



# Commission Policy

Subject: Memberships, Subscriptions, Licenses and Certifications	Index: 1-73.22
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~~Policy Purpose: This policy outlines the District's position on reimbursing staff on professional memberships, subscriptions, licenses, and certifications.~~

~~I. Importance of Professional Memberships, Subscriptions, Licenses, and Certifications~~

~~To contribute to general professional growth, to provide contact with peers sharing similar issues, and to participate in organizations supporting similar interests before legislative groups, the District encourages memberships and subscriptions to such organizations and publications that will provide these benefits. The Commission will provide a reasonable and appropriate level of funding for such memberships and subscriptions.~~

~~II. Required Licenses and Certifications~~

~~The District recognizes that, in certain cases, position descriptions specify a particular license or certification as part of the job requirement. In those cases, the fee for such licensing or certification and associated continuing education credits and training will be paid by the District through an appropriate administrative procedure. The District also realizes that, while other non-required professional licensing fees do indirectly benefit the District by ensuring that its employees are properly accredited in their particular discipline, the main benefit and responsibility lies and is transferable with the employee. For this reason, payment of professional licensing or certification fees which are not specifically indicated as part of the employee's job description will be the responsibility of the individual employee.~~

~~III. Reimbursement Review~~

~~A detailed review of membership, license, certification, and subscription payment requests shall be the responsibility of the Executive Director. A list of anticipated memberships, subscriptions, licenses, and certifications shall be made available to the Commission upon request.~~