1401: State Certification

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Section: Licensing & Certification
Subject: State Certification
Approved by: Tony Massey
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Policy Owner:

Policy

The Company encourages employees to learn as much as possible about their work and profession. In some positions within the Company, State Certification is a requirement.

The help employees to become State Certified and maintain their certification, The Company will offer the following benefits:

1. Providing study material for State Certification test. (Materials will be checked out and signed for. If materials are not returned within five days after testing date, cost of study materials will be deducted from following paycheck.)
2. Reimbursing an employee for the examination fee after he/she has passed the exam. The employee must furnish proof of successful completion before reimbursement will be approved (copy of state notification letter).
   Annual certification renewal fees will be paid by the Company only in the event the Company is using license in a Service Center as Certified Operator in
3. Charge or at the Company's determination of need.
4. Reimbursing an employee for annual "continuing education for certification" providing:
   1. The Director of Quality Assurance and/or Vice President gives prior approval of specific education program(s).
   2. The employee provides proof of attendance and successful completion of education program.

5. The Director of Quality Assurance and/or Vice President will determine the use, need and benefit of all Certification licenses within the Company and will approve, on an individual basis, the specific annual certification renewal fees and continuing education cost that will be reimbursed.

Note: If the Company pays for Certified Operator testing, continuing education or license renewal and the employee leaves the Company within one year, all fees paid for by the Company will be deducted from last paycheck.

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