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| Title: Certification Reimbursement | Policy No.: ADM 2.50 | Date: 4/10/09<br>Rev.: 3/11/10 |
| Areas Affected: All BSMCON Faculty |                      | Page 1 of 1                    |

**POLICY STATEMENT:**

Bon Secours College of Nursing wishes to promote professional development and specialization of employees through certification. Employees who successfully take and pass an initial professional certification examination in their field will be reimbursed for the examination fee. Re-certification expenses will be at the employee's expense.

**PURPOSE**

To facilitate the development of highly qualified employees in their field of expertise.

**PROCEDURE**

The employee who wishes reimbursement will notify their supervisor in advance of their intent to seek specialty certification. After the completion of the examination, the employee will notify the supervisor of the results and submit evidence of success and the receipt for the examination fee to the Purchasing Agent for processing. A copy of the certification results may be placed in the employee's file.

Reference Policy # \_\_\_\_\_

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| <b>Approved by:</b>      |                  |                          |
| _____                    | Provost/VP _____ |                          |
| Signature _____          | Title            | Date                     |
| <b>Approval History:</b> |                  |                          |
| Committees and Dates:    |                  |                          |
| Provost/VP –             |                  |                          |
| Policy Committee -       |                  |                          |
|                          |                  | Key words: Certification |