

Certification Assistance Program (CAP) Commitment and Development Plan

| | | | | | |
|--------------------------------|--|-------------------|--|------------------|--|
| Training Program Title: | | | | | |
| Employee's Name: | | Job Title: | | Dept: | |
| Campus Address: | | Phone: | | Division: | |
| Supervisor's Name: | | Address: | | Phone: | |

Program Overview:

1) **Program goals & objectives:**

- a)
- b)
- c)
- d)
- e)

2) **How will the funded training program benefit/support strategic goals of the department?**

3) **Supervisor's Comments:**

| | | | |
|---|--|---|--|
| Funding & Commitment Section: | | | |
| 4) Registration/tuition & materials fees: | | 5) Examination fees (if needed): | |
| 6) Total travel, lodging and subsistence (if absolutely necessary): | | 7) Total CAP Funding: | |
| 8) Training start date: | | 9) Training ends: | |
| 10) Commitment period begins: | | 11) Commitment ends: | |
| <p>* The CAP is a voluntary program for which employees can apply to their departments if they are interested in participating. It is designed to attract, develop and retain professional level employees at East Carolina University. The CAP offers funding assistance to selected employees to obtain the additional training derived from professional certifications and licenses that are (1) over and above those minimally required for the position, (2) directly relevant to participant's job duties and (3) highly beneficial to the department.</p> <p>a. If the employee listed on this CAP Commitment and Development Plan does not fulfill the requirements of the certification or licensure program listed above, he or she will reimburse the University for 100% of the amount outlined in Item #7 of this CAP Commitment and Development Plan. Employees leaving employment as a result of disciplinary action or as a result of a reduction in force (RIF), will not be required to reimburse East Carolina University for any of the funds received under the CAP.</p> <p>b. If the employee listed on this CAP Commitment and Development Plan leaves employment with East Carolina University on his or her own free will within 12 months of receiving funding through the CAP, he or she will reimburse East Carolina University for 100% of the amount outlined in Item #7 of this CAP Commitment and Development Plan. Employees leaving employment as a result of disciplinary action or as a result of a reduction in force (RIF), will not be required to reimburse East Carolina University for any of the funds received under the CAP.</p> <p>c. If the employee listed on this CAP Commitment and Development Plan leaves employment with East Carolina University on his or her own free will within 13 and 24 months after receiving specified license or certification funded by the CAP, he or she will reimburse the East Carolina University for 50% of the amount outlined in Item #7 of this CAP Commitment and Development Plan. Employees leaving employment as a result of disciplinary action or as a result of a reduction in force (RIF) will not be required to reimburse East Carolina University for any funds received under the CAP.</p> <p>d. If an employee leaves service with East Carolina University and owes East Carolina University monies under the CAP provisions outlined above, established accounts payable protocols for University employees will be followed.</p> | | | |
| Employee Signature: | | Date: | |
| Supervisor Signature: | | Date: | |
| Division Head's Signature: | | Date: | |

Cc: Department of Human Resources