

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Reimbursement Procedure for Credentials, Licensure and Memberships</b>		
<b>Policy:</b> <input type="checkbox"/> <b>Procedure:</b> <input checked="" type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Deputy Director	<b>Adopted Date:</b> 10.2015  <b>Review Date:</b> 07.11.2023	<b>Related Policies:</b> MSHN Personnel Manual

**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 is to identify MSHN’s procedure regarding reimbursement for credentials, licensure and memberships.

**Procedure**

To request reimbursement for professional licensure or credentials or related continuing education expenses, the employee must complete a reimbursement request form and submit both of the following:

- 1) Documentation verifying, he/she was successful in meeting licensure or certification requirements or receiving the continuing education credit. The documentation may be in the form of a copy of the official license or certification or transcript, or a statement from the governing authority/body on official letterhead attesting to the successful completion of all requirements. MSHN will be responsible for reimbursing employees only for the costs associated with successful completion of credentialing requirements. For example, if an employee takes an examination or assessment for professional credentials multiple times before successfully completing the requirements for the credential, the employee may only be reimbursed for the costs associated with the successful attempt.
- 2) Documentation of payment which may include a credit card payment statement, cash receipt, or canceled check for the cost of credentialing.

To request reimbursement for association memberships, the employee must complete a reimbursement request form and attach the following:

- 1) Membership application, including membership time frame.
- 2) Description of the benefits to the agency in obtaining membership.

The entire package must be routed through the appropriate supervisor(s) for approval.

The supervisor should consult with the Deputy Director when it is unclear that an employee, the particular credential, or other claimed expenses associated with a request qualify for reimbursement.

**Applies to**

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN’s Affiliates:  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**

## **References/Legal Authority**

### **Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
10.12.15	New Procedure	Deputy Director
07.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director