

Title: Certification Reimbursement

Policy
No.: ADM 2.50

Date: 4/10/09
Rev.:

Areas Affected: All BSMSO Faculty

Page 1 of 1

POLICY STATEMENT:

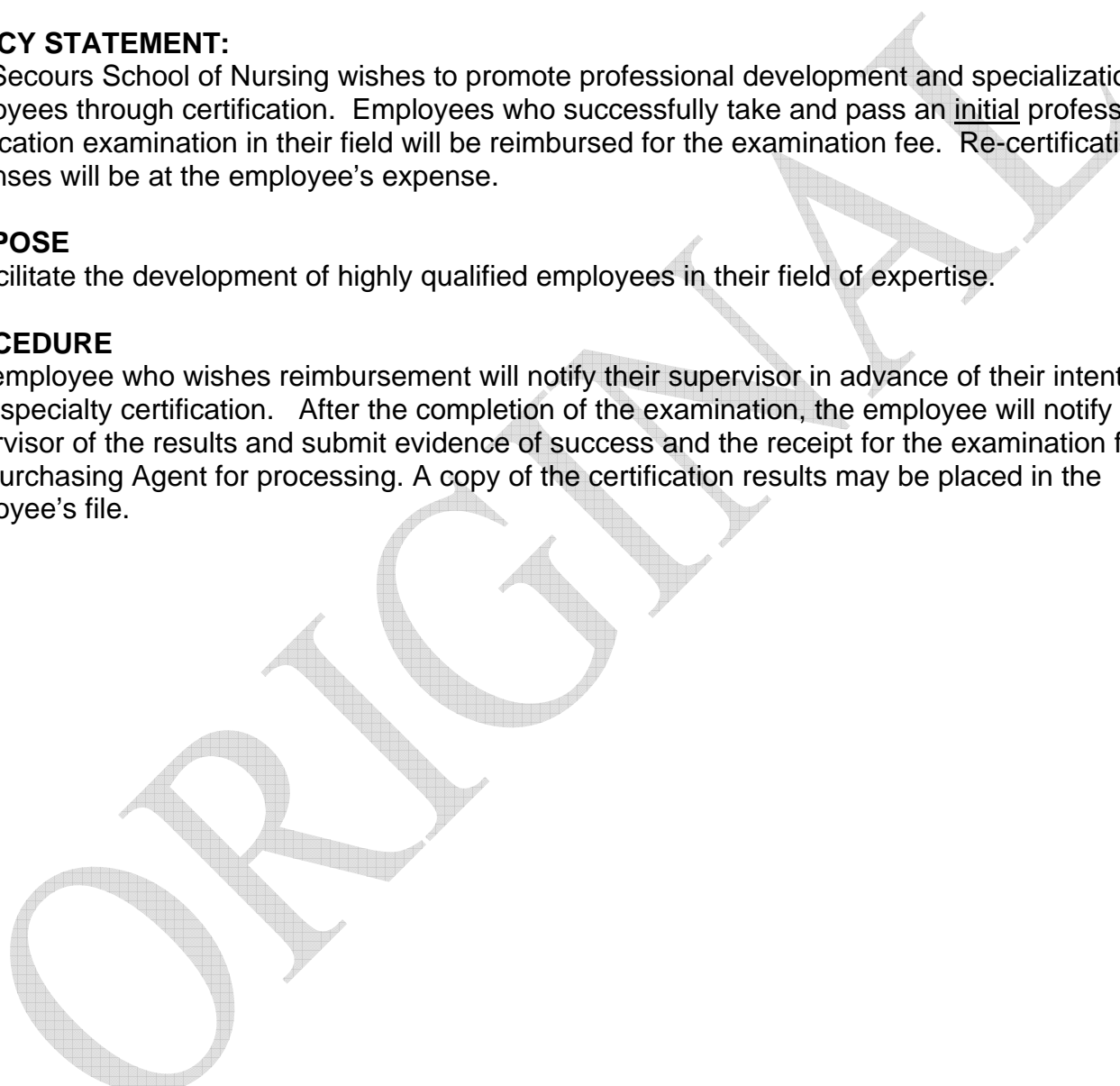
Bon Secours School of Nursing wishes to promote professional development and specialization of employees through certification. Employees who successfully take and pass an initial professional certification examination in their field will be reimbursed for the examination fee. Re-certification expenses 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 # _____

Approved by:

_____	Dean _____	_____
_____	CEO _____	_____
Signature	Title	Date

Approval History:

Committees and Dates:

Dean – 4/09