**Employee Eligibility**

**Employees must** verify their MAT eligible status with local HR unit prior to submission. To be eligible for consideration, employees must be a MAT employee. Employees must also have completed their probationary period.

**Please Note:** Newly adopted SkillCenter employees will continue with their longstanding process of submitting certification points/education completion to their HR office on campus.

SouthWest Skill Center: Liz Martinez: elizabeth.martinez@estrellamountain.edu | 623-935-8228.

Maricopa Skill Center: John Naughton: naughton@gatewaycc.edu | 602-238-4309

**Coursework Eligibility**

All coursework during the certification process must be approved as satisfying certain requirements, and evaluated by the MAT Certification Committee. Coursework must benefit and improve the overall quality of management and administration of MCCCD, the employee's job performance, or employee's professional goals (as related to Maricopa Community Colleges).

Only certificates are awarded points, not individual courses *(i.e: ENG 101 is not eligible for points but may be included in a CCL )* A minimum of 400 points must be accumulated before an employee can be considered for salary compensation. 400 points may be accumulated using several certificates (example: RHCE Red Hat Certified Engineer 180 + RHCSA Red Hat Certified Systems Admin 220 = 400) or a single certificate (example: Certified Purchasing Manager 400).

All certificates included in a request for salary compensation must be completed within a 7 year timeframe to qualify for compensation. Certifications cannot be grandfathered in if earned **before approval and point assignment** by the MAT Certification Committee; **there are no exceptions**.

Renewal of certifications, Professional Development Units (PDU), Continuing Professional Education (CPE), and Continuing Education Units (CEU) do not qualify for salary compensation but are considered in the point awards given to certificates in which they are required.

**Committee Purpose**

The purpose of the MAT Certification Committee is to recognize eligible MAT employees for working to increase their skills and/or earning a certification standard (as awarded by a Certifying Entity).

Certificates are awarded point values that can be applied toward the 400 total points needed for salary compensation. The salary compensation is equal to a step increase or a one-time stipend (if no additional steps are available to the employee). Each MAT employee is eligible for two salary compensations (each by accumulating 400 points) during their Maricopa career. **You must have the certificate approved before you test or complete the training to qualify for points.**

Contact the **MAT Compensation for Certification Chair, Trisha Brazda**: trisha.brazda@mesacc.edu if you have any questions. Committee members: Randall Stapley, Kim Olson, & John Austin. The Committee meets as needed to provide timely consideration and response to each applicant.