Chapter 8 – Professional License Expenses

Professional Exams, Licenses, and Dues

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Professional Exams, Licenses, and Dues

References: Bargaining Unit Contracts, California Code of Regulations (CCR), Administration, Title 2 Sections 599.922 and 599.922.2, and California Department of Human Resources (CalHR) State Bar Dues Section 2007

OVERVIEW

In recognition of the professional nature of employees, the State may reimburse employees for professional exams, licenses, and dues in job-related professional organizations, societies, or associations of the employee's choice. Employees in Bargaining Units 1, 2, 4, 9, 11, 12, 14, 15, and 21 and non-represented employees are currently the only employees eligible for professional exam, license, and dues reimbursement.

Bargaining Unit 2 and non-represented attorneys may elect to be reimbursed or to participate in the direct payment process for the cost of annual bar dues.

Reimbursement or direct payments for professional exams, licenses, and dues will not include any late fees or penalties due to untimely renewal. Late fees and penalties are the responsibility of the employee.

The purchase of a rubber stamp identifying an employee as a Registered Professional Engineer/Registered Geologist may be ordered through Form AS-201 via the Business Services Section for the Division of Engineering Services/TransLab.

ALLOWANCES

Collective Bargaining Unit	Allowances
Units 1, 4, 11, 14 and 15	Full reimbursement of renewal cost of professional and/or technical licenses, certificates, or credentials required as a condition of employment. Up to $50.00 per year for membership dues in job-related professional societies or associations of the employee's choice or a job-related professional license fee.

Unit 2	Reimbursement or direct payment of state bar dues for full-time employees, pro-rated dues for part-time employees or employees who work less than a full year. Membership in one local job-related bar association or for one job-related specialty section of the state or a local bar, if state bar membership is required as a condition of employment. Amount is not to exceed $100 annually and is pro-rated for part-time employees or employees who work less than a full year.
Unit 9	Full cost of application fees *upon successful completion* of the examination and renewal fees for Engineer, Architect, Landscape Architect, Engineering Geologist, Land Surveyor, Engineer-in-Training, Land Surveyor-in-Training and Geologist professional licenses. *Effective immediately, all Bargaining Unit 9 TECs for the reimbursement of professional licensing examination fees are to be routed through the Division of Design, Office of Professional Development prior to submission to the Division of Accounting. *Per the MOU effective July 2013, BU 9 employees may request reimbursement of examination and application fees for portions of exam that have been successfully passed without the requirement to wait until all portions of the exam have been passed. Effective July 01, 2022, Membership in one job-related professional society or organization, maximum $250 per fiscal year. Membership in the Project Management Institute for full-time project management positions, maximum $164 per fiscal year. *Per the MOU, effective July 1, 2022, full-time represented employees in bargaining Unit 09 may be reimbursed for the

	application and/or examination fees that have been successfully completed for the Certified Professional in Erosion and Sediment Control (CPESC), the Qualified Storm Water Pollution Prevention Plan (SWPPP), Developer (QSD), or the Qualified SWPPP Practitioner (QSP) certificates. Full-time bargaining Unit 09 employees may also be reimbursed renewal fee once every three years. For more reimbursement details, please refer to the link below: https://design.onramp.dot.ca.gov/professional-licensing-assistance-program
Unit 12	Cost of filing, examination, and renewal fees for obtaining an agricultural pest control license (Qualified Applicator's Certificate and/or Pest Control Advisor Certificate) or Backflow Tester certificate if required for employee's position. Must be authorized in advance by immediate supervisor and exam must be successfully completed and certificate issued.
Unit 21	Up to $75 per year for membership dues in job-related professional societies or associations.
Non-Represented	Up to $100 annually for membership dues of one professional organization or job-related license fee directly related to the employee's scientific or professional discipline. A professional license fee and professional dues to one organization may be reimbursed in combination for a total not to exceed $100. (Effective July 1, 2022, employees in S09 and M09 may be reimbursed up to $250) If job requires a professional license, may receive both professional dues and license fees not to exceed $100 annually for each. (Effective July 1, 2022, employees in S09 and M09 may be reimbursed up to $250) Full cost of application and renewal fees for Engineer, Architect, Landscape Architect, Engineering Geologist, Land Surveyor, and Engineer-in-Training licenses.

