

External Certification Reimbursement Nomination Request, 2023

I hereby declare that in compliance with the Cognizant External Certification Reimbursement Policy, I intend to take the below certification as required for my role as [insert role here] and mandated by my current project (project name).

I understand that submitting inaccurate information may result in rejection of my reimbursement claim.

This declaration is subject to audit and if found untrue would attract necessary disciplinary proceedings in accordance to Cognizant rules.

	Reimbursement Approval Template			
Particulars	Name	ID	BU Name	Grade
Associate Details				
M+ Supervisor Details				
Certificate Name				
Certificate Cost				
Business Justification by Associate				
M+ Supervisor to validate the business justification for this certification request and map the same by selecting the relevant criteria	<ol style="list-style-type: none">1. Open SO fulfilment (M1: Positions Fulfillment)2. Increase in revenue/higher billing rate post certification (M2: Average Revenue Per Associate)3. Revenue sustenance (M3: Revenue Retention)4. Pyramid optimization by backfilling a position with certified associates at N-1 level (M4: Cost of Delivery Impact)5. Capability building through certifications for Pipeline demand & winning clients (competitive showcase) (M5: New Business Influence)6. Certification completed helps in reducing voluntary attrition through opportunity provided to apply newly acquired skill (M6: Reduce Voluntary Attrition)			

Guidelines for the approvers

The M+ Supervisor while approving an external certification request submitted by any associate is required to map a business justification that details how the certification will produce a quantifiable business impact. The list of business impact measures (M1-M6) is listed in the table above

Besides the above, approvers should consider the following:

1. The budget allocated for external certification reimbursement is limited, therefore the ask is that you approve certification reimbursements judiciously.
2. Other learning opportunities such as internal certifications, My Learning Studio resources, and Udemy courses should be considered before granting approval.
3. Priority for approval should be given to associates whose selected certification will result in strong business impact and ROI as outlined External Certification reimbursement procedure document.