

**BENCO
Personnel Manual**

**NATIONAL ALLIANCE FOR DIRECT SUPPORT PROFESSIONALS (NADSP)
CERTIFICATION**

Direct Support Professionals (DSP), Lead Staff and Assistant Program Coordinators are eligible to apply for Benco's NADSP certification program.

If a new employee comes to Benco with this certification, the percentage increase will be based on the starting wage for the position they are in. The employee will receive a one-time percentage increase for the highest certification.

If a current employee obtains their certification while already employed by Benco, the percentage increase will be based on the employee's current wage. The employee will receive a percentage increase for each level of certification they receive while employed with Benco.

Current employees must fill out an application and be accepted into the NADSP certification program.

Employees who are accepted into the NADSP certification program and complete the process for the DSP I certification will qualify for a \$500.00 taxable bonus and a one-time three percent wage increase at the time they receive their DSP I certification.

Employees that complete the process for the DSP II certification will qualify for a \$500.00 taxable bonus and a one-time six percent wage increase at the time they receive their DSP II certification.

Employees that complete the process for the DSP III certification will qualify for a \$1000.00 taxable bonus and a one-time six percent wage increase at the time they receive their DSP III certification.

The employee must maintain their DSP I, II or III certification to continue to receive the increase in their wage. If the employee does not maintain their DSP I, II or III certification Benco will decrease the employees wage by the same amount that it was originally increased effective the date of expiration of their certification.

It is the employee's responsibility to complete the certification program within the expected timeframe and maintain their DSP I, II or III certification.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

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