	Membership in the Project Management Institute for full-time project management positions, maximum $164 per fiscal year (R09, S09 and M09 only). Cost of filing, examination, and renewal fees for obtaining an agricultural pest control license (Qualified Applicator's Certificate and/or Pest Control Advisor Certificate) if required for employee's position. Must be authorized in advance by immediate supervisor and exam must be successfully completed and certificate issued.

REIMBURSEMENT CLAIMS

Qualifying employees are required to submit a Travel Expense Claim (TEC) for reimbursement. Exams, licenses, and membership dues must be coded to Object Code 075 and proof of payment must be attached to the TEC.

Requirements for proof of payment is:

Professional Membership Dues:

> Provide two (2) copies of the front and back sides of the canceled check or original receipt (with pre-printed amount) indicating the cost of the dues or membership.

Professional License Renewal:

Provide two (2) copies of one of the following options:

> The Department of Consumer Affairs online renewal confirmation through Official Payments or,
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> Cash receipt provided by the Department of Consumer Affairs or,
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> The renewed license and proof of payment i.e. cancelled check, copy of credit card statement, etc.

Exam Fees:

Represented employees must attach to the TEC a copy of the notification that the exam has been successfully completed. Both represented and non-represented employees must attach to the TEC two (2) copies of the canceled check or original receipt (with pre-printed amount) indicating the cost of the application and/or exam fee.

Employees must reference the license or exam title on the TEC. In addition, in the Remarks Section of the TEC, represented employees shall reference Article 3.3 of the Bargaining Unit 9 Contract and non-represented employees shall reference CCR Section 599.922.

Represented employees must code the TEC using the following Reporting IDs:

Examination	Reporting ID
Civil Engineer	6CE
Electrical Engineer	6ELEC
Engineer-in-Training	6EIT
Land Surveyor	6LS
Land Survey-in-Training	6LSIT
Structural Engineer	6STRUC
All Others	6REIMB

STATE, LOCAL, AND SPECIALTY BAR DUES

For the most recent allowance amounts and direct payment information for State bar dues, see the latest California Department of Human Resources (CalHR) Human Resources Manual Section 2007 – State Bar Dues.

The State of California does not pay or reimburse:

The portion of bar dues that funds the "State Bar's Legislative Activity" and "Bar Relations and Elimination of Bias" with voluntary bar associations.

Contribution for the Legal Services Assistance option.

Optional donations to the Conference of Delegates of California Bar Associations, Foundation of the State Bar, or the California Supreme Court Historical Society.

Penalties resulting for late payment of dues.

All TECs submitted for reimbursement of state, local and specialty bar dues must include two (2) copies of proof of payment (canceled check or pre-printed receipt), two (2) copies of the annual fee statement issued by the Bar Association and two (2) copies of the employee's membership card.

NOTARY PUBLIC

Employees who have been authorized to become a Notary Public may be reimbursed for Notary Public expenses limited to those expenses required by law to obtain a Notary Public Commission. The expenses required by law are:

1. The California Notary Bond
2. Notary Seal/Stamp
3. Notary Journal
4. Background Check
5. Photograph
6. Thumb Printer
7. Notary Forms

Note: The Department will not reimburse employees for Errors & Omissions insurance claims. There is no requirement, nor any real benefit, for the Department to obtain and /or pay for errors and omissions insurance for a notary public who provides services to the Department. Errors and Omissions insurance (aka, "malpractice insurance") is separate and distinct from the surety bond and is not a mandatory requirement by law to obtain a Notary Public commission.

REIMBURSEMENT CLAIMS

Qualifying employees are required to submit a TEC for reimbursement. Proof of payment with itemized receipt must be attached to the TEC and coded to object code 075.

