

## PAY PLAN POLICY

### Professional Skills/Competency Development – Approved Certifications

Approved Certifications	Percentage Amount
<a href="#">2023 Fiery Expert Cutsheet Certification</a>	up to 4%
<a href="#">2023 Fiery Professional Cutsheet Certification</a>	up to 4%
<a href="#">Accredited Financial Examiner (AFE)</a>	up to 7%
<a href="#">Accredited Insurance Examiner (AIE)</a>	up to 7%
<a href="#">Activities Director Certified (ADC)</a>	up to 7%
<a href="#">Activities Professional Certified</a>	up to 5%
<a href="#">ABMDI Registry Certification (Basic)</a>	up to 7%
<a href="#">ABMDI Board Certification (Advanced)</a>	up to 7%
<a href="#">ABFT Certification (Analyst)</a>	up to 5%
<a href="#">ABFT Certification (Diplomate)</a>	up to 7%
<a href="#">ABFT Certification (Fellow)</a>	up to 7%
<a href="#">Advanced Alcohol and Drug Counselor (AADC)</a>	up to 7%
<a href="#">Assistive Technology Certificate (UIC)</a>	up to 7%
<a href="#">Assistive Technology Professional Certification (ATP)</a>	up to 7%
<a href="#">Associate in Insurance Data Analytics (AIDA)</a>	up to 7%
<a href="#">Associate Professional in HR (aPHR)</a>	up to 5%
<a href="#">Associate Professional in Insurance Regulations (APIR)</a>	up to 5%
<a href="#">Bar Exam</a>	up to 7%
<a href="#">Behavioral Economics Design</a>	up to 4%
<a href="#">Blackboard Learn Administration Essentials Certification</a>	up to 5%
<a href="#">Blockchain Fundamentals</a>	up to 3%
<a href="#">Certificate of Cloud Security Knowledge (CCSK)</a>	up to 5%
<a href="#">Certificate of Training in Obesity for Pediatrics and Adults</a>	up to 7%
<a href="#">Certified Administrative Law Judge</a>	up to 5%
<a href="#">Certified Administrative Professional</a>	up to 7%
<a href="#">Certified Associate in Project Management</a>	up to 5%
<a href="#">Certified Associate in Healthcare Information and Management System (CAHIMS)</a>	up to 5%
<a href="#">Certified Biosafety Professional (CBSP)</a>	up to 7%
<a href="#">Certified Business Advisor (CBA)</a>	up to 7%
<a href="#">Certified Critical Care Registered Nurse (CCRN)</a>	up to 7%
<a href="#">CMI – Certified Custodial Technician Basic</a>	up to 7%

<a href="#">CMI - Certified Custodial Supervisor</a>	up to 7%
<a href="#">CMI – Certified Professional Trainer</a> <i>(for certified custodial tech series)</i>	up to 7%
<a href="#">CMI – Advanced Professional Trainer</a> <i>(for certified custodial tech series)</i>	up to 7%
<a href="#">Certified Driver Rehabilitation Specialist (CDRS)</a>	up to 5%
<a href="#">Certified Emergency Nurse (CEN)</a>	up to 7%
<a href="#">Certified Examinations Manager (CEM)</a>	up to 7%
<a href="#">Certified Financial Examiner (CFE)</a>	up to 7%
<a href="#">Certified Food Protection Manager (ANSI)</a>	up to 5%
<a href="#">Certified Fraud Examiner</a>	up to 5%
<a href="#">Certified Government Financial Manager</a>	up to 5%
<a href="#">Certified Grants Management Specialist (CGMS)</a>	up to 7%
<a href="#">Certified Grounds Technician</a>	up to 5%
<a href="#">Certified Health Education Specialist (CHES)</a>	up to 7%
<a href="#">Certified Health Facilities Surveyor</a>	up to 5%
<a href="#">Certified Hearing Officer</a>	up to 5%
<a href="#">Certified in Public Health (CPH)</a>	up to 7%
<a href="#">Certified Infection Control (CIC)</a>	up to 7%
<a href="#">Certified Information Privacy Professional (CIPP)</a>	up to 5%
<a href="#">Certified Information Systems Security Professional (CISSP)</a>	up to 7%
<a href="#">Certified Inspector General (CIG)</a>	up to 5%
<a href="#">Certified Inspector General Inspector/Evaluator (CIGE)</a>	up to 5%
<a href="#">Certified Inspector General Auditor (CIGA)</a>	up to 5%
<a href="#">Certified Inspector General Investigator (CIGI)</a>	up to 5%
<a href="#">Certified Insurance Consumer Service Representative (CICSR)</a>	up to 7%
<a href="#">Certified Insurance Examiner (CIE)</a>	up to 7%
<a href="#">Certified Joint Commission Professional (CJCP)</a>	up to 7%
<a href="#">Certified Lactation Counselor</a>	up to 7%
<a href="#">Certified Lactation Specialist</a>	up to 5%
<a href="#">Certified Laundry and Linen Manager Certification Program</a>	up to 5%
<a href="#">Certified Medical Coder</a>	up to 5%
<a href="#">Certified Money Service Business Examiner (CMBE)</a>	up to 4%
<a href="#">Certified Nurse Manager and Leader</a>	up to 5%
<a href="#">Certified Nurse Operating Room (CNOR)</a>	up to 7%
<a href="#">Certified Personal and Executive Coach (CPEC)</a>	up to 7%
<a href="#">Certified Procurement Professional (NIGP CPP)</a>	up to 5%
<a href="#">Certified Professional Coder (CPC)</a> (2024)	up to 5%
<a href="#">Certified Professional In Health Care Quality</a>	up to 7%
<a href="#">Certified Professional in Health Care Risk Management (CPHRM)</a>	up to 5%
<a href="#">Certified Professional in Learning and Performance (CPLP)</a>	up to 7%
<a href="#">Certified Professional Medical Auditor (CPMA)</a>	up to 7%
<a href="#">Certified Professional Property Specialist (CPPS)</a>	up to 5%

