

CERTIFICATION & SKILL DEVELOPMENT REIMBURSEMENT POLICY

Policy Philosophy & Purpose

Centric Consulting is committed to fostering an environment of continuous learning and professional development. We want to do so by supporting associates' development to further their professional qualifications in subjects important for their current roles in Centric Consulting, as well as to prepare for their future roles and responsibilities in the company.

Scope & Applicability

This policy applies to all active full-time associates. To be eligible for certification, courses and subscription reimbursements, associates must be employed by Centric Consulting both at commencement and at the completion of the approved request. Employees serving the notice period will not be eligible for reimbursement.

Certifications

Certifications are designated credentials earned by an individual to verify their legitimacy and competence to perform a job. The certification is typically displayed as a document stating that as a professional, the employee has been trained, educated, and is prepared to meet a specific set of criteria for the role. It is typically awarded only after the employee has cleared the proper assessments administered by a recognized third-party credentialing institution.

Centric has curated a [list of certifications](#) with the help of our SME's that employee can refer to, any certifications which are not mentioned in the file will be considered after an approval of the Practice Director, where the Practice Director will do a thorough check of the relevance and importance of the said certification.

The repository will be reviewed every year to ensure that the curated list is at par with the current requirements.

Courses & Subscriptions

Starting, calendar year 2024, in addition to certifications, all employees can seek reimbursement for up to INR 2000/- per year (calendar year) for any course/subscriptions that align with the practice's technical needs.

Udemy and Pluralsight are two platforms that are highly recommended. Employees may also select other platforms if approved by their respective practice leads.

Policy & Application Process

Certifications

Associates need to get the certification approved by their Practice Leads & CI leaders before the commencement of the certification as per the authority matrix.

Eligible associates will be reimbursed for registration and certification/exam expenses only; membership fees, parking fees, administrative fees, late fees, books or course material, society or community charges or any other similar fees, are not eligible for reimbursement.

- The associate must submit the [Certification Reimbursement Form](#) duly filled to Human Resources on _____ and include all required documentation that needs to be approved prior to the commencement of the certification.

- The associate must submit their application prior to the course start date. The application will be routed to the associate's Practice Lead and/ or CI-Leads (as per the authority matrix) for review, discussion, and approval to ensure it applies to the associate's current role or a probable future role in the company.
- All the requests received will be processed within thirty (30) days of the form submission date.
- The HR representative will send an email confirmation to the associate when the request has been approved. If the request is denied, the HR representative also will send an email confirmation with an explanation for the denial. Denials may be appealed through the HR representative.

Courses & Subscriptions

Associates must get the courses and subscriptions approved by their Practice Leads before the commencement of the said course/ subscriptions.

Post approval the associate can make the purchase, and once the course or the duration of the subscription is completed, they can file for the reimbursement via Open Air. Proof of completion will be required along with approval emails as a mandatory document on submission of the reimbursement request.

- The associate must submit the [Certification Reimbursement Form](#) duly filled to their Practice Lead keeping the Human Resources _____ in loop and include required documentation (if any) that needs to be approved.
- The associate must submit their application prior to the course/subscription start date. The Practice lead will approve the application keeping in mind its relevance to the technical requirement of the individual/team.
- All the requests received will be processed within thirty (30) days of the form submission date.

It is expected that the time needed for formal education will take place during an associate's personal time off or after normal business hours. The certification reimbursement is subject to the available budget, appropriate management approvals (as per authority matrix) and at the sole discretion of Centric management.

REIMBURSEMENT PROCESS

- The associate is required to pay the all the expenses associated with the certification upfront.
- Requests for reimbursement will only be considered valid if the associate submitted their application prior to starting their certification and received approval.
- All requests for reimbursement of approved requests must be made within 60 days of completion. Requests submitted after the completion of this 60-day period will not be honored; for exceptions, management approval will be required and will be at their sole discretion. Reimbursements will be paid within the following payroll cycle after reimbursement is submitted and approved.
- To claim the reimbursement, the employee must create an entry on Open Air for the expense, attach all supporting documents, the certification reimbursement form, and the approval email.

Note - The certificates that are granted and reimbursed will no longer be eligible for inclusion in the Flexi Benefits' "professional development allowance."

RESTITUTION CLAUSE

If the approved amount of the Certification is equal to or more than INR, 50,000 (incl. GST) and the employee decided to voluntarily separate from Centric within twelve months (12) of reimbursement; the employee will be liable to repay the entire amount of reimbursement received.

If an associate is involuntarily separated from employment as a result of misconduct or unsatisfactory work performance, the associate will not be reimbursed for any Certification currently being completed and not yet reimbursed and will repay the company all reimbursements received in the past twelve (12) months prior to the termination date.

Repayment will be adjusted through the full and final settlement.

Note: - For employees undergoing **Guidewire Certifications** please refer to the Guidewire Certification Policy & Process document, reach out to your leads for policy details.

AUTHORITY MATRIX

- Practice Directors can approve Certification cost up to Rs.25,000.
- Above Rs. 25,000 must be approved by CI leads.

Tuition Fees Range	Authority Level
Up to Rs. 25,000	Practice Director
25,001 – 50,000	One of the CI-Lead
Above 50,000	Any two CI-Leads

VERSION CONTROL

Version	Date	Author	Comments
1.0	29-Jun-22	Arpita Pandey	
1.1	22-Aug-23	Arpita Pandey	Introduction of the provision claim reimbursement for courses and subscriptions.

This program may be modified, revised, discontinued, or amended at any time, in whole or in part, for any reason and without prior notice, consent, or approval within the sole discretion of Centric Consulting. The program is intended to be applied in accordance with central, state, and local laws. Centric has absolute discretion to make the sole and final determination as to any and all issues arising out of this program, including, without limitation, issues pertaining to Centric's personnel. This program document contains proprietary and confidential information of Centric. It is solely for use by and distribution to the individuals who are subject to this program.

Certification Reimbursement Form

Employee Details	
Employee Name	
Employee Code	
Vertical/ Practice	
Course Details	
Certification/ Course/ Subscription Name	
Certification/ Course/ Subscription Details	
Duration	
Cost	

Guidelines:

- 1) The completed form should be submitted to _____
- 2) The reimbursement form must be submitted prior to the course/ subscription start date.
- 3) Once approved, HR will share a confirmation to the associate, in case the request is declined the same will also be communicated to the associate.
- 4) Once the course is completed, make sure to submit all the required receipts, completion proof along with the approval email for reimbursement within 60 days of course completion on Open Air

Declaration

In event of separation or cessation or termination of my employment with Centric Consulting within twelve months of reimbursement, I undertake to repay the entire amount of reimbursement of tuition fee/ expense received from Centric India as per the terms and conditions mentioned in the Certification Reimbursement Policy of Centric Consulting.

Employee Signature