, you will receive an email confirming the reimbursement of your out-of-pocket costs (if applicable), and your Program rewards.

Reimbursement of Certification Expenses

- Reimbursement of usual and customary expenses related to certification attainment, including those for preparation courses and materials, and certification exam costs will be reimbursed up to a maximum fiscal year limit of \$2,000 for full-time employees and \$1,000 for part-time employees. The amount reimbursed will be based upon an employee's employment status at time of attainment of certification.
- An employee who participates in the Program agrees to remain on staff in either a full- or part-time capacity for at least one year after the date of reimbursement. If an employee voluntarily changes their status to Standby, or terminates their employment prior to this year, the employee will be required to repay to the Hospital any reimbursement payments made to them within the previous twelve (12) month period. Depending upon timing and other factors, this repayment may be made from the employee's paycheck or a via money order or cashier's check.
- An employee who terminates employment with the Hospital prior to attainment of certification is not eligible for reimbursement or the rewards of the Program.
- An eligible employee may participate in both St. Clair Hospital's Tuition Reimbursement Program and Professional Certification Program during the same timeframe.
- Reimbursement is not available for the costs associated with recertification or maintenance of certification.
- Advanced payment cannot be made for expenses related to the Professional Certification Program.