<a href="#">Certified Professional Public Buyer (CPPB)</a>	up to 7%
<a href="#">Certified Public Accountant</a>	up to 7%
<a href="#">Certified Public Procurement Officer (CPPO)</a>	up to 7%
<a href="#">Certified Purchasing Card Professional (CPCP)</a>	up to 7%
<a href="#">Certified Rehabilitation Leader (CRL)</a>	up to 7%
<a href="#">Certified Safety and Security Officer (CSSO)</a>	up to 4%
<a href="#">Certified Safety Professional (CSP)</a>	up to 5%
<a href="#">Certified Secure Software Lifecycle Professional (CSSLP)</a>	up to 7%
<a href="#">Certified Tumor Registrar</a>	up to 7%
<a href="#">Certified Welfare Fraud Investigator</a>	up to 5%
<a href="#">Cisco Certified Entry Networking Technician (CCENT)</a>	up to 5%
<a href="#">Cisco Certified Network Associate (CCNA) <b>Routing and Switching</b></a>	up to 5%
<a href="#">Cisco Certified Network Associate (CCNA) <b>Security</b></a>	up to 7%
<a href="#">Cisco Associate Certified Information Systems Examiner</a>	up to 5%
<a href="#">Comp TIA A+ Certification</a>	up to 7%
<a href="#">Comp TIA Network+ Certification</a>	up to 5%
<a href="#">Comp TIA Security + Certification</a>	up to 7%
<a href="#">CompTIA Server+ Certification</a>	up to 5%
<a href="#">Correctional Health Care Professionals (CCHP)</a>	up to 5%
<a href="#">Creating Next-Level Training for Clinical and Public Health Laboratory Professionals</a>	up to 4%
<a href="#">Dietetic Technician, Registered (DTR)</a>	up to 5%
<a href="#">EEO Certification</a>	up to 7%
<a href="#">Executive Leadership Seminar in Rehabilitative Administration</a>	up to 5%
<a href="#">Facility Management Professional (FMP)</a>	up to 5%
<a href="#">FDA's Mammography Quality Standards Act Inspector Certification</a>	up to 7%
<a href="#">Fellow, Health and Insurance Advanced Studies (FHIAS)</a>	up to 4%
<a href="#">Fleet Certified Automotive Fleet Management (full series)</a>	up to 7%**
<a href="#">Fleet Asset Management Certificate</a>	up to 5%**
<a href="#">Fleet Business Management Certificate</a>	up to 5%**
<a href="#">Fleet Financial Management Certificate</a>	up to 5%**
<a href="#">Fleet Information Management Certificate</a>	up to 5%**
<a href="#">Fleet Maintenance Certificate</a>	up to 5%**
<a href="#">Fleet Professional Development Certificate</a>	up to 5%**
<a href="#">Fleet Risk Management Certificate</a>	up to 5%**
<a href="#">Fleet Vehicle Fuel Management Certificate</a>	up to 5%**
<a href="#">FMLA Certification</a>	up to 5%
<a href="#">Geographic Information System Professional (GISP) Certificate</a>	up to 7%
<a href="#">GeoTab Standard Installation Certification</a>	up to 4%
<a href="#">Google Cybersecurity Professional Certificate</a>	up to 7%
<a href="#">Google Data Analytics Professional Certificate</a>	up to 7%
<a href="#">Google IT Support Professional Certificate</a>	up to 7%
<a href="#">Google Project Management Certificate</a>	up to 7%

