

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA174

NAME: REIMBURSEMENT FOR PROFESSIONAL LICENSING, CERTIFICATIONS, AND EXAMS

INITIAL APPROVAL DATE: 10/15/2024 BY: CEO/HR Manager

(LAST) REVISION DATE: BY: HR Manager

(LAST) REVIEW DATE: 10/17/2024 BY: Policy Committee

DISCONTINUED DATE: REPLACE BY: N/A

I. PURPOSE

To define eligibility and the payment process for reimbursement of fees associated with licensure and/or certification renewals, required to meet position requirements, for Sanilac County Community Mental Health Authority (Sanilac CMH) employees.

II. APPLICATION

Populations: **NA**

Programs: **Direct - ALL
Contracted – ALL**

III. POLICY

Sanilac CMH may provide reimbursement to staff, as Agency funding allows, after probation is complete, for purposes of completing required exams for licensing/certifications, renewing required licensure, and/or certifications, in accordance with the procedures outlined below.

IV. PROCEDURE

Eligibility for Reimbursement

Eligibility for reimbursement is defined as a regular, non-probationary employee whose continued licensure and/or certification is required for the continuing performance of their credentialed/privileged duties with the Agency, or when licensure/certification would greatly enhance the employee’s job knowledge and/or credibility.

Reimbursement will be allowable for professional licensures, certifications, exams for licensures, or certifications, as required by the position held with the Agency. Additional professional areas may receive reimbursement upon review by the CEO.

Reimbursement will be made, when funding allows, after the employee successfully passes or renews their licensure, certification, or exam, and a copy of the license and/or certification is received by Human Resources.

Reimbursement will be for the cost of the exam only; employees will not be reimbursed for any associated expenses, i.e., travel/meals/etc. incurred to take the exam, study guide fees, practice exam fees, mileage, late fees, escrow fees, duplicate certificate fees, mailed application manual fee, duplicate exam score fee, penalties, ancillary materials related to licensure/certification, and other costs not directly related to obtaining or maintaining licensure, or certification.

Obtaining Reimbursement

The employee must complete Form #0585-Reimbursement Request for Licensure, Certifications, and Exams and send it directly to their supervisor for review. This may only be completed after successful completion of the license/certificate/exam. When approved, the form will be sent back to the staff to complete a purchase requisition for payment. The purchase requisition must specify the type of licensure/certification/exam that has been renewed and outline the cost of the licensure/certification/exam with supporting documentation attached, including receipt of payment and Form #0585.

The completed purchase requisition is submitted directly to the Human Resources Manager (HRM); by selecting "I report directly to an officer"/Human Resource's Manager's name within the Dashboard. Once the HRM verifies the licensure/certification has been received by Human Resources and qualifies, the purchase requisition will be processed and forwarded to accounts payable for payment. Reimbursements will be made as funding allows.

Exceptions & Denials

Any exceptions to licensure and/or certifications eligible for reimbursement or any waiver of these policy requirements will require the prior approval of the CEO.

Sanilac CMH reserves the right to deny reimbursement based on eligibility requirements not met and/or depletion of funding.

V. ATTACHMENTS

None

VI. REFERENCES

Form, #0585 - Reimbursement Request for Licensures, Certifications and Exams