1.0 Purpose

The purpose of this policy is to support a culture of continuous learning and improvement in the Division of Information Technology.

2.0 Scope

This program covers all regular EMU Division of Information Technology staff employees (AP, CS and PT) interested in pursuing professional certifications related to her/his job function. This program is voluntary and designed for those who wish to improve their professional skills. This program does not address the provision or acquisition of training and/or training materials. Total annual reimbursement is limited by the amount of money budgeted for the program’s implementation. This program can be terminated or suspended at any time should funding for its application be exhausted or otherwise unavailable.

3.0 Policy

1. Certification must be relevant to current job assignment.
2. All requests to participate in this program must be submitted in writing and approved in advance by an authorized member of the Division of Information Technology leadership team. Approval will not normally be granted for certifications outside of the employee’s normal job function.
3. Approval ensures that there is sufficient budget money available to cover the cost of the staff member’s exam(s).
4. To receive reimbursement staff members must submit proof of successful exam completion, proof of exam cost and the date completed.
5. Except in extreme cases and at the discretion of Division of Information Technology leadership, this program will provide reimbursement/payment for costs associated with no more than one professional certification per employee per year. Costs such as late payment penalties, discretionary membership fees, dues, or other related professional costs will not be subject to reimbursement/payment.

4.0 Responsibility for Implementation

DoIT Senior Directors

5.0 Enforcement

Any employee found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under University policy. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under EMU’s Student Code of Conduct. Any suspected violation of state or federal laws will be reported to the appropriate legal authority for investigation.

The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.
### 6.0 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Certification</td>
<td>A professional recognition that is accepted within a particular field which demonstrates mastery of a particular subject area or skill set.</td>
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### 7.0 Revision History

<table>
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<tr>
<th>Description</th>
<th>Approval Date</th>
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<tr>
<td>Draft approved by Policy Committee</td>
<td>March 8, 2012</td>
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