<a href="#">Google UX Design Professional Certificate</a>	up to 7%
<a href="#">Gerontology Practitioner Certificate</a>	up to 4%
<a href="#">Government Archives and Records Administration (GARA) Certificate</a>	up to 5%
<a href="#">Graduate Certification in Educational Technology and Online Instruction</a>	up to 7%
<a href="#">Graduate Certificate in MPA/Emergency Management</a>	up to 8%
<a href="#">Grants Management Certificate Program (Pass-Through Track)</a>	up to 5%
<a href="#">HL7 Fundamentals Course</a>	up to 5%
<a href="#">Health Care Quality and Management (HCQM)</a>	up to 7%
<a href="#">Internal Investigations Certification</a>	up to 4%
<a href="#">International Board-Certified Lactation Consultant (IBCLC)</a>	up to 8%
<a href="#">IPMA - Human Resources Certified Professional</a>	up to 7%
<a href="#">IPMA - Human Resources <b>Senior</b> Certified Professional</a>	up to 5%
<a href="#">ITIL 4 Foundation - IT Service Management Certification</a>	up to 5%
<a href="#">JAWS Certification</a>	up to 5%
<a href="#">Keirsey Temperament Certification</a>	up to 5%
<a href="#">Licensed Professional Counselor</a>	up to 7%
<a href="#">Linux Essentials</a>	up to 5%
<a href="#">Managing for Excellence Certification</a>	up to 5%
<a href="#">Market Conduct Management (MCM)</a>	up to 4%
<a href="#">Medical Laboratory Scientist (MLB)</a>	up to 5%
<a href="#">Microsoft A-Z-900L Azure Fundamentals</a>	up to 5%
<a href="#">Microsoft Certified: Power Platform Developer Associate</a>	up to 5%
<a href="#">Microsoft Office Specialist: Associate (Office 2019)</a>	up to 7%*
<a href="#">Microsoft Office Specialist: Expert (Office 2019)</a>	up to 7%*
<a href="#">Microsoft SC-900 Security, Compliance &amp; Identity Fundamentals</a>	up to 5%
<a href="#">National Certified Investigator and Inspector Training – Basic Program</a>	up to 4%
<a href="#">National Certified Investigator/Investigator Training – Specialized</a>	up to 5%
<a href="#">National Regulatory Professional Credential</a>	up to 5%
<a href="#">National WIC Association Leadership Academy</a>	up to 5%
<a href="#">Nutrition and Dietetics Technician, Registered (NDTR)</a>	up to 5%
<a href="#">Oracle Database Certified Associate (OCA)</a>	up to 7%
<a href="#">Oracle Database Certified Professional (OCP)</a>	up to 5%
<a href="#">OSHA 30 General Industry</a>	up to 4%
<a href="#">Passenger Assistance Safety and Sensitivity (PASS)</a>	up to 4%
<a href="#">PMI Professional in Business Analysis</a>	up to 5%
<a href="#">Prison Rape Elimination Act (PREA) Auditor</a>	up to 7%
<a href="#">Professional in HR (PHR)</a>	up to 5%
<a href="#">Professional in Insurance Regulation (PIR)</a>	up to 7%
<a href="#">Project Management Institute Agile Certified Practitioner (PMI-ACP)</a>	up to 7%
<a href="#">Project Management Professional</a>	up to 5%
<a href="#">Psychiatric Mental Health Nurse Practitioner</a>	up to 7%
<a href="#">Management Certificate in Public Procurement</a>	up to 7%

<a href="#">Reid Technique of Investigative Interviewing and Advanced Interrogation Techniques</a>	up to 4%
<a href="#">Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN)</a>	up to 7%
<a href="#">Regular Social Work License (A, B, C, or D)</a>	up to 7%
<a href="#">Red Hat Certified System Administrator (RHCSA)</a>	up to 5%
<a href="#">SAP Certified Application Associate - SAP BusinessObjects Web Int 4.2</a>	up to 4%
<a href="#">SAS Certified Advanced Analytics Professional Using SAS</a>	up to 7%
<a href="#">SAS Certified Advanced Programmer for SAS</a>	up to 5%
<a href="#">SAS Certified Professional: Advanced Programming Using SAS</a>	up to 5%
<a href="#">SAS Certified Specialist: Base Programming Using SAS</a>	up to 5%
<a href="#">SAS Certified Statistical Business Analyst Using SAS: Regression &amp; Modeling</a>	up to 5%
<a href="#">Senior Professional in HR</a>	up to 7%
<a href="#">SHRM (CP) &amp; SHRM (SCP)</a>	up to 7%
<a href="#">SHRM Talent Acquisition Specialty Credential</a>	up to 4%
<a href="#">Sit-Down Forklift Certification</a>	up to 4%
<a href="#">Specialization Certificate: Technology Procurement</a>	up to 4%
<a href="#">Stand-Up Forklift Certification</a>	up to 4%
<a href="#">Tableau Desktop Specialist</a>	up to 5%
<a href="#">Technologist in Microbiology (M)</a>	up to 5%
<a href="#">Technologist in Molecular Biology (MB)</a>	up to 5%
<a href="#">Trainer Certification Program</a>	up to 5%
<a href="#">UA Currents LeadVR</a>	up to 5%
<a href="#">UI Fraud Investigations Certificate (NIA 2)</a>	up to 4%
<a href="#">UI/UX Design Specialization</a>	up to 5%
<a href="#">WV Procurement: Advanced Certification Program</a>	up to 5%
<a href="#">WV Procurement: Basic Certification Program</a>	up to 5%
<a href="#">WV Real Estate License from WV Real Estate Commission</a>	up to 7%
<a href="#">ZOOM Text Certification</a>	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.	
Updated – March 15, 2024	