

<b>Compensation for Licenses, Certificates, Professional Memberships and Educational Activities</b>	<b>Department:</b> General Operations	
<b>Origination Date:</b> 03/10/2022	<b>Effective Date:</b> 03/10/2022	<b>Next Review Date:</b> 03/30/2025
<b>Policy Contact:</b> Nicole Jobson, Nicole.Jobson@wacbd.org	<b>Version:</b> #1	

**PURPOSE:** To define what licensing/certificate/membership fees and educational travel is eligible for compensation/reimbursement by WACBD.

**SCOPE:** The scope applies to all WACBD employees that need a license or certificate to work at WACBD or need job related educational credits (continuing medical education) or other education to further the mission of WACBD.

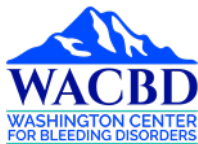
**POLICY STATEMENT:** Some WACBD employees are required to have certain licenses and/or certifies to perform their duties at WACBD. To that extent, certain staff have to engage in continuing education, would benefit from additional education, and/or may have to have membership in organizations to obtain such education.

WACBD will pay for certain licensing/certificate fees, educational activities and memberships for WACBD employees, **provided there is sufficient funding available** in the fiscal year and the WACBD employee is eligible to receive such funding.

**PROCEDURES:**

Procedure 1 – Reimbursement of Licensing/Certificate Fees	
Maintaining license/credentials	It is the responsibility of a licensed or credentialed employee to maintain their individual credentials required for employment
Reimbursement of Initial license/certificate fee	It is the responsibility of the employee to pay for their initial license or certificate, unless the license or certificate was specifically obtained to perform the work at WACBD
Reimbursement of subsequent license/certificate fees	WACBD will pay 100% of eligible license/certificate fees for anyone who spends > 50% of their effort at WACBD (in case of medical/clinical licenses this will apply to anyone who spends > 50% of their <u>clinical effort</u> at WACBD)
Examples of licenses/certificates eligible	Professional state license, pharmacy technician certificate, DEA license, CPR certificate (for those who need it to perform their work at WABCD)
Paying for license/certificate fee	Fees should be directly charged to WACBD rather than to the employee, if possible.

Procedure 2 – Reimbursement of Professional Memberships/Subscription Fees	
Eligible Employees	WACBD will pay membership fees for employees who have at least 50% effort at WACBD
Eligible Professional Memberships/Subscription	A membership fee is eligible for reimbursement, if the membership or subscription is directly associated with the work done at WACBD (examples are membership at the American Society of Hematology, World Federation of



	Hemophilia, Hemostasis and Thrombosis Research Society, International Society on Thrombosis and Hemostasis)
Reimbursement professional membership fees	WACBD may pay up to \$500/year per employee for professional memberships for non-physicians and up to \$1,000/year for physicians

Procedure 3 – Compensation of Educational Activities	
Eligible Employees and Activities	<p>WACBD will pay educational fees for employees if all the below apply:</p> <ul style="list-style-type: none"> <li>- Employee has at least a 50% effort at WACBD</li> <li>- Educational activity is needed to maintain the professional’s license/certificate (e.g. continuing medical education, continuing educational units) <b>OR</b> is needed to further the mission of WACBD</li> <li>- All travel and fees associated with professional development must be pre-approved by immediate supervisor and Executive/Medical Director</li> </ul>
What is covered	<p>The following is eligible for compensation:</p> <ul style="list-style-type: none"> <li>- Registration fee</li> <li>- Travel* (economy flight, milage, taxi, etc.) – DOMESTIC ONLY</li> <li>- Lodging* – DOMESTIC ONLY</li> <li>- Food*</li> </ul> <p>The following is not covered:</p> <ul style="list-style-type: none"> <li>- Business class, or higher classifications, of travel</li> <li>- Alcohol</li> <li>- International travel</li> </ul> <p>*Note: Certain restrictions apply, per WACBD’s Travel Policy, regarding reimbursement allowances.</p>
Amount of Compensation	WACBD may pay up to \$2,000/year per employee for educational/professional activities for non- director employees and up to \$4,000/year for director level employees (Medical Director, Pharmacy Director, Research Director, CFO, Operations Director).

Additional funding may be granted for special circumstances (e.g. presentation of research data at a conference), if funding is available and if approved by the Executive Director.

**APPROVING COMMITTEE(S):**  
Policy and Compliance Committee

**REVISION HISTORY**

	Final Approval by	Date	Brief description of change/revision
Revision			
Revision			