



## LICENSE/REGISTRATION CERTIFICATION AND FEE RENEWALS

Policy Number 507

Page 1 of 2

---

### **Policy:**

It is the policy of the County to reimburse employees for renewal costs for registrations, certifications, or licenses which are directly job related, and enhance the knowledge, skills, and abilities related to the official duties performed.

### **507:1 GENERAL PROVISIONS**

1. The initial attainment of the registrations, certifications, or licenses are not reimbursable by the County if they are minimum qualifications for the job. If the above referenced are obtained and paid for by the employee, and are directly related to an employee's current position, but not required, the employee may be eligible for a one time-lump sum payment under the incentive pay program.
2. If an educational exam is required during normal work hours, the employee will be given the time off with pay. If the employee does not pass the exam and a subsequent test must be taken, the employee must submit a leave request form for vacation time. Any expenses incurred will be the responsibility of the employee
3. Non-exempt personnel who attend training programs (to maintain certifications, etc. required by the County) in addition to normal work hours will be compensated for all overtime hours according to the Fair Labor Standards Act (FLSA).
4. Reimbursements for all registrations, certifications, or licenses are approved at the Department Director level.

**LICENSE/REGISTRATION  
CERTIFICATION AND FEE RENEWALS**

Policy Number 507

Page 2 of 2

---



*This page intentionally left blank*