

**ELIGIBILITY REQUIREMENTS for the MICROSOFT OFFICE (SPECIALIST)  
CERTIFICATION STIPEND**

**Per revised Article 14.10, “Enhanced Credential Stipends”  
2017-2020 RSPA MASTER AGREEMENT**

Per the new language adopted in the Rochester Support Personnel Association (RSPA) agreement for Article 14.10, Enhanced Credential Stipends, active, seniority members will be eligible to receive a maximum annual stipend of **\$520.00** for submitted evidence of completion of a Bachelor degree or evidence of attaining the Microsoft Office - Specialist (MOS) Certification. If the member has attained and provided evidence of both a Bachelor degree and the MOS certification, she/he will receive a maximum annual stipend of **\$575.00**.

A payroll action notice will be issued for the enhanced credential MOS stipend, with proration for FTE, once the Human Resources department has received the official certificates for the three Microsoft Office application tests and the MOS certificate and confirmed eligibility. A copy of these official certificates will be maintained in the employee’s Human Resources file.

Since paying a stipend for evidence of MOS certification is new with this current contract, below is a description of the required documentation that must be submitted to the Human Resources administration as evidence of eligibility for stipend payment.

According to the official Microsoft Office website, ([www.microsoft.com/enus/learning/certification-overview-mos.aspx](http://www.microsoft.com/enus/learning/certification-overview-mos.aspx)) to receive the **Microsoft Office – Specialist Certification**, an individual must take and pass **three (3)** of the five (5) Microsoft Office Application tests, (Word, Excel, PowerPoint, Outlook and/or Publisher). In addition, there could be at any given time application tests and the MOS certification issued in multiple Microsoft Office versions, e.g., Microsoft Office 2010, 2013, etc.

**NOTE: For stipend eligibility in Rochester Community Schools: ☒**

- **One (1) of the three application certificates submitted MUST be for Excel. ☒**
- **The Microsoft Office application test version must be for the current district version in use or higher\*.**

After passing each of the application tests, the individual will be issued a certificate. Upon passing three application tests, the individual will be issued a fourth certificate for achieving Microsoft Office – Specialist.

The member would then be eligible for the annual stipend, as designated above upon submission of the three application certificates and the fourth MOS designation certificate, all issued by Microsoft, have been submitted to Human Resources.

\* It is recommended that prior to completing any application tests the member confirm the accepted version that will be deemed eligible for stipend authorization.

**APPENDIX A: The Rochester Community Schools Foundation – The Microsoft Office® Specialist Certification for RCS Clerical Personnel Award Fund Definition.**

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**Exam Administration:**

The completion of any examinations, including the cost of the exam, or any associated certification test training and practice examinations will be the sole responsibility of the individual member. Just as the district does not reimburse a clerical member for post-secondary courses in pursuit of his/her Bachelor degree, nor would the district pay for the attainment of the MOS certification status.

Recent internet research indicated the following details regarding the location of Microsoft Office Certification testing and the estimated costs:

Macomb Community College – Workforce Assessment Center located at 7900 Tank Ave., Warren, MI 48092. Monday – Thursday 8:30-4:00pm Friday 8:30-1:00pm. Contact the Workforce Assessment Center at 586.498.4130 or [wac@macomb.edu](mailto:wac@macomb.edu).

*Certiport*® is the most common independent test administration vendor of the Microsoft Office application and MOS certification exams. Independent testing is available at several locations throughout metro Detroit, including many sites in Oakland and Macomb counties. Members can visit <http://www.certiport.com/locator> to learn more about exam schedules, locations, and preregistration requirements.

The estimated cost includes an examination voucher, which as of November, 2016, was \$100.00, and a testing center fee for the cost of the proctor, which is approximately \$25.00. Therefore, the estimated total one-time investment to take the three Microsoft Office application tests would be \$375.00.

**Exam Preparation:**

The Microsoft Website also has several resources available in support for examination preparation, such as details about test formats, practice examinations, study guide options, etc. For more information about these resources, members should visit <https://www.microsoft.com/enus/learning/certification-overview-mos.aspx>.