

# **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, Administration, Title 2 Sections 599.922 and 599.922.2](#), [California Department of Human Resources \(CalHR\) State Bar Dues Section 2007](#), [Project Management Directive 17R1](#), and [Labor Relations Alert 24](#)

### 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, 10, 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.

For employees who work less than one year, the Department shall prorate reimbursement at the rate of one twelfth per month of the actual cost incurred by the employee or the maximum reimbursement, whichever is lesser, from the month of hire through January of the following calendar year. The month of hire shall only be included in the calculation if it is a qualifying pay period. A "qualifying" pay period for full-time employees is at least 11 work days; for half-time employees it's 5.5 work days; and for permanent intermittent employees it's 160 hours.

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

<b>Collective Bargaining Unit</b>	<b>Allowances</b>
<b>Units 1, 4, 11, 14 and 15</b>	<p>Full reimbursement of renewal cost of professional and/or technical licenses, certificates, or credentials required as a condition of employment.</p> <p>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.</p>
<b>Unit 2</b>	<p>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.</p> <p>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 (effective January 2024, the reimbursement rate increases to \$200) and is pro-rated for part-time employees or employees who work less than a full year.</p>

<b>Unit 9</b>	<p>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.</p> <p>*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.</p> <p>*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.</p>
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	<p>Effective July 01, 2022, Membership in one job-related professional society or organization, maximum \$250 per fiscal year.</p> <p>Membership in the Project Management Institute for full-time project management positions, maximum \$164 per fiscal year.</p> <p>*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.</p> <p>For more reimbursement details, please refer to the link below:  <a href="https://design.onramp.dot.ca.gov/professional-licensing-assistance-program">https://design.onramp.dot.ca.gov/professional-licensing-assistance-program</a></p> <p>Effective immediately, Landscape Architect employees may receive Architect Registration Exam (ARE) courses reimbursement. Employees are required to submit their courses to PLAP mailbox (<a href="mailto:DOTProfLic@dot.ca.gov">DOTProfLic@dot.ca.gov</a>) to validate the examination and proof of payment prior to forwarding to the Accounting TEC mailbox (<a href="mailto:Division.Of.Accounting.TEC.Mailbox@dot.ca.gov">Division.Of.Accounting.TEC.Mailbox@dot.ca.gov</a>) to process the reimbursement.</p> <p>For more information about the Architect Registration Exam (ARE) courses reimbursement, please visit the PLAP website: <a href="https://design.onramp.dot.ca.gov/professional-licensing-assistance-program">https://design.onramp.dot.ca.gov/professional-licensing-assistance-program</a></p>
<b>Unit 10</b>	A total of up to \$100.00 per year for membership dues in one or more job-related professional societies or associations of the employee's choice.
<b>Unit 12</b>	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.
<b>Unit 21</b>	Up to \$200 per year for membership dues in job-related professional societies or associations.
<b>Non-Represented</b>	<p>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)</p> <p>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)</p> <p>Full cost of application and renewal fees for Engineer, Architect, Landscape Architect, Engineering Geologist, Land Surveyor, and Engineer-in-Training licenses.</p> <p>Membership in the Project Management Institute for full-time project management positions, maximum \$164 per fiscal year (R09, S09 and M09 only).</p> <p>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.</p>

## 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,

Cash receipt provided by the Department of Consumer Affairs or,

The renewed license and proof of payment i.e. a copy of the invoice, cancelled check, or 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:

<b>Examination</b>	<b>Reporting ID</b>
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 \$45 contribution for the Legal Services Assistance option;

- Optional donations for Justice Gap Fund, California Change Lawyers, Legislative (or Lobbying related) Activities Fund, or California Supreme Court Historical Society (CSCHS); nor

- Penalties resulting from late payment of dues, unless the state is responsible for the late payment.

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.

For employees who work less than one year, the Department shall prorate reimbursement at the rate of one twelfth per month of the actual cost incurred by the employee or the maximum reimbursement, whichever is lesser, from the month of hire through January of the following calendar year. The month of hire shall only be included in the calculation if it is a qualifying pay period. A "qualifying" pay period for full-time employees is at least 11 work days; for half-time employees it's 5.5 work days; and for permanent intermittent employees it's 160 hours.

The state will pay up to \$200 annually for job-related local or specialty bar dues, if State Bar membership is required as a condition of employment. The employee may be reimbursed for more than one local or specialty bar as long as the total reimbursement does not exceed \$200. Excluded employees may be reimbursed for job-related local or specialty bar dues at the discretion of the department. In such cases, the department also determines the reimbursable amount. The department may prorate the amount for employees working less than full time.

## **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 Council of Architectural Registration Boards (NCARB)  
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)  
Certified Floodplain Manager (CFM)  
Construction Management Association of America  
Construction Specification Institute  
Deep Foundation Institute  
Dispute Resolution Board Foundation (DRB)  
Earthquake Engineering Research Institute (EERI)  
Environmental Engineering Geophysical Society (EEGS)  
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 for Concrete Pavements (ISCP)  
International Society of Explosives Engineers  
Korean-American Scientists and Engineers Association  
National Association of Corrosion Engineers  
National Society of Professional Engineers  
National Society of Black Engineers  
National Water Well Association  
Precast/Prestressed Concrete Institute (PCI)  
San Diego Association of Geologists (SDAG)  
Seismological Society of America (SSA)  
Society of American Value Engineers  
Society of Exploration Geophysicists (SEG)  
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  
International Information System Security Certification Consortium (ISC2)  
The Instrumentation, Systems and Automation Society

## **LANDSCAPE**

American Society of Irrigation Consultants  
American Society of Landscape Architects  
California Invasive Plant Council  
California Landscape Contractors Association (CLCA)  
California Native Grass Association  
California Native Plant Society  
Certified Professional in Erosion and Sediment Control (CPESC)  
International Erosion Control Association  
International Society of Arboriculture

Irrigation Association

The California Association of Pest Control Advisers (CAPCA)

The California Society for Ecological Restoration (SERCAL)

## **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)  
Community Transportation Association of America (CTAA)  
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  
GIS Certification Institute (GISCI)  
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 Fire Protection Association (NFPA)  
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