**External certification reimbursement nomination request, 2022**

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.

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|  | Reimbursement Approval Template | | | | |
| Particulars | | Name | ID | BU Name | Grade |
| Associate Details | | Venkatesh Srinivasan | 333478 | CDE PPS | Principle Architect |
| M+ Supervisor Details | | Janaki Raman Ramani | 193298 | CDE PPS | Principle Architect |
| Certificate Name | | Certified Kubernetes Application Development | | | |
| Certificate Cost | | USD 292.50 | | | |
| Business Justification by Associate | | 1. Travelers is migration application from PCF to EKS. By earning this certification, we easily prove our skill on Kubernetes and get more work. 2. As part of CDE M2c, Kubernetes is a key platform and this certification is very essential. | | | |
| M+ Supervisor to validate the business justification for this certification request and map the same by selecting the relevant criteria | | 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 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) are 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 in the policy document.