



PROCEDURE FOR REQUESTING PAYMENT OF CERTIFICATION, LICENSURE, OR DUES

1. PURPOSE

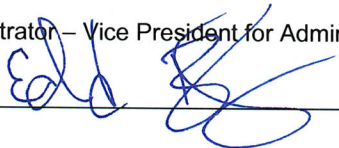
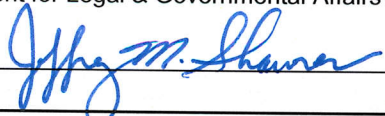
The purpose of this procedure is to provide a process on when and how WVSOM may pay for a certification, license, or dues for an employee.

2. APPLICABILITY

- 2.1 This procedure applies to regular full and part-time employees.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

3. GENERAL PROVISIONS

- 3.1 Typically, WVSOM will not pay for employee certification, licensure, or dues.
- 3.2 An employee requesting WVSOM to pay for certification, licensure, or dues should submit a written request to the Vice President who oversees the employee's department budget.
- 3.3 Should the Vice President who oversees the department budget approve of the request, the Vice President should provide a written justification, including the funding source to the President.
- 3.4 Should WVSOM determine that payment for a license, certification, or dues is appropriate, the following stipulations will apply:
 - 3.4.1. Only the President may approve payment of certification, licensure, or dues.
 - 3.4.2. Obtaining the certification or license or payment of dues must be to the benefit of WVSOM.
 - 3.4.3. Funds from student tuition or fees may not be used.
 - 3.4.4. The President may require the employee to sign a payback agreement if the employee leaves WVSOM within a specified time period.

Procedure Title:	_____ Procedure for Requesting Payment of Certification, Licensure, or Dues _____	
Effective Date:	_____ April 23, 2019 _____	Time: _____ 12:01 a.m. _____
APPROVED BY:		
Approving Administrator – Vice President for Administration & External Affairs:	_____  _____	Date: _____ 18 April 2019 _____
Vice President for Legal & Governmental Affairs and General Counsel:	_____  _____	Date: _____ 04-18-2019 _____