PROCEDURE TO ADD A CERTIFICATE TO THE APPROVED LISTS

1. Review all information for the Compensation for Educational/Certification Advancement Program posted on the MAT web page.
2. Verify that the certificate is on one of the "Approved Certifications" lists.
3. If the certification is not on one of the lists, electronically submit a "Petition to Add Certificate" for certificate evaluation and approval to the MAT Compensation for Certification Chair. (1 copy)
   a) Follow the instructions on the form and be sure to include all requested information.
   b) The Committee needs all information for the evaluation process.
   c) Be sure to include specific online resources for verifying the information on the application.
4. When the certificate is added to the list, proceed with the certification process.
5. Be sure to retain copies of all certificates and exam documentation.

PROCEDURE TO SUBMIT A SALARY COMPENSATION REQUEST

1. Verify from HR that you are eligible for MAT compensation awards, professional growth and/or tuition reimbursements.
2. Verify from the lists of certificates that you have earned combine for the minimum 400 points.
3. Verify there are no duplications of exams or certificates in the 400 points. An exam or certificate may be counted one time only.
4. Obtain the current Compensation Request from the MAT web page.
5. Complete the application information. If there is not enough space for all exams or certificates, use a second application or additional pages.
6. Obtain the required signature from your President, Provost or Vice-Chancellor.
7. Assemble an application set to include the application, copies of all certificates and/or copies of all exam results, and any other supporting documentation. A transcript may be accepted in lieu of certificates.
8. Assemble two (2) sets ONLY as designated on the Application Request. Be sure to include the original signed application request as one of the sets.
9. Send or deliver both sets to the MAT CC Chair. No FAX will be accepted as we need the original signatures.
10. Upon receipt the MAT CC Chair signs the original application and forwards to District HR for processing.
11. The copy set will be archived in the MAT CC Committee files.
12. Employee Relations will verify that the employee is eligible for salary compensation (has not already received two increments since July 1, 2001 and is a regular MAT employee).
13. If the MAT employee qualifies, Employee Relations sends a PAR (Personnel Action Request) form to Payroll for processing.
14. Compensation for certifications will be effective in the payroll period following confirmation of the award(s) and employee eligibility.

Reminder:

The application packet must contain copies of certifications and exam results and include the original signed application and ONE copy for MAT records. Contact the MAT Compensation for Certification Chair, Trisha Brazda: trisha.brazda@mesacc.edu if you have any questions. The Committee meets as needed to provide timely consideration and response to each applicant.
How we score the points on a Certificate

As of July 15, 2013; the MAT Certification Committee has combined the Tech and Non-Tech rubrics to make the scoring of all certificates more consistent. Formal education and level of knowledge use the same scoring criteria and are measured equally. You will get scored for one or the other; not both.

Using the worksheet we study the particulars of each petition and try to measure fairly and objectively based on these 5 areas:

*Formal Education/Level of Knowledge: Is there a requirement that an awarded degree must be achieved before the applicant can take the classes, program, and certification? Is there a level of knowledge the applicant must possess to take the class or participate in the program? It is not “If you have a degree or years of experience” it is “Do you need to have a degree or previous experience” to participate/qualify. Be specific.

**Professional Experience:** Is there a requirement that a specific number of years of experience be attained before the applicant can take the classes, program, and certification? Would it be possible to participate if you just walked in off the street? Is there an assumed level of experience to understand the coursework or complete the entry level tasks to qualify for the program? Explain that to us.

Continuing Professional Education Requirements: Is it necessary for CEUs to be earned to retain certification? If so – how many per year?

Range of Knowledge: Is this a single area of knowledge or do multiple subjects or concepts need to be mastered to complete this certificate? Please list.

Testing Requirements: Is there a final test, project, or other form of measurement at the end of the training? If so, is it a single subject/single test? Multi-parts/multi-tests? Are the testing measures built into the coursework? Explain them.

Please remember you must provide all the necessary information so we can accurately judge the rigor of the certification. You may provide URLs, a synopsis of the work involved, the time involved to complete the program—whatever information that may help us make an informed decision. We will not do the research for you. If we do not have the information, we cannot award points.