

## APPLICATION FOR CAREER PROGRESSION PROMOTION DOCUMENTATION OF MINIMUM REQUIREMENTS

**Instructions to HRMS:** This form will be used to certify minimum qualification (MQ's) when employees are promoting to a non-supervisory career progression position (as designated in OP-110235) and all qualifying experience has occurred at a lower level in the same job family while employed by ODOC. Employees are not eligible for promotion while on probationary status. **Please do not attach a 4-B to this form.**

Employee Name: \_\_\_\_\_ Facility/District/Unit: \_\_\_\_\_  
Employee ID #: \_\_\_\_\_ Current Position: \_\_\_\_\_

The above referenced employee is requesting certification of minimum qualifications for the following career progression: (for the job family title which applies and complete the blanks)

- Correctional Security Officer III/requires 18 months at Level I and II  
Date of Appointment to CSO I: \_\_\_\_\_ Date of Appointment to CSO II: \_\_\_\_\_  
Total # of months as CSO I and II: \_\_\_\_\_
  
- Probation and Parole Officer II/requires two years at Level I or one year and master's degree in psychology, sociology, social work, criminology, education, criminal justice administration, penology, or police science  
Date of Appointment to PPO I: \_\_\_\_\_ Total # of months as PPO I: \_\_\_\_\_  
Master's degree  Yes (**Attach transcript**) or  No
  
- Probation and Parole Officer III/requires two years at Level II  
Date of Appointment to PPO II: \_\_\_\_\_ Total # of months as PPOII: \_\_\_\_\_
  
- Correctional Case Manager II/requires two years at Level I or one year and a master's degree  
Date of Appointment to CCM I: \_\_\_\_\_ Total # of months as CCM I: \_\_\_\_\_  
Master's degree  Yes (**Attach transcript**) or  No
  
- Correctional Case Manager III/ requires one year at Level II  
Date of Appointment to CCM II: \_\_\_\_\_ Total # of months as CCM II: \_\_\_\_\_
  
- Correctional Training Officer II/requires one year of experience at Level I or a master's degree in adult education or human resources development  
Date of Appointment to CTO I: \_\_\_\_\_ Total # of months as CTO I: \_\_\_\_\_  
Masters degree  Yes (**Attach transcript**) or  No
  
- Accountant II/requires one year of experience at Level I  
Date of Appointment to Accountant I: \_\_\_\_\_ Total # of months as Accountant I: \_\_\_\_\_
  
- Accountant III/requires two years of experience at Level II  
Date of Appointment to Accountant II: \_\_\_\_\_ Total # of months as Accountant II: \_\_\_\_\_

- Accounting Technician II/requires one year of experience at Level I or an equivalent combination of education and experience (12 semester hours of accounting may be substituted for one year of experience)  
Date of Appointment to Acct. Tech. I: \_\_\_\_\_ Total # of months as Acct. Tech. I: \_\_\_\_\_  
# of semester hours in accounting: \_\_\_\_\_ (**Attach transcript**)
- Dental Care Assistant II/requires two years of experience at Level I  
Date of Appointment to Dental Care Assistant I: \_\_\_\_\_  
Total # of months as Dental Care Assistant I: \_\_\_\_\_
- Licensed Practical Nurse II/requires one year of experience at Level I  
Date of Appointment to LPN I: \_\_\_\_\_ Total # of months as LPN I: \_\_\_\_\_
- Registered Nurse II/requires one year of experience at Level I  
Date of Appointment to RN I: \_\_\_\_\_ Total # of months as RN I: \_\_\_\_\_
- Registered Nurse III/requires one year of experience at Level II  
Date of Appointment to RN II: \_\_\_\_\_ Total # of months as RN II: \_\_\_\_\_
- Human Resources Management Specialist II/requires one year of experience at Level I  
Date of Appointment to HRMS I: \_\_\_\_\_ Total # of months as HRMS I: \_\_\_\_\_
- Human Resources Management Specialist III/requires one year of experience at Level II  
(this career progression applies only to those positions within the department's central Human Resources Unit or at facilities/units with a single HRMS position)  
Date of Appointment to HRMS II: \_\_\_\_\_ Total # of months as HRMS II: \_\_\_\_\_
- Correctional Activities Officer II/requires two years of experience at Level I  
Date of Appointment to Correctional Activities Officer II: \_\_\_\_\_  
Total # of months as Correctional Activities Officer II: \_\_\_\_\_
- Contracting and Acquisitions Agent II /requires one year of experience at Level I  
Date of Appointment to Contracting and Acquisitions Agent I: \_\_\_\_\_  
Total # of months as Contracting and Acquisitions Agent I: \_\_\_\_\_
- Contracting and Acquisitions Agent III/requires one year of experience at Level II  
Date of Appointment to Contracting and Acquisitions Agent II: \_\_\_\_\_  
Total # of months as Contracting and Acquisitions Agent II: \_\_\_\_\_
- Psychological Clinician II/requires one year of experience at Level I  
Date of Appointment to Psychological Clinician I: \_\_\_\_\_  
Total # of months as Psychological Clinician I: \_\_\_\_\_
- Alcohol and Drug Counselor II/requires one year of experience at Level I  
Date of Appointment to Alcohol and Drug Counselor I: \_\_\_\_\_  
Total # of months as Alcohol and Drug Counselor I: \_\_\_\_\_

