

## COMMUNITY COLLEGE OF DENVER

Title: Certifications, Licenses, and Memberships

Guideline #: PO – 7

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July 13, 2015  
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References: None

Approved By: Dr. Everette J. Freeman, President

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### 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

