# PAY PLAN POLICY
## Professional Skills/Competency Development – Approved Certifications

| Approved Certifications | Percentage Amount |
|---|---|
| 2023 Fiery Expert Cutsheet Certification | up to 4% |
| 2023 Fiery Professional Cutsheet Certification | up to 4% |
| Accredited Financial Examiner (AFE) | up to 7% |
| Accredited Insurance Examiner (AIE) | up to 7% |
| Activities Director Certified (ADC) | up to 7% |
| Activities Professional Certified | up to 5% |
| 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% |
| Advanced Alcohol and Drug Counselor (AADC) | 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 Professional in HR (aPHR) | up to 5% |
| Associate Professional in Insurance Regulations (APIR) | up to 5% |
| Bar Exam | up to 7% |
| Behavioral Economics Design | up to 4% |
| Blackboard Learn Administration Essentials Certification | up to 5% |
| Blockchain Fundamentals | up to 3% |
| Building Controls Certification | up to 5% |
| Certificate of Cloud Security Knowledge (CCSK) | up to 5% |
| Certificate of 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 Associate in Healthcare Information and Management System (CAHIMS) | 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% |

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| 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 Driver Rehabilitation Specialist (CDRS) | up to 5% |
| 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 Health Facilities Surveyor | up to 5% |
| Certified Hearing Officer | up to 5% |
| Certified in Public Health (CPH) | up to 7% |
| Certified Infection Control (CIC) | up to 7% |
| Certified Information Privacy Professional (CIPP) | up to 5% |
| Certified Information Systems Security Professional (CISSP) | up to 7% |
| Certified Inspector General (CIG) | up to 5% |
| Certified Inspector General Inspector/Evaluator (CIGE) | 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 Laundry and Linen Manager Certification Program | 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)  (2024) | up to 5% |
| Certified Professional In Health Care Quallity | 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% |

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| 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 Public Manager | 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 Associate Certified Information Systems Examiner | 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% |
| Creating Next-Level Training for Clinical and Public Health Laboratory Professionals | up to 4% |
| 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% |
| Fleet Certified Automotive Fleet Management (full series) | up to 7%** |
|     Fleet Asset Management Certificate | up to 5%** |
|     Fleet Business Management Certificate | up to 5%** |
|     Fleet Financial Management Certificate | up to 5%** |
|     Fleet Information Management Certificate | up to 5%** |
|     Fleet Maintenance Certificate | up to 5%** |
|     Fleet Professional Development Certificate | up to 5%** |
|     Fleet Risk Management Certificate | up to 5%** |
|     Fleet Vehicle Fuel Management Certificate | up to 5%** |
| FMLA Certification | up to 5% |
| Geographic Information System Professional (GISP) Certificate | up to 7% |
| GeoTab Standard Installation Certification | up to 4% |
| Google Cybersecurity Professional Certificate | up to 7% |
| Google Data Analytics Professional Certificate | up to 7% |

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| [Google IT Support Professional Certificate](#) | up to 7% |
| [Google Project Management Certificate](#) | up to 7% |
| [Google UX Design Professional Certificate](#) | up to 7% |
| [Gerontology Practitioner Certificate](#) | up to 4% |
| [Government Archives and Records Administration (GARA) Certificate](#) | up to 5% |
| [Graduate Certification in Educational Technology and Online Instruction](#) | up to 7% |
| [Graduate Certificate in MPA/Emergency Management](#) | up to 8% |
| [Grants Management Certificate Program (Pass-Through Track)](#) | up to 5% |
| [HIV Prevention Certified Provider Certification Program](#) | up to 5% |
| [HL7 Fundamentals Course](#) | up to 5% |
| [Health Care Quality and Management (HCQM)](#) | up to 7% |
| [Internal Investigations Certification](#) | 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% |
| [ITIL 4 Foundation - IT Service Management Certification](#) | up to 5% |
| [JAWS Certification](#) | up to 5% |
| [Keirsey Temperament Certification](#) | up to 5% |
| [Licensed Professional Counselor](#) | up to 7% |
| [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 Certified: Power Platform Developer Associate](#) | up to 5% |
| [Microsoft Office Specialist: Associate (Office 2019)](#) | up to 7%* |
| [Microsoft Office Specialist: Expert (Office 2019)](#) | 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 Regulatory Professional Credential](#) | 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 HR (PHR)](#) | up to 5% |
| [Professional in Insurance Regulation (PIR)](#) | up to 7% |
| [Project Management Institute Agile Certified Practitioner (PMI-ACP)](#) | up to 7% |

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| Project Management Professional | up to 5% |
| Psychiatric Mental Health Nurse Practitioner | up to 7% |
| Management Certificate in Public Procurement | up to 7% |
| Reid Technique of Investigative Interviewing and Advanced Interrogation Techniques | up to 4% |
| 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% |
| SAP Certified Application Associate - SAP BusinessObjects Web Int 4.2 | up to 4% |
| 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% |
| Senior Professional in HR | up to 7% |
| SHRM (CP) & SHRM (SCP) | up to 7% |
| SHRM Talent Acquisition Specialty Credential | up to 4% |
| Sit-Down Forklift Certification | up to 4% |
| Specialization Certificate: Technology Procurement | 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

**an employee has the option to take all eight (8)) 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 eight (8) exams, the incumbent may then receive an additional 2% in-range salary adjustment for a total of 7%. Please note the Fleet certification and the individual eight (8) exams are not stackable for an in-range salary adjustment.