

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: EMPLOYEE CERTIFICATIONS

Policy Statement: If a position requires certification and/or licensure, the employee is expected to obtain and pay for the certification.

If the required certification and or licensure mandates continuing education or on-going training is required, the college will pay for the reasonable training and travel expenses as recommended and approved by the employee's supervisor.

If the required certification is necessary for additional duties or if the requirements for the employee's current position changes to include a certification and/or licensure, the college will pay for the reasonable training and travel expenses.

Procedures: Except in unusual circumstances approved by the president, the college does not pay the initial or renewal license fees for vocational and professional licenses or certificates that are advertised as required for a position at the college. The college may pay expenses of continuing education that are directly related to the employee's work. This applies even when it also serves to satisfy continuing education requirements for the employee to renew licenses or certificates for which fees are not paid by the college. When the college adds or changes the positions of current employees and those responsibilities require new or additional professional or vocational licensure, the college may pay expenses of preparation and fees for those employees to obtain and maintain such licensure.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [11/15/2013](#)

Keywords: certifications, continuing education, training, travel

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