Professional Organizations

ACCOUNTING/AUDITING

American Accounting Association
American Institute of Certified Public Accountants
American Society of Women Accountants
Association of Accounting Administrators
Association of Certified Fraud Examiners
Association of Certified Fraud Specialists
Association of Chartered Certified Accountants
Association of Inspectors General (AIG)
Association of Government Accountants
California Society of Certified Public Accountants
Institute of Internal Auditors
National Association of Accountants
National Society of Public Accountants

ADMINISTRATIVE

Association of Executive and Administrative Professionals
International Association of Administrative Professionals
California Association of Public Purchasing Offices (CAPPO)

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

Equal Opportunity Compliance Officers Association
National Forum for Black Public Administrators

ARCHAEOLOGY

American Institute for Archaeological Research
California Preservation Foundation
Society for California Archaeology
Society for Industrial Archaeology

Society of American Archaeology
Society of Historical Archaeology
Society of Professional Archaeologists

ARCHITECTS

American Institute of Architects
Association for Preservation Technology
Construction Specifications Institute
National Organization for Minority Architects
Society of Architectural Historians

AVIATION

Aircraft Owners Pilot Association
American Association of Airport Executives
California Association of Aerospace Educators
California Aviation Council
National Association of Flight Instructors
Southwest Chapter of American Association of Airport Executives
The Association of California Airports

DESIGN AND DRAFTING

American Institute for Design and Drafting
American Institute of Technical Illustrators Association
Association of Pedestrian and Bicycle Professionals
National Graphic Artists Guild

ELECTRICITY AND ELECTRONICS

American Electronics Association
Institute of Electrical and Electronics Engineers

ENGINEERS AND CONSTRUCTION

Acoustical Society of America

American Academy of Environmental Engineers and Scientists (AAEES)

American Association of Engineering Societies

American Associations of Bangladeshi Engineers and Architects (AABEA)

American Chemical Society

American Concrete Institute

American Geophysical Union (AGU)

American Institute of Chemical Engineers

American Institute of Steel Construction Inc

American Public Works Association

American Railway Engineering Association

American Road and Transportation Builders Association

American Society of Automotive Engineer (SAE)

American Society for Concrete Construction

American Society for Engineering Management

American Society for Nondestructive Testing

American Society for Testing and Materials

American Society of Civil Engineers

American Society of Mechanical Engineers

American Traffic Safety Services Association

American Water Works Association

American Welding Association

Association of Asphalt Paving Technologists (AAPT)

Association for Bridge Construction and Design

Association of Consulting Chemists and Chemical Engineers

Association of Engineering Geologists

Association for Professional Engineers and Geoscientists of British Columbia, Canada

Association of Soil and Foundation Engineers

Association of State Floodplain Managers (ASFPM)

CA2RS Organization

California Stormwater Quality Association

California Water Environment Association (CWEA)

Construction Management Association of America

Construction Specification Institute

Deep Foundation Institute

Dispute Resolution Board Foundation (DRB)

Earthquake Engineering Research Institute (EERI)

Floodplain Management Association

Geological Society of America (GSA)

Institute for Sustainable Infrastructure (ISI)

Institute of Transportation Engineers

Institute of Noise Control Engineering

International Code Council (ICC)

International Society of Explosives Engineers

Korean-American Scientists and Engineers Association

National Association of Corrosion Engineers

National Society of Professional Engineers

National Water Well Association

Precast/Prestressed Concrete Institute (PCI)

Seismological Society of America (SSA)

Society of American Value Engineers

Society of Hispanic Professional Engineers

Society of Manufacturing Engineers

Society of Mining Engineers

Society of Women Engineers

Structural Engineers Association of California (SEAOC)

The American Society of Heating, Refrigerating and Air Conditioning Engineers

The Institute of Electrical and Electronics Engineers, Inc.

