

		<b>Policy Number:</b>  AG076
<b>Subject:</b>	LICENSURE FEE REIMBURSEMENT	
<b>Section:</b>	ADMINISTRATIVE GENERAL	
<b>Effective Date:</b>	11/01/2015	<b>Review Date:</b>
		<b>Revised Date:</b>
<input checked="" type="checkbox"/> <b>New Policy</b>		<input type="checkbox"/> <b>Supersedes Policy Dated:</b>
<b>Issued by:</b> HR Administrator	<b>Concurred with and Approved by:</b> Jim Burns, Director                      Initial: _____	
<b>Distribution:</b>	All employees of Family Focus, Inc.	

**PURPOSE:**

The purpose of implementing a Licensure Fee Reimbursement Program is to reward Family Focus employees for passing the test required to obtain clinical licensure. License must be one of the following: 1.) Clinical Social Worker, 2.) Marriage and Family Therapist, 3.) Mental Health Counselor. Employee must agree to remain a Family Focus Inc. employee for one subsequent year after licensure.

**PROCEDURE:**

The Licensure Testing Fee Reimbursement Program will reimburse application and testing fees to employee upon proof that employee has passed the test and obtained license. Employee will provide HR Director with the following:

1. License
2. Application fee receipt that clearly shows name of employee.
3. Test fee receipt that clearly shows name of employee.
4. Signed agreement (see attachment).

Once employee has provided all above documents, the HR department will retain copies in employee's personnel file and forward reimbursement request to accounting department. The accounting department will reimburse employee the actual application and testing fees.

