

## 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.**

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

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

- Correctional Security Officer III — Requires 12 months at Level II  
Date of Appointment to CSO II: \_\_\_\_\_  
Total # of months as CSO 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**)  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**)  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: \_\_\_\_\_  
Master's degree?  Yes (**Attach transcript**)  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: \_\_\_\_\_

- 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: \_\_\_\_\_

- 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: \_\_\_\_\_
- Institutional Farms Manager II — requires one year of experience at Level I  
Date of Appointment to Institutional Farms Manager I: \_\_\_\_\_  
Total # of months as Institutional Farms Manager I: \_\_\_\_\_
- Institutional Farms Manager III — requires two years of experience at Level II  
Date of Appointment to Institutional Farms Manager II: \_\_\_\_\_  
Total # of months as Institutional Farms Manager II: \_\_\_\_\_

