

# The University of Wisconsin System

## Administrative Policy # 1242 (formerly GEN25)



Title: Payment of Licenses

Original Issuance Date: July 1, 2015

Last Revision Date: ~~February 14, 2017~~July xx, 2025

### 1. Policy Purpose

The purpose of this policy is to outline payment of license fees required to maintain professional credentials.

### 2. Responsible UW System Officer

Associate Vice President and Chief Human Resources Officer

### 3. Scope and Institutional Responsibilities

This policy applies to all UW System institutions and the UW System Administration, except for UW-Madison.

### ~~42.~~ Policy Background

The 2003 Legislative Audit Bureau report of procurement card usage contained a recommendation that required the Division of Administration, Department of Personnel Management (formerly OSER or DER) and, as a result, UW System to establish a policy regarding the payment for professional licenses.

### ~~53.~~ Policy Definitions

See SYS 1225, General Terms and Definitions, for a list of general terms and definitions.

### 64. Policy Statement

Unless there is clear authority in an applicable collective bargaining agreement, university payment of professional license fees is prohibited regardless of the source of funds. The salary established for employees is intended to attract and retain staff based on the education, experience, and special training required to perform the work. For some staff this includes the requirement that they have a professional license to hold a particular position. The payment of license fees to maintain professional credentials is the responsibility of the employee.

An exception to this rule may be granted in those rare circumstances when a current employee is asked to obtain a license or certification for the convenience of the university. For example, the university could reimburse license costs incurred when a child care facility employee is asked to obtain a teaching license for occasional work as a substitute teacher.

### 75. Related Documents

July 2003, Legislative Audit Report – page 24

### 86. Policy History

Revision 2: July xx, 2025

Revision 1: February 14, 2017

First approved/Issued: 07/01/2015 July 1, 2015

Revised: 02/14/2017

## **9. Scheduled Review**

July 2030

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