



Administrative Practices Manual

Subject: Professional License and Fees Reimbursement

1. Introduction

The 2024 Employee Benefit Handbook added the following provision:

Where an employee is required by their position to hold a professional license or certification from the State of Wisconsin, Department of Safety and Professional Services, Department of Health Services, or Department of Agriculture, Trade and Consumer Protection, the County shall pay the fees associated with the employee's continuing education, recertification, exams, or licenses.

This policy explains how the Department of Administration is reimbursing employees for the cost associated with these fees, continuing education, exams, or licenses.

2. In order to ensure consistent administration and to ensure all employees are able to access this benefit, employees seeking to use this benefit for licenses and certification fees should request approval from their Department Head using the **Conference and Training form**. The license or certification must be a requirement of employment per the employee's position description. Payment for any license or certification not required per the employee's position description is at the discretion of the Department Head. Payment of the licenses and certification fees will be processed through MUNIS or paid using a county pcard.
3. Conferences, trainings, and continuing education request related to continuing education, recertification and exam required to maintain licensing or certification required for employment should continue to use the Conference and Training Form. These will continue to be paid through Munis and P-card expenditures.
4. Departments are responsible for paying for these costs using their existing funding. The Department of Administration does not have separate funding to pay for these requests.
5. The reimbursement provided under this policy only applies to the on-going costs associated with education, recertification, exams, or licenses. The County does not pay for an employee's initial education, certification, exam, or licensing costs.
6. The County is not responsible for any late fees associated with a late renewal to an employee's professional license.