COMMUNITY COLLEGE OF DENVER

Title: Certifications, Licenses, and Memberships

Guideline #: PO – 7

Approved: July 1, 2013

July 13, 2015

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References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish guidelines for which the Community College of Denver (College) will pay for an employee's license, certification, or memberships. This also applies to memberships in organizations paid for by the College.

2. APPLICABILITY

These guidelines apply to all College faculty and staff.

3. GUIDELINES

The College recognizes the value that licenses, certifications, and memberships provide not only to its employees, but also to the College itself. As such, the College will reimburse or pay employees for the cost of obtaining or renewing their license, certification, and/or membership based on the following criteria.

- a. Certification/License:
 - i. Must be a job requirement; or,
 - ii. Negotiated at the time of employment.
- b. Continuing Professional Education (CPE) Credits
 - i. Must be job related;
 - ii. Available to everyone; and,
 - iii. Employees must successfully complete the course.

 Employees who fail or withdraw from a course will be required to reimburse the College for all cost incurred, including any travel related costs, and will be required to submit annual leave for any administrative time received to take the course.
 - iv. Expenses for CPE training, if any, should be considered part of the department's operating budget of the employee.
 - v. Employees should always ask at training sessions if CPE credits are offered and should take advantage of free training sessions that offer CPE credits whenever possible.
 - vi. The College President must approve any request to pay for a license or certification when it is not a specific requirement of the employee's job.
- c. Continuing Technical Education (CTE) Credits

- i. All CTE faculty are required to maintain their CTE credentials in order to teach CTE courses. The College has developed a four (4) credit hour course (3 hours classroom/online plus 1 hour lab) that CTE faculty must attend once every two (2) years. The cost of this course is covered by the College.
- ii. Faculty must successfully complete the course. Faculty who fail or withdraw from a course will be required to reimburse the College for all costs incurred, including any travel related costs, and will be required to submit annual leave for any administrative time received to take the course.

d. Organizational Memberships/Clubs

- i. The College requires that all memberships be in the name of the College and not an individual employee, unless the organization does not provide institutional membership.
- ii. In situations where only individual memberships are available, the employee requesting the membership must provide the Vice President of Administrative Services and CFO or Controller with justification as to the benefits the College will receive as part of the membership. The Vice President of Administrative Services and CFO or Controller must approve all requests for individual memberships.