



Global Certification and Education Assistance Policy

VERSION 1.0

Objective

Encourage DMites to broaden their knowledge base and competencies in their respective functional areas through Certifications/Seminars/Correspondence Courses.

Who can apply for Certification & Education Assistance?

This policy applies to all full time DMites

Programs Covered	Descriptions	Eligibility
Non-certificate programs	Programs(workshops/seminars) that do not have certifications associated will be covered under this category if it addresses business requirements and has required approvals.	Account Lead nomination and/or requirement as per role description
Certificate programs	This category includes approved courses (listed below) by which an accredited certification is obtained by upon completion. This also includes recertification to maintain a certified status.	Account Lead nomination and/or requirement as per role description

List of approved Certifications

Python	Certified Entry-Level Python Programmer
	Certified Associate in Python Programming
	Certified Professional in Python Programming 1
	Certified Professional in Python Programming 2
	Certified Expert in Python Programming
Tableau	Tableau Desktop Certified Associate
	Tableau Desktop Certified Professional
	Tableau Server Certified Associate
	Tableau Server Certified Professional
	Tableau Certified Associate Consultant
	Tableau Certified Associate Architect
RPA	UiPath Certified RPA Associate
	UiPath Certified Advanced RPA Developer (UiARD)
	Blue Prism Certification - Associate Developer
	Blue Prism Certification – Developer
	Blue Prism Certification - Professional Developer
	Blue Prism Certification - Solution Designer
	Blue Prism Certification - Technical Architect
	Blue Prism Certification - ROM Architect - Version 2

	Blue Prism Certification - Installation Engineer
AWS	AWS Certified Solutions Architect – Professional
	AWS Certified DevOps Engineer – Professional
	AWS Certified Cloud Practitioner
	AWS Certified Solutions Architect – Associate
	AWS Certified SysOps Administrator – Associate
	AWS Certified Developer – Associate
Azure	Microsoft Certified: Azure Developer Associate
	Microsoft Certified: Azure Fundamentals
	Microsoft Certified: Azure Data Fundamentals
	Microsoft Certified: Azure Solutions Architect Expert
	Microsoft Certified: Azure Data Engineer Associate
	Microsoft Certified: Azure Data Scientist Associate
	Microsoft Certified: Data Engineering on Microsoft Azure
Snowflake	SNOWPRO Core Certification
	SNOWPRO Advanced: Architect
	SNOWPRO Advanced: Data Engineer
Denodo	DENODO Platform 8.0 Certified Architect Associate
	DENODO Platform 8.0 Certified Architect Professional
	DENODO Platform 8.0 Certified Developer Associate
	DENODO Platform 8.0 Certified Developer Professional
	DENODO Platform 8.0 Certified Administrator Associate
	DENODO Platform 8.0 Certified Administrator Professional
GCP	Cloud Digital Leader
	Associate Cloud Engineer
	Professional Cloud Architect
	Professional Cloud Developer
	Professional Data Engineer
	Professional Cloud DevOps Engineer
	Professional Machine Learning Engineer

Amount & Criteria

The sponsorship amount for all programs mentioned above is as below.

Rating Scale as per latest appraisal cycle	Sponsorship Amount
Outstanding (A) and Exceeded Expectation (B)	Up to INR 20,000 or equivalent
Good (C) Needs Improvement (D)	Up to INR 10,000 or equivalent

Process

- The claim can be made by submitting a copy of the completion certificate along with the copy of original fee receipt on Keta.
- The original certificate may be required to be produced at the time of clearance from Finance for validation and approvals.
- While this is open for all full time DMites, a formal approval from the respective project lead and HR is mandatory for the request to be consider.

Good-to-know guidelines

- The course and/or certification should be in line with the current role in Decision Minds or in line with their planned growth through Superhighway.
- Key objective of this policy is to enable DMites to gain knowledge and develop skillsets that will benefit them individually and add value to the business they perform at Decision Minds.
- DMites are permitted to do only a max of 2 certifications per year (subject to business approvals)
- Detailed business justification on the relevance of the certification should be submitted to the People Function by Account Lead while nominating the DMite
- If the course/certification cost is ₹5000 or below, there is no lock-in period. For any course/certification in the range ₹5000 - ₹10,000 a lock-in period of 6 months, for more than ₹10,000 a lock-in period of 1 year from the date of disbursement will be applied.
- If a DMite leaves before the completion of the lock-in period, Decision Minds will recover the complete amount during the final settlement.
- DMites can avail the assistance for one course only at any given point of time.
- The amount to be reimbursed will be taxable as per the IT rules applicable.

Exceptions & Deviations

Exceptions to the above clauses is subject to client/project requirements and approval from Leadership (VP and above).

This category includes courses related to a degree programs, continuing education, university coursework or other similar offerings.

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Do you still have a question?

If yes, please write to hr-ind@decisionminds.com

Document Version Control

VERSION	DATE	AUTHOR	ACTION ON DOCUMENT
Version 1.0	July 2021	Dr Swapnil Sony Singh	Drafted Decision Minds Global Certification and Education Assistance Program Policy document.