



BASIC SUPERVISORY COURSE

Certification Sequence Chart

The recommended sequence of steps to complete the requirements for the award of the BSC Certification is as follows:

1. Participant will need to submit a *Supervisor's Goals Form* to the SPB Management Training Division signed by the participant and the participant's supervisor by the start date of the training session.
2. Participant will need to attend at least 85% of the BSC Program.
3. Participant will need to achieve at least 70% on a post-examination.

Examination papers will be the property of the BSC Program. Neither the examination nor copies of examination papers will be returned. Participants will be notified of pass/fail examination results within fifteen (15) days of the date of examination. The post examination may be retaken twice, for a total of three attempts.

4. Participant will need to submit an *Individual Development Plan (IDP) Form*, signed by the participant and the participant's supervisor within 90 days of completion of the course.

Upon being awarded the BSC certification, employees of agencies under the purview of the State Personnel Board are eligible for a one percent (1%) educational benchmark salary increase. All educational benchmarks are awarded at agency discretion.