



HR.01.21.POL	VSOLVIT CERTIFICATION EXAM POLICY	
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1. Purpose

VSolvit is committed to supporting the employees and their continued education. The purpose of this policy is to provide employees with guidelines and expectations as it pertains to taking and retaking certification exams specifically for ***VSolvit Mandated Professional Certification Training***.

2. Scope

This policy applies to all VSolvit employees who are required to obtain or maintain Professional Certifications as identified by their role or Project assignment.

3. Definitions

Exam: A formal test of a person's knowledge or proficiency in a particular subject or skill.

Exam Voucher: A unique code that will enable you to take your exam at an authorized testing center paid upfront by VSolvit. Employees must have a voucher to schedule and take the exam.

Certification: Documentation which validates the knowledge and skills to perform the core security functions

Class: Training session; could be a bootcamp, seminar, self-paced study, or similar

Contractual Required Certification: In accordance with several VSolvit contracts, specified certifications are required for defined labor categories, including but not limited to IAT Level certifications.

Professional Development Policy: VSolvit's Policy regarding the use of professional development by employees which is linked below.


4. Description

4.1 General

Only one exam voucher will be issued for each exam. If the employee is unsuccessful in passing the exam on their first attempt, no future vouchers will be issued. If the employee fails their first attempt, the employee is responsible for all costs associated with retaking the exam. Employees can request reimbursement through available Professional Development funds, if eligible. (An eligible employee is an employee who has completed five (5) consecutive months of full-time service, and whose performance is in good standing). The request to use Professional Development funds must be made prior to purchasing the voucher.

Unless otherwise specified, employees have sixty (60) days to schedule and take their exam after completing the company coordinated training course. If an employee fails their first attempt at the certification exam, they have 60 days to schedule and retake the exam. The employee's Manager and HR will be notified by HR (Training Team) if the exam is not scheduled within the sixty (60) days.

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(Some advanced certifications may have a longer timeline than what is outlined above, please contact the Training Department if you are participating in an advanced certification course and exam).

Employees may ask for a reasonable request to postpone their certification exam date. They must notify the HR (Training team) at least two weeks prior to the scheduled exam. A single extension is considered 30 days. Approval for an extension is at the discretion of the company. Employees may only make a reasonable request twice during the certification process; any requests beyond that will be denied.

Given the contractual requirement, the employee is *required* to pass the certification exam. Failure to satisfactorily complete the training and/or obtain the required certification will result in disciplinary action.

4.2 Procedure

HR (Training Team) will coordinate with the contract PM to assign training to employees who are required to obtain a Professional Certification. The PM and Training team will provide notice to the employee of their upcoming training.

HR (Training Team) will send out an email summarizing the class details the week prior to the start date of the training course. The email will also include the start and end date for the training and how many hours will be required to complete the training.

Employees will be provided a training charge code to be utilized for hours spent completing the training course. No more than forty (40) hours can be used on that charge code for the completion of the course without additional written authorization. The charge code is not utilized for time taken to study, prepare for the exam, or take the certification exam. As such, these activities must also be completed outside of one's work day and are not billable to VSolvit.

Once the employee becomes certified, they are required to inform HR (Training Team) and update their certification in their ADP profile under *Professional Credentials*.


5. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. References and Policy Support

- [HR.01.11.POL Professional Development Policy](#)
- [HR.02.03.REF Reimbursement Request Instruction Guide](#)
- [HR.01.16.FRM Professional Development Form](#)

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7. Appendix A

7.1 Revision History

Change Date	Version	Change Author	Change Summary
05/19/23	1.0	EJ Powell	Initial Release
09/06/23	1.1	EJ Powell	Removed archived references, updated to new template including scope and enforcement clause.

7.2 Approval Record

Date Approved	Version	Approved By	Comments
05/19/23	1.0	Stasi Washburn	None
09/08/23	1.1	Stasi Washburn	None