

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: _____

Please provide the following information:

Applicant has successfully completed or had waived probation and any training requirements for their current job family level. Yes No

Applicant has been subject to formal discipline. Yes No
If yes, date of issuance of the most recent formal discipline: _____

Applicant meets MQs and procedural requirements for career progression: ☐ [OBJ] ☐ [OBJ] No

If yes, effective date: _____

If no, reasons: _____

Requirements to be met prior to resubmission: _____

HRMS/Representative: _____
Signature Date

(R 07/24)