



Commission Policy

Subject:	Training, Professional Certification and Licensing, Memberships, and Educational Reimbursement	Index:	1-77.04
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Authority:	Statute:		
	Resolution: 09-052-4, 05-004-1, 02-136-7, 99-087-6(02), 92-149-11(02), 90-055-6(11)b, 87-119-11(2), 77-149-12D(3)g, 12-028-2, 15-020-02, 18-097-9; 20-171-11; 23-074-6; 25-102-7	Issued:	3/19/1981
		Last Revised:	07/28/2025
		Effective:	07/28/2025

Policy Purpose: This policy outlines the District's need for training, required certification and licenses, memberships and subscriptions, and educational reimbursement programs for staff.

I. Training

A training and development program will be created to assist the District in the accomplishment of its technical and managerial goals and for compliance with requirements of regulatory agencies.

II. Participation

Employee participation in the training program or educational reimbursement program is entirely voluntary and does not constitute, guarantee, or imply any commitment by the District for future employment or promotional advancement opportunities. Preparation for career advancement is the responsibility of each individual employee.

III. Required Certification and License Training

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 the budget process.

The District also realizes that, while other nonrequired 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. Should the Division Director recommend that a nonrequired professional certification or license is of direct benefit to the District and the Executive Director approves, the District may pay for these nonrequired professional certification or licensing fees.

IV. Professional Memberships, Subscriptions, Licenses, and Certifications



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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.

V. Educational Reimbursement Program

The District encourages its employees to continually develop professional skills, make decisions regarding career opportunities, and prepare for career advancement and succession opportunities within the District. Accordingly, the District will reimburse employees for fees and required textbooks for approved courses and programs that are related to the employee's current position or reasonable promotional opportunities, or a position that has been identified as a position of interest by the employee and/or supervisor. The District may also advance funds for educational fees for the benefit of employees who are unable to pay these fees in advance.

Courses or programs must be taken through approved schools or educational institutions and be approved prior to the start of the course or program by all levels of supervision including the Division Director. New employees are immediately eligible for educational reimbursement. Terms of reimbursement are defined in administrative policy.

VI. Executive Director Authority

The Executive Director is authorized to develop administrative policies to administer these programs. 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.