

Youth Services Policy A.2.4 Awards and Recognition

**Education, Training and/or Certification Application**

Unit : \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_ LA GOV-HCM No.: \_\_\_\_\_

1. Does this employee currently have an overall PPR rating of "Successful" or equivalent?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
  
2. Has the employee earned the Comprehensive Public Training Program (CPTP) Professional Certificate? If yes, when?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No      When? \_\_\_\_\_
  
3. Has the employee attained any of the CPTP certificates (Building Effective Teams, Managing People, Managing Work, Advanced Managerial Skills, Teaching and Learning, or Human Resources Development)? If yes, when?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No      When? \_\_\_\_\_
  
4. Has the employee received premium pay for the attainment of any of the above in the past? If so, explain.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No      *Documentation may be attached. Please include this question on the first line of the attachment.*

5. What is the title of the training/education or certification designation held?

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6. Reward amount requested: \$\_\_\_\_\_

7. For education/training and certifications other than those provided by the CPTP, what national organization developed the criteria for or sponsors this training/education or certification designation?

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9. Has the employee earned a baccalaureate degree? If yes, from what institution and in what year?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Institution \_\_\_\_\_ Year \_\_\_\_\_

10. Was a baccalaureate degree a prerequisite to attainment of this education/training or certification?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

11. What type of testing is required (or what is the name of the test required) for successful completion of this training/education or certification?

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12. Is this training/education or certification directly related to the job held by the employee?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

13. How will this training/education or certification enhance the employee's ability to perform the job? *You may attach documentation. Please include this question on the first line.*

14. Is the training/education or certification required as a part of the Minimum Qualification Requirement as outlined on the Job Specification for the job occupied?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
15. Is the training/education or certification considered post-secondary higher education, i.e. college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools)?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
16. In order for this application to be considered, the following shall be attached (if any of the following documents are unavailable, contact the Unit's Human Resources Liaison or the Public Safety Services Human Resources Office to discuss what alternative information might suffice.)
- A copy of the certification, designation or award received upon attainment of this training/education or certification. If an official copy of a certificate, designation or award is not available at the time of this request, a letter from the certifying organization stating the employee has been officially granted the certification but has not yet been awarded a copy of the certificate will be accepted and reviewed by the Unit's Human Resources Liaison and the Public Safety Services Human Resources Office.
  - Information explaining the prerequisites for participation in the training/education or certification process.
  - Information outlining the curriculum or the course of study for the education training or certification.
17. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *Documentation may be attached. Please include this question on the first line of the attachment.*