FEE PAYMENT FOR LICENSES AND CERTIFICATES

Summary/Purpose: An explanation is given as to who is responsible for making the payment of fees for licenses and certificates after an individual is employed.

Payment of fees for licenses and certificates by the University is justified only if the requirement for such license or certificate is imposed after an individual is employed. If it is expected that the individual would have the license or certificate as a condition of employment or if the individual carrying the title of the position would normally have the license or certificate, the employee will be responsible for payment.

Any current employee, whose conditions of employment included such payment or who presents convincing evidence of sufficient precedence and justification, may be approved for continued payment. However, after July 1, 2002, the above policy will be applicable to all employees.

All requests for payment of licenses and certificates are to be submitted through the respective vice chancellor to the Director of Procurement Services.