

PERSONNEL 3.0

Training and Conference Attendance -- 3.6

Certified Professional Secretary (CPS) Review Course and Examination -- 3.6.e

Date Issued: December 31, 1998

Date Last Revised: March 23, 2011

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All eligible state employees of the Bureau of Health Services are encouraged to take the Certified Professional Secretary (CPS) Review Course and Examination regardless of the number of months of state employment. In order to be reimbursed, up to 75%, not to exceed \$450, for the cost of the review course, the employee must successfully complete the CPS Examination. The employee will receive a two step increase once the examination has been passed in its entirety, regardless of the employee's hierarchy within their salary range.

APPLICABILITY

This policy applies to all state employees in a Clerical/Secretarial or Clerical/Management position classification as specified by the Department of Human Resources.

PURPOSE

To enhance the employee's work-related skills and to benefit state government by having better trained personnel.

PROCEDURE

To obtain reimbursement for the cost of the review course after successfully passing the examination, the employee must submit a **Voucher for Reimbursement of Contingent Expenses, PH-0006**, a copy of the canceled check front and back, a certification of successful course completion, a copy of their test scores, and a copy of an approved **Request for Out-of-State Travel Authority and Out-Service Training, FA-0633**, to the Bureau Office. This office will forward the forms to the Division of Human Resources of the Department of Health. The employee cannot be reimbursed for books or for the examination fee.

Upon passing all parts of the CPS Examination, the employee's immediate supervisor should submit a PRT 2 Form and copies of proof of completion and passing should be forwarded through the Regional Director or Section Chief to the Bureau Office. The Bureau will forward to the Division of Human Resources for submission to the Department of Human Resources.

NECESSARY FORMS

1. Request for Out-of-State Travel Authority and Out-Service Training, FA-0633
2. Voucher for Reimbursement of Contingent Expenses, PH-0006

REFERENCE DOCUMENT

T.C.A. 8-50-102

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615)741-7305