



Note: Section 2 is newly added

SECTION 1 OVERVIEW

Per WSU Administrative Services Guideline **Financial Awards for College Degrees and Professional Credentials**, employees should discuss their plans to attain college degrees and professional credentials with department leadership before undertaking any actions. This form is a planning document that will guide the individual and his/her supervisor in administering this guideline (see Appendix A). Adjustments to development activities or goals may necessitate completion of a new Planning Form.

SECTION 2 OVERVIEW

This form may also be used as a planning document for the Administrative Services Guideline **Degree/Credential Completion Assistance**. This section of the Planning Form will aid the individual and his/her supervisor in discussing potential financial assistance.

SECTION 1, Financial Awards for College Degrees and Professional Credentials

To be completed by Employee:

Development activity/goal that is to be pursued (examples include Bachelors degree, certification with a professional organization, etc.):

To be completed by Supervisor after discussion of development activity/goal with Employee:

This development activity/goal is:

Check one:

- Career Path -- Planned future steps in the progression of an employee's profession or field of work at Weber State University.
- Non-Career Path -- Planned future steps that are not consistent with the progression of an employee's profession or field of work at Weber State University.

This development activity/goal:

Check one:

- Is a college degree or college certificate or Level 1 or Level 2 Credential.
(If this box is checked, then (1) circle the area on Appendix A that indicates the type of degree or credential the employee is pursuing; (2) circle the area on Appendix A that indicates the corresponding type of award; and (3) sign this form on the last page.)
- Is **NOT** a college degree/certificate or Level 1 or Level 2 Credential.
(If this box is checked, then sign this form on the last page.)

NOTE: Credentials or certifications that don't meet the criteria noted in Levels 1 and 2 may be recognized

by the supervisor through a [Spot Award](#).

SECTION 2, Degree/Credential Completion Assistance

To be completed by Employee:

Degree/credential completion assistance requested (financial assistance may not be used to pay for lodging, transportation, or meals, or anything that can be returned after completion of the course).

To be completed by Supervisor after discussion of request with Employee:

Check one:

- The individual's request meets a specific departmental need.
- The individual's request does **NOT** meet a specific departmental need.

Check one:

- The individual's request is career path -- Planned future steps in the progression of an employee's profession or field of work at Weber State University.
- The individual's request is **NOT** career path -- Planned future steps that are not consistent with the progression of an employee's profession or field of work at Weber State University.

Check one:

- The individual's PREPs reflect satisfactory performance.
- The individual's PREPs **DO NOT** reflect satisfactory performance.

Check one:

- The individual's length of service at the University is
 - at least six months (for a certificate)
 - at least one year for a degree or
 - meets the requirements as defined by the Department.
- The individual's length of service is **NOT** adequate.

Appendix A
College Degree or Professional Credential Planning Form

Directions:

- (1) Circle the area below that indicates the type of degree or credential the employee is pursuing.
- (2) Circle the area below that indicates the corresponding type of award that should be received upon completion.
- (3) Sign the form.
- (4) Give the employee a copy of the form and keep the original form for future reference.

College/University Degrees

Type of Degree	Comments	Type of Award	Amount
One-Year College Certificate	Career path	Base salary increase	\$150
Associates Degree/Two-Year College Certificate OR an <u>additional</u> (second) Bachelors Degree or Graduate Degree	General education and/or career path	Base salary increase	\$300
	Non-career path	One-time payment	\$300
Bachelors Degree	Career path	Base salary increase	\$500
	Non-career path	One-time payment	\$500
Graduate Degree	Career path	Base salary increase	\$500
	Non-career path	One-time payment	\$500

Professional Credentials

Type of Credentials	Comments	Type of Award	Amount
Level 1 -- Requires certification through substantial education (i.e., 4-year degree), experience, <u>and</u> testing Examples are attached.	Career path	Base salary increase	\$500
	Non-career path	One-time payment	\$500
Level 2 -- Requires certification through some amount of education, experience, <u>and</u> testing Examples are attached	Career path	Base salary increase	\$300
	Non-career path	One-time payment	\$300

Signatures of Agreement

Employee

Date

Supervisor

Date



**WEBER STATE
UNIVERSITY**

College Degree or Professional
Credential Planning Form
Examples

Creation Date:
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Examples of Professional Credentials that Meet **Level I** Criteria (requires certification through substantial education [i.e., 4-year degree], experience, and testing)

Type of Credential	Education	Experience	Testing
Certified Public Accountant (CPA)	Masters Degree, generally in accounting	At least 1000 hours of work experience with a CPA	Pass exam that has 4 sections (financial, tax, business law, and audit). Each section takes around 4 hours to complete. After passing each section, you then need to pass a Utah State Rules exam and then also take an ethics exam.
Professional Engineer	4-year degree from an accredited school of engineering	4 years experience being employed by a PE.	<ul style="list-style-type: none"> o Pass 8 hour Fundamentals of Engineering exam o Pass 8 hour Professional Engineers exam

Examples of Professional Credentials that Meet **Level II** Criteria (requires certification through some amount of education, experience, and testing)

Type of Credential	Education	Experience	Testing
Certified Purchasing Manager	3 years professional purchasing/supply management experience and at least a four-year degree from an accredited institution or 5 years professional purchasing/supply management experience		Pass 4-hour exam which includes 4 parts
Journeyman Plumber OR Electrician	Completion of 2 year trade school and 4 years experience OR 8 years experience		Pass a competency exam consisting of 1- 4 hour practical and 1- 4 hour written
Master Electrician	N/A	8 years experience as a journeyman	Pass a 6 hour written exam
Certified Facilities Executive	7 years of experience in the top two levels of management at a public assembly facility and be a graduate of a four-year college or university. Additional public assembly facility experience may be substituted year-for-year for the educational requirement.		Pass written essay, 4-hour examination, and oral interview

Note: Certifications differ from certificate programs because certifications include an experience component. Certificate programs, on the other hand, award certificates once a course of study has been completed and do not require previous work experience.