

The University of Mississippi

Non-University Licensing, Certification, and/or Training Fees

Summary/Purpose: Explanation of license, certification, and training fees eligible for University payment.

Licensing and Certification Fee Payment

The University is under no obligation to pay for licenses and certifications that are considered mandatory minimum requirements as defined on the official job description for classified positions or as advertised on unclassified position job announcements. Payment of fees for licenses and certifications considered mandatory minimum requirements is only justified if the requirement for such license or certification is imposed after an individual is employed.

Licenses and certifications not required to obtain a position, but which must be acquired within a specified period of time to retain the position, are considered eligible for reimbursement. Payment of fees may be paid at the discretion of the department head provided the availability of funds is present. These eligible licenses and certifications are found on the official job description, as maintained in Human Resources, under the “Additional Licensure and Certification Requirements” heading.

The University may elect to pay certain licensing and certification fees that do not qualify under the “Additional Requirements” heading of the job description when there is a justified need that provides a true benefit to the University. In these situations, the department head must submit a justification letter to Human Resources requesting approval for such a payment. This letter must include a justification stating how the license or certification provides a true benefit to the University and the effects that would result if the license or certification is not acquired. The offices of Procurement and Human Resources will review the request and determine if payment will be approved.

Non-University Training Fee Payment

Non-University courses, training, and conference fees (i.e. continuing education) may be paid at the discretion of the department head if it is related to the position and provides true benefit to the University. These fees are paid through Procurement Services via a Travel Authorization Form. Appropriate justification must be provided directly on this form. No additional paperwork needs to be completed.

Reimbursement for materials and testing fees is appropriate if the materials are required to complete an approved training.

Payment for Recertification

Only licenses or certifications that qualify for payment when initially acquired (as defined in the “Licensing and Certification Fee Payment” section of this policy) are considered eligible for University-paid recertification.

If an employee attends approved training and receives continuing education credits towards re-certification, associated fees qualify for payment as long as training is approved through the “Non-University Training Fee Payment” section of this policy. If training is not work-related, does not provide benefit to the University, or is not approved by Procurement and Human Resources, the University is not responsible for payment.

Exclusions

The University will only pay for an individual to obtain a driver’s license or any specialized driver’s license when the official job description, maintained by Human Resources, states that the licensure is a minimum requirement of the job and must be acquired within a specified period of time to retain the position or to perform work tasks.

Reimbursement for materials related to certification/license preparation courses are not covered.

This policy only refers to payment for licenses, certifications, training, and examinations. Payment for membership dues are governed by the Procurement policy “Membership Dues” (PUR.AP.100.011).