- Patient Care Assistant II/requires one year of experience at Level I  
Date of Appointment to Patient Care Assistant I: \_\_\_\_\_  
Total # of months as Patient Care Assistant I: \_\_\_\_\_
  
- Fugitive Apprehension Agent II/requires two years of experience at Level I  
Date of Appointment to Fugitive Apprehension Agent I: \_\_\_\_\_  
Total # of months as Fugitive Apprehension Agent I: \_\_\_\_\_
  
- Fugitive Apprehension Agent III/requires two years of experience at Level II  
Date of Appointment to Fugitive Apprehension Agent II: \_\_\_\_\_  
Total # of months as Fugitive Apprehension Agent II: \_\_\_\_\_
  
- Food Service Specialist II/requires one year of experience at Level I  
Date of Appointment to Food Service Specialist I: \_\_\_\_\_  
Total # of months as Food Service Specialist I: \_\_\_\_\_
  
- Food Service Specialist III/requires one year of experience at Level II  
Date of Appointment to Food Service Specialist II: \_\_\_\_\_  
Total # of months as Food Service Specialist II: \_\_\_\_\_
  
- Food Service Specialist IV/requires one year of experience at Level III  
Date of Appointment to Food Service Specialist III: \_\_\_\_\_  
Total # of months as Food Service Specialist III: \_\_\_\_\_
  
- Linen and Clothing Specialist II/requires six months of experience at Level I  
Date of Appointment to Linen and Clothing Specialist I: \_\_\_\_\_  
Total # of months as Linen and Clothing Specialist I: \_\_\_\_\_
  
- Linen and Clothing Specialist III/requires six months of experience at Level II  
Date of Appointment to Linen and Clothing Specialist II: \_\_\_\_\_  
Total # of months as Linen and Clothing Specialist II: \_\_\_\_\_
  
- Linen and Clothing Specialist IV/requires two years of experience at Level III  
Date of Appointment to Linen and Clothing Specialist III: \_\_\_\_\_  
Total # of months as Linen and Clothing Specialist III: \_\_\_\_\_

**Please provide the following information:**

1. Yes  No  Applicant has successfully completed or had waived probation and any training requirements for his/her current job family level.
  
2. Yes  No  Applicant's most recent PMP had a rating of "meets standards" or "exceed standards." The "end date" on the PMP is \_\_\_\_\_.
  
3. Yes  No  Applicant has been subject to formal discipline.  
If yes, the date of issuance of the most recent formal discipline for applicant is \_\_\_\_\_.

HRMS/Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Facility/District/Unit: \_\_\_\_\_

**For central Human Resources Unit:**

Yes  No  Applicant meets MQs and procedural requirements for career progression

If Yes: Effective date: \_\_\_\_\_

If No: Reasons: \_\_\_\_\_

Requirements to be met prior to resubmission: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_