



**POLICY: Professional Certifications and Licenses Reimbursement**

<i>Original Implementation Date:</i>	8.2016	<i>Date Reviewed/ Revised:</i>	3.2018	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	2
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**PURPOSE:** To establish guidelines for reimbursing, compensating staff who are in positions that require specific professional certifications and/or licenses necessary for the safe and legal operations of the organization.

**POLICY:**

If a professional license or certificate is required to engage in the profession and is also required for the job or position, then Sun Health and Sun Health Senior Living (hereinafter Sun Health) will establish the compensation for the position to include the cost of the license or certificate. A profession is a type of job that requires special education, training or skill. Examples of a profession include but are not limited to the following: registered nurse, HVAC, or commercial driver. Notwithstanding the previous statements, Sun Health will continue to pay for Health Care Administrator and Assisted Living Manager licenses.

If the professional license or certificate is required to engage in the profession, but is not required for the job or position, then Sun Health may pay the cost of the license or certificate as an expense if Sun Health derives a benefit from the actual license or certificate. When a senior leader is determining whether to pay the cost, he or she still needs to weigh the benefits derived from the employee being licensed or certified against the cost. Factors to be considered include but are not limited to the following:

- Does the license or certificate allow Sun Health access to beneficial materials, contacts, or other resources that it could not otherwise access?
- Does the license or certificate allow the employee access to areas or events that would not otherwise be available?
- How would payment or nonpayment impact recruitment and retention?
- Does the pay scale for the position take into consideration Sun Health’s payment or nonpayment for the license or certificate?
- Is there funding available - both current and future?

The cost of licensing or certification will not be reimbursed if the cost has been paid from another source. It will be the employee’s responsibility to provide proof of payment for the cost that is being reimbursed. Supporting receipts and proof of certification or licensure must accompany the Expense Reimbursement request (copies are acceptable) or check request.

**OTHER RELATED POLICIES:** Professional Development; Tuition Assistance