

	<p style="text-align: center;">College Degree or Professional Credential Planning Form</p> <p style="text-align: center;">Note: Section 2 is newly added</p>	<p style="text-align: center;">Major Changes Revision Date: 16 Nov. 2010</p>
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SECTION 1 OVERVIEW

Per WSU Administrative Services Guideline **Financial Awards for College Degrees and Professional Credentials**, employees should discuss their plans to attain college degrees and professional credentials with department leadership before undertaking any actions. This form is a planning document that will guide the individual and his/her supervisor in administering this guideline (see Appendix A). Adjustments to development activities or goals may necessitate completion of a new Planning Form.

SECTION 2 OVERVIEW

This form may also be used as a planning document for the Administrative Services Guideline **Degree/Credential Completion Assistance**. This section of the Planning Form will aid the individual and his/her supervisor in discussing potential financial assistance.

SECTION 1, Financial Awards for College Degrees and Professional Credentials

To be completed by Employee:

Development activity/goal that is to be pursued (examples include Bachelors degree, certification with a professional organization, etc.):

To be completed by Supervisor after discussion of development activity/goal with Employee:

This development activity/goal is:

Check one:

- Career Path -- Planned future steps in the progression of an employee's profession or field of work at Weber State University.
- Non-Career Path -- Planned future steps that are not consistent with the progression of an employee's profession or field of work at Weber State University.

This development activity/goal:

Check one:


- Is a college degree or college certificate or Level 1 or Level 2 Credential.
(If this box is checked, then (1) circle the area on Appendix A that indicates the type of degree or credential the employee is pursuing; (2) circle the area on Appendix A that indicates the corresponding type of award; and (3) sign this form on the last page.)
- Is **NOT** a college degree/certificate or Level 1 or Level 2 Credential.
(If this box is checked, then sign this form on the last page.)

NOTE: Credentials or certifications that don't meet the criteria noted in Levels 1 and 2 may be recognized

Appendix A
College Degree or Professional Credential Planning Form

Directions:

- (1) Circle the area below that indicates the type of degree or credential the employee is pursuing.
- (2) Circle the area below that indicates the corresponding type of award that should be received upon completion.
- (3) Sign the form.
- (4) Give the employee a copy of the form and

 WEBER STATE UNIVERSITY	College Degree or Professional Credential Planning Form Examples		Creation Date: 19 Sept. 2005 Rev. 18 Oct. 2010
Examples of Professional Credentials that Meet Level I Criteria (requires certification through substantial education [i.e., 4-year degree], experience, <u>and</u> testing)			
Type of Credential	Education	Experience	Testing
Certified Public Accountant (CPA)	Masters Degree, generally in accounting	At least 1000 hours of work experience with a CPA	Pass exam that has 4 sections (financial, tax, business law, and audit). Each section takes around 4 hours to complete. After passing each section, you then need to pass a Utah State Rules exam and then also take an ethics exam.
Professional Engineer	4-year degree from an accredited school of engineering	4 years experience being employed by a PE.	<ul style="list-style-type: none"> o Pass 8 hour Fundamentals of Engineering exam o Pass 8 hour Professional Engineers exam
Examples of Professional Credentials that Meet Level II Criteria (requires certification through some amount of education, experience, <u>and</u> testing)			
Type of Credential	Education	Experience	Testing
Certified Purchasing Manager	3 years professional purchasing/supply management experience and at least a four-year degree from an accredited institution or 5 years professional purchasing/supply management experience		Pass 4-hour exam which includes 4 parts
Journeyman Plumber OR Electrician	Completion of 2 year trade school and 4 years experience OR 8 years experience		Pass a competency exam consisting of 1- 4 hour practical and 1- 4 hour written
Master Electrician	N/A	8 years experience as a journeyman	Pass a 6 hour written exam
Certified Facilities Executive	7 years of experience in the top two levels of management at a public assembly facility and be a graduate of a four-year college or university. Additional public assembly facility experience may be substituted year-for-year for the educational requirement.		Pass written essay, 4-hour examination, and oral interview

Note: Certifications differ from certificate programs because certifications include an experience component. Certificate programs, on the other hand, award certificates once a course of study has been completed and do not require previous work experience.