Clerical Certification
Approved Programs

The following programs have been reviewed by the Human Resources Department and deemed acceptable for use toward Certification Credits. (Any restrictions with these programs are noted below.)

J.   A bargaining unit member who is approved to seek and then achieves and maintains an appropriate certification will be entitled to additional hourly compensation. Such appropriate certification(s) will be compensated in $.25 increments with a maximum for any employee of $1.00 per hour. The district reserves the right to determine what areas of certification are appropriate for additional compensation and such decisions are not subject to the grievance procedure.

- **CPR/First Aid Certification**
  - Must be current to maintain this certification.
  - Watch for sign ups in the fall and winter from the Human Resources Office. You can take this course at no additional cost to you. If you would like to be certified by an outside agency, the employee would be responsible for the cost of certification.

- **CPI Certification**
  - Must be current to maintain this certification.
  - Watch for sign ups from the Student Services Office. If you would like to be certified by an outside agency, the employee would be responsible for the cost of certification.

- **Advanced Medical Certifications**
  - Examples: Medical Assistant, Certified Nursing Assistant, EMS, etc.
  - Must be current to maintain this certification.
  - The cost of these certifications are the responsibility of the employee and must be approved by the Human Resources Office prior to credit being given.

- **Google Cloud Certification**
  - https://cloud.google.com/certification#certification_paths
  - You can request approval to take these courses via a Conference Request Form and submit to the Student Services Office for approval.

- **Microsoft Office Suite Certifications**
  - Each Application serves as an individual certification.
    - Excel, Word, Access, PowerPoint, etc.
    - You can request approval to take these courses via a Conference Request Form and submit to the Student Services Office for approval.

  This list is meant to provide examples and is not intended to be an all-inclusive list of options. If you discover other certification programs that you would like to request consideration for, please forward those to the Human Resources office for review.

Est. January 24, 2022