



State of Oklahoma

Oklahoma Department of Veterans Affairs

Policy – Licensure, Certification, and Professional Membership Fee Payment

Effective Date of Policy: March 2018	Next Scheduled Review: March 2019
Prior Policy: 1049	Policy Number: 1049.1
Last Reviewed: March 2018	Publish: March 2018
Approved: <b>Executive Director Doug Elliott</b>	Approval Date: March 2018

**Purpose:**

To implement and administer a License, Certification and Professional Membership program to aid in recruitment efforts of new staff, as well as provide a retention incentive for current licensed or certified healthcare and professional staff.

**Summary:**

The purpose of this policy is to allow ODVA to reimbursement for the cost of a license or certification listed in Attachment (1) to eligible employees. In certain circumstances the cost of professional memberships are reimbursable.

**Policy Interpretation & Implementation:**

Provide an incentive to retain key positions and employees with the agency, as well as aid in recruitment efforts for the hard-to-fill positions. An employee is eligible for reimbursement only if the licensure/certification is a requirement of the position held at the time of the payment.

**Procedure:**

Employees will pay for their license and fill out the ODVA internal form. The “Licensure, Certification and Professional Membership Fee Request for Reimbursement”, ODVA Form #1030 contains detailed information required to collect and report on this model project.

Routing procedure for reimbursement is as follows:

- Employee should complete the top sections of the form and sign the form.
- The completed form must be approved by the Supervisor, Administrator and Human Resources.
- Human Resources completes the position number and the job code and forwards to the Business Office for reimbursement.

**Nurse Aide/Medication Aide Certification**

Fulltime regular employees are eligible for reimbursement of fees associated with initial certification testing required by the vocational technical school imposed by Oklahoma State Department of Health for certification as a Long Term Certified Nurse Aide (LTC-CNA) or Long Term Care Certified Medication Aide (LTC-CMA).

**Professional Membership Requirements:**

It is the intent of this policy to allow reimbursement for professional membership fees. Some ODVA licensed and certified staff are members of professional organizations that provide training and information that is only available through individual membership. Professional organizations provide industry specific information, consulting assistance on key issues and practices, access to employer toolkits, workplace examples, best practice information, industry data, education materials, video resources, and continuing education materials for recertification. Memberships in these organizations are highly valuable and beneficial to ODVA's goal of providing outstanding service to our employees, residents, Oklahoma veterans, and other stakeholders. When organizational memberships are not available from a professional organization, reimbursement of individual membership fees and dues will be paid to employees when it is determined it is in the best interest of the ODVA. Payment of memberships will aid in the recruitment and retention of highly qualified staff as approved by the Executive Director.

Employees interested in reimbursement of membership in a professional organization should complete ODVA Form #1030 and follow similar procedures as outlined above for License and Certification reimbursement. This request should include materials from the organization outlining the benefits of the membership. An additional statement from the employee detailing the benefit of the membership to ODVA is encouraged. Each professional membership request should be forwarded to the Compliance Director for approval.

**Approved Licenses and Certifications:**

It is the intent of this policy to allow reimbursement payments as listed in Attachment (1). To accommodate revisions in licenses and fees, as well as changes in business practices by the agency, additional licenses, certifications, or professional membership fees may be eligible for reimbursement under this plan as approved by the Compliance Director.

**Changes in Amount of Fees:**

The costs charged by licensing or certifying entities are not controlled by the ODVA, consequently there is potential that the cost of license or certification fees may change during the project. Any amounts not consistent with the submitted plan must be verified with the certifying or licensing entity before reimbursement will be made.

The following licenses and certifications have been approved for reimbursement (renewal fees are subject to change according to the particular discipline/board guidelines):

<b>License/Certification/Professional</b>	<b>Renewal Fee</b>	<b>Frequency</b>	<b>Approx. #</b>
Advance Practice Nurse (APN)	\$40.00 (+\$85.00)	Every 2 years	7
American Academy of Physician Assistants	\$275.00	Annually	7
APN w/ RX Authority	Additional \$40.00	Every 2 years	7
Attorney	\$275.00	Annually	1
Certified Dietary Manager/Food Professional	\$143.00	Annually	14
Certified Medical Laboratory Assistant	\$ 50.00	Annually	7
Certified Medication Aide (CMA)	\$ 10.00	Annually	400
Certified Public Accountant (CPA)	\$ 60.00	Annually	5
Certified Public Manager (CPM)	\$125.00	Annually	10
Commercial Driver's License (CDL – Class C)	\$ 41.50	Every 4 years	50
Drug Enforcement Agency	\$731.00	Every 3 years	15

Doctor of Osteopathy (DO)	\$232.00	Annually	4
Doctor of Pharmacy (DPh)	\$100.00	Annually	14
Pharmacy Preceptor	\$100.00	Annually	14
Electrical Apprentice	\$ 20.00	Annually	2
Electrical Contractor License	\$200.00	Annually	3
Electrical Journeyman License	\$ 75.00	Annually	2
Food Handlers Permit	\$5.00 to \$13.00	Every 3 years	35
Infection Control and Epidemiology	\$325.00	Every 5 years	14
Licensed Clinical Social Worker (LCSW)	\$100.00	Annually	10
Licensed Dietician	\$100.00	Annually	7
Licensed Alcohol and Drug Counselor (LADC)	\$100.00	Annually	7
Licensed Masters Social Worker (LMSW)	\$100.00	Annually	4
Licensed Practical Nurse (LPN)	\$ 85.00	Every 2 years	275
Licensed Professional Counselor (LPC)	\$ 80.00	Annually	2
Licensed Social Worker (LSW)	\$100.00	Annually	4
Licensed Social Worker Associate (LSWA)	\$100.00	Annually	4
Mechanical Apprentice	\$ 20.00	Annually	2
Mechanical Contractor License	\$200.00	Annually	4
Mechanical Journeyman License	\$ 75.00	Annually	3
Medical Doctor (MD)	\$200.00	Annually	15
Medical Laboratory Technician (MLT)	\$ 90.00	Annually	7
Medical Technologist (MT)	\$ 90.00	Annually	7
Nursing Home Administrator	\$200.00	Annually	22
OBNDD Registration	\$432.00	Every 3 years	7
Occupational Therapist	\$100.00	Annually	1
Oklahoma Academy of Physician Assistants	\$125.00	Annually	7
Pharmacist	\$100.00	Annually	7
Pharmacist Preceptor	\$ 10.00	Annually	7
Pharmacy Technician	\$ 40.00	Annually	14
Physical Therapist (PT)	\$ 90.00	Annually	3
Physical Therapist Assistant (PTA)	\$ 60.00	Annually	6
Physician Assistant (PA)	\$125.00	Annually	7
Plumbing Apprentice	\$ 20.00	Annually	1
Plumbing Contractor License	\$200.00	Annually	4
Plumbing Journeyman License	\$ 75.00	Annually	3
Psychiatrist	\$200.00	Annually	1
Public Accountant	\$100.00	Annually	7
Registered Health Information Admin (RHIA)	\$150.00	Every 2 years	7
Registered Health Information Technician	\$150.00	Every 2 years	7
Registered Nurse (RN)	\$ 85.00	Every 2 years	115
Speech Language Pathologist (SLP)	\$ 85.00	Annually	1
Therapeutic Recreation Specialist	\$100.00	Every 2 years	7

\*\* Note: Employees may be subject to incidental fees for license/certification processing. These fees are generally less than \$5.00 and should be reimbursed.

Regulatory Reference Numbers	- Statewide Accounting Manual 50.10.05: General Information and Prohibited Acts.
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