

Language Skills Testing FAQ's

- 1. How do I begin the process to be tested for language skill proficiency for on-the-job application?** If you regularly use another language throughout the course of your work then you may be eligible to test for Language Skills Pay. Ask your supervisor if you are eligible. Then complete the ***Request for Language Skills Testing*** form, found on the COSA Web FormsNet, which requires your Director's support and signature.
- 2. Where do I submit my completed form?** The ***Request for Language Skills Testing*** form should be completed with all of the required information, and then emailed to your Department Fiscal Administrator (DFA) to verify and sign off on the appropriate General Ledger and Cost Center number to be charged within the department.
- 3. What general ledger account is most often selected for testing?** The general ledger accounts most frequently used are 5201025- Education Classes or 5201040 -Fees to Prof. Contr.
- 4. Do I need director approval to take the test?** Yes. Once the form is approved by DFA, the form will then be submitted to the department director for final approval. Please email the final approval form to CosaLearningCenter@sanantonio.gov
- 5. How often is Language Skills Testing offered?** The test is administered through the Universidad Nacional Autonoma de Mexico (UNAM). Testing is scheduled every two or three months, depending on the numbers of those to be tested and the overall business need.
- 6. When will I be notified of test dates?** The Human Resources Training and Development division will reach out to employees 2 to 3 weeks before the scheduled test date, allowing for work schedule adjustments as needed.
- 7. What is the fee to take the test?** UNAM will assess a \$50 fee per participant, paid by the department.
- 8. How will I receive my test score?** Test scores are sent to the Employee Relationship Business Partners to review with employees.
- 9. When I pass the test, when will the stipend be added to my pay?** Your pay will be adjusted after receipt and verification of test scores. The process may take up to three pay periods to reflect the adjustment.
- 10. If I do not pass the test, how soon can I re-test?** With the Department Director's support, the test may be taken once a year.