

## Guidelines on Paying for Professional Employee Licenses, Memberships, Training or Certifications

Western University of Health Sciences may receive requests from employees or would like to pay the costs associated with a professional employee license, certification, or membership in a professional organization or training opportunity. These guidelines are intended to aid the department when considering whether to pay these costs associated with professional staff.

The costs considered in these guidelines are the following:

- Licenses and certificates;
- Dues or fees required to maintain a professional license.

### Professional licenses and certificates

After obtaining an employee's professional status, professional dues and fees to maintain their professional status as required in their profession and as part of their job or position, may be paid by the University from the department as a working condition fringe benefit if the University derives a benefit from the actual license or certificate. A profession is a type of job that requires special education, training or skill. Examples of a profession include but are not limited to the following: attorney, medical doctor, nurse, electrician, plumber, or truck driver.

When determining whether to pay the cost, the department needs to weigh the benefits derived from the employee being licensed or certified. Factors to be considered include but are not limited to the following:

• Does the University access or benefit from other resources that it could not otherwise access?

• Are the benefits derived from the license or certificate otherwise available?

• Are the costs for the license or certificate for the current year and retention?

• Are the costs for the license or certificate for the current year and future?

### Memberships in professional organizations

When paying for membership in professional organizations, the department should weigh the benefit it derives from paying for the membership against the cost. Factors to be considered include, but are not limited to the following:

• Does the membership provide a benefit to the department or the University?

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**Training related to professional status**

When considering paying for training related to professional status, the University should ensure that:

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- { d Z cy % shares the information gathered at the training with co-workers as needed.

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certification examination, the department may pay for the training. However, the cost of any examination is generally considered a personal expense.

Any payments for non bona-fide business purposes are reportable as taxable income to the employee.

**Political Action Committees, PAC (Lobby Fees)**

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