The International Association of Foundation Drillers

The Society of American Military Engineers

INFORMATION TECHNOLOGY

Association for Information & Image Management International
Association for Systems Management
Association of Information Systems Professionals
Association of Public Safety Communications Officials
Certified Information Systems Security Professional (CISSP)
Data Processing Management Association
HTML Writers Guild
Information Systems Audit and Control Association and Foundation
Information Systems Security Association
The Instrumentation, Systems and Automation Society

LANDSCAPE

American Society of Irrigation Consultants
American Society of Landscape Architects
California Invasive Plant Council
California Native Grass Association
California Native Plant Society
Certified Professional in Erosion and Sediment Control (CPESC)
International Erosion Control Association
International Society of Aboriculture
Irrigation Association
The California Association of Pest Control Advisers (CAPCA)

LAW

American Bar Association
American Board of Trial Advocates (ABOTA)
American Inns of Court
Association of Legal Administrators
Association of Transportation Practitioners

Bar Association of San Francisco
California Academy of Appellate Lawyers
Los Angeles County Bar Association
Orange County Bar Association
Pasadena Bar Association
Sacramento County Bar Association
San Diego County Bar Association
San Francisco Association for Docket, Calendar and Court Services
Transportation Lawyers Association
Women Lawyers Association of Los Angeles

LIBRARY

California Library Association
Special Libraries Association

MAINTENANCE

American Trucking Association - Maintenance Council
Locomotive Maintenance Officers Association
Maintenance Superintendents Association of California
Pesticide Applicator's Professional Association
Steel Structures Painting Council

MANAGEMENT

Academy of Management
American Association of State Highway & Transportation Officials
American Management Association
American Society for Personnel Administration
American Society for Public Administration
American Society for Quality Control
Association of Management Analysts in State and Local Government
Association of Records Managers and Administrators

Building Owners and Managers Association (BOMA)
California Public Employees Labor Relations Association
International Facility Management Association
International Personnel Management Association
National Contract Management Association (NCMA)
Project Management Institute
Public Equipment Manager's Association
Redwood Empire Personnel Management Association
Sacramento Area Council for Total Quality (SACT-Q)
Sacramento Area Human Resources Association (SAHRA)
Society of Government Meeting Professionals
Society for Human Resource Management

MISCELLANEOUS

American Society of Notaries
California Chamber of Commerce
California Diversity Council (CADC)
California Historical Society
Mathematical Association of America
National Council on Public History
National Notary Association
National Trust for Historic Preservation
North American Cartographic Information Society (NACIS)
Toastmaster

PHOTOGRAPHY

American Society of Photographers
Professional Photographers of America

PLANNING

Air Pollution Control Association

American Institute of Certified Planners
American Planning Association
American Public Transit Association
Association of Environmental Planners
Association of Environmental Professionals
Association of State Wetland Managers
Association of State Planning Agencies
California Geographic Information Association (CGIA)
California Emergency Services Association (CESA)
High Speed Rail Association
Northern California Botanists
Orange County Traffic Engineering Council (OCTEC)
Society for Ecological Restoration and Management
The California Council for the Promotion of History
Urban and Regional Information Systems Association (URISA)
Wildlife Society
Women's Transportation Seminar

PUBLIC RELATIONS

Association of Railroad Advertising and Marketing
California Association of Public Information Officers (CAPIO)
Public Relations Society of America
Railroad Public Relations Association
San Francisco Public Relations Round Table

RIGHT OF WAY

American Real Estate and Urban Economic Association
American Society of Appraisers
Appraisal Institute
Institute of Real Estate Management
International Real Estate Federation

International Right of Way Association
National Association of Real Estate Appraisers
National Property Management Association
Property Management Association of America
Relocation Assistance Association of America

SAFETY

American Society of Safety Engineers
California Hazardous Material Investigation Association (CHMIA)
National Safety Council
Public Agency Risk Manager's Association
Public Agency Safety Management Association

SECURITY

International Advancing Security Worldwide (ASIS)

SCIENCE

American Industrial Hygiene Association
American Conference of Governmental Industrial Hygienist

SECRETARIES

National Association of Executive Secretaries
National Association of Executive Secretaries and Administrative Assistants
Professional Secretaries International

SURVEYORS

American Association for Geodetic Surveying
American Cartographic Association
American Congress of Surveying and Mapping
American Society of Photogrammetry & Remote Sensing
California Land Surveyors Association, Inc.

National Association of Professional Surveyors

TRAINING

American Society for Training and Development

Organization Development Network