

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Reimbursement Policy for Credentials, Licensure and Memberships Policy</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 01.05.2016	<b>Related Policies:</b> MSHN Personnel Manual
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> Deputy Director	<b>Review Date:</b> 07.11.2023	
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### Purpose

Mid-State Health Network (MSHN) recognizes the importance of recruiting and retaining well-qualified professionals with the requisite credentials and licenses and the continuing need for re-certifications to support the mission. Memberships to associations can provide discounted trainings and certified educational credits to obtain the requisite credentials and licenses. The purpose of this policy is to identify MSHN’s policy regarding reimbursement for credentials, licensure and memberships.

### Policy

It is the responsibility of licensed or otherwise credentialed employees to maintain their individual credentials that are required for employment. MSHN will reimburse employees for professional credentials, licenses, associated professional fees and memberships and continuing education credits if the license or credential is listed in the job description or if required by MSHN. Licenses or credentials that are not required by MSHN but that have the potential to lead to better individual or organizational performance will be considered by MSHN, but it is not an employee benefit or entitlement. Consequently, such expenditures shall be reviewed and, if approved, will be disbursed in the form of a reimbursement to eligible employees in accordance with policies and procedures.

Reimbursement is not available for college, technical, or other formal education typically associated with earning a “college degree.” MSHN will not reimburse employees for education credentials or licenses so that the employee meets the minimum requirements of the job as detailed in the approved job description.

The professional credential must be issued by an appropriate Federal, state or local authority, or industry recognized professional credentialing body.

Reimbursement for payment of these expenses must be determined to be in the interest of the MSHN. MSHN may reimburse an employee for expenses associated with obtaining or maintaining professional credentials and/membership fees that MSHN determines are beneficial to carrying out the functions of the employee’s position. MSHN will discuss appropriate licensures during the job description and performance evaluation review process. Expenses associated with obtaining or maintaining professional credentials that are solely for the benefit of an employee may not be reimbursed.

Reimbursement is subject to availability of funding for this purpose and approval of each individual request. Department leaders are responsible for ensuring appropriate allocation of resources through the annual budgeting process.

Reimbursement request must identify the types of credentials, professional accreditations, professional licenses, certifications, examinations, and/or associated expenses, including those for continuing professional education, authorized for reimbursement.

Employees must request and receive authorization of expenses to obtain professional credentials in advance of an expense being incurred by an employee. Under such circumstances, an employee may be

reimbursed for an incurred expense only following successful completion of a professional credential requirement.

MSHN may identify the need for one or more of its existing employees to be credentialed. Where MSHN changes the credentialing requirements of a position or requires an existing employee to obtain a new credential required by MSHN, MSHN will pay the initial costs of the employee to obtain the newly required credential.

**Applies to**

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN’s CMHSP Participants:  Policy Only     Policy and Procedure
- Other: Sub-contract Providers

**Definitions**

**MSHN:** Mid-State Health Network

**Certification Program:** A program that involves a process in which individuals attain and demonstrate the level of knowledge and skill required to perform in the profession, occupation, or roles.

**Licensure:** A process by which a governmental authority grants permission to an individual practitioner or organization to operate or to engage in an occupation or profession.

**Professional Accreditation:** A formal process by which a recognized body, usually a non-governmental institution, assesses and recognizes that an organization meets applicable, pre-determined standards.

**Professional credentials:** Documents that attest to the truth of stated facts. For the purpose of this Instruction, professional credentials include professional accreditation, State-imposed and professional licenses, and professional certifications and registrations.

**Other Related Materials**

N/A

**References/Legal Authority**

N/A

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
10.2015	New Policy	Deputy Director
06.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
03.2023	Biennial Review	Deputy Director