

FY18 NDAA Spouse Reimbursement for State Licensure/Certification Costs **Frequently Asked Questions (FAQs)**

- **Who is eligible for this program?**

- Any Active Component or Reserve Component personnel on Title 10 orders may be eligible, providing the situation meets the criteria established in the policy.

- **What is the eligibility criteria?**

- A member may be reimbursed up to \$500 for qualifying relicensing costs of their spouse when all of the following conditions are met:
 - The member is reassigned, either as a Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA), from a permanent duty station (PDS) in one State to a PDS in another State.
 - The PCS movement of dependents is authorized.
 - The spouse was employed in a profession requiring certification in the previous State.
 - The spouse is required to obtain re-certification for the same profession in the new State.
 - Completion of the relicense or certification was successful.

- **What about a PCS returning from OCONUS?**

- The license from the PDS prior to OCONUS may be used if the new CONUS PDS is in a different State.

- **Which licenses/certifications qualify for this program?**

- License/certification requirements vary by state; however, some examples include, but are not limited to, teaching, cosmetology, real estate, or nursing. Learn more about licensing and certifications from your installation Fleet and Family Support Center, the Department of Labor at <https://www.veterans.gov/milspouses>, or the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

- **What is a “qualified” relicensing cost?**

- For the purposes of this policy, “qualified relicensing costs” means costs, including exam and registration fees, imposed by the state of the new duty station to secure a license or certification to engage in the same profession in which the spouse engaged while in the state of the last duty station.

- **What do I have to provide to be eligible for reimbursement?**

- The military member must provide the following documentation (MPM 1754-040):
 - Memorandum Spouse Licensure Reimbursement Request (Exhibit 1, MPM 1754-040)
 - OPTIONAL FORM 1164 Claim For Reimbursement for Expenditures on Official Business
 - PCS Orders
 - A copy of previous license/certificate
 - A copy of new license/certificate
 - A copy of the receipt for new license/certificate
- The complete package will be scanned and emailed to the My Navy Career Center (MNCC) at secured email address: ASKMNCC.FCY@NAVY.MIL to be processed by PERS-22.

- **Can you get reimbursed for a new license/certification?**

- It must be an existing license or certification.

- **Is this reimbursement taxable as income?**
 - Yes, spouse licensure reimbursement payments are subject to the standard 25% Federal income tax withholding rate and to State tax (as applicable).
- **Will reimbursement cover the cost of failed tests?**
 - Unsuccessful attempts do not qualify for reimbursement.
- **What about a spouse who works across state lines (e.g, PCS orders to VA duty station but spouse found a job in Maryland)?**
 - Spouse must choose to recertify in VA or Maryland. Requirement states, one time per move, pursuant to PCS or PCA, “recertification.”
- **What if married at time but have since divorced/separated?**
 - Must be married at the time of application for reimbursement.
- **What about moves that are in the same state?**
 - Moves must be from one State to a different State.
- **How long do you have to make a request for reimbursement?**
 - Requests for reimbursement associated with PCS orders issued between 12 December 2017 through 30 June 2019 shall be submitted no later than 30 June 2020.
 - Requests for reimbursement associated with PCS orders issued after 30 June 2019 shall be submitted no later than 24 months after issued date of PCS orders.
- **What if my fees cost more than \$500.00?**
 - Reimbursement will only cover up to \$500.00.
- **What is my spouse’s qualifying relicensing fees only add up to \$300? Will we receive the full \$500?**
 - You can be reimbursed *up to* \$500 for qualifying relicensing costs; in this scenario, you can be reimbursed \$300.
- **Can you get reimbursed if you separate and/or retire?**
 - No, you will not be reimbursed if you separate/retire prior to receiving the new license/certificate.
- **Does initial/first duty station qualify for reimbursement?**
 - No, an initial accession duty station does not qualify for reimbursement for re-certification/re-licensure as this is a move from home to permanent duty station.
- **Does that include A schools? What if the military member’s training school is long; can I claim reimbursement then? How long does the training school have to be?**
 - To qualify for reimbursement, the orders must be a Permanent Change of Station or Permanent Change of Station move from one State to another State. Additionally, the movement of the Sailor’s spouse must be authorized at the expense of the government.
- **How can I find out more information on reimbursement, re-certification/ re-licensures?**
 - Contact your local Fleet and Family Support Center, or visit the Department of Labor

website at <https://www.veterans.gov/milspouses>, and the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

- **Does it have to be a State-level license or certification? What about licenses issued by a county or municipality?**
 - The law as written refers to State licenses only.
- **What is meant by “same profession”? Can I be reimbursed for a broker’s license if I only had a real estate agent license at the prior duty station? Nurse to Nurse Practitioner, etc.**
 - The reimbursement is for the license/certification required to engage in the same profession in the new state as was held in the previous state.
- **What if the previous State did not require a license but the new State requires a license to engage in the same profession as the previous State?**
 - If no license was required in previous State, in lieu of license provide verification that spouse was employed in the same profession.
- **What about “voluntary” certification fees? The previous state had a standard license fee and individuals had to pay extra to be “certified” as a specialist in (for example – military move issues). Can I be reimbursed for the voluntary certification as a specialist?**
 - The law authorizes reimbursement for qualified relicensing costs which includes exam and registration fees that are imposed by the new State to engage in the same profession as the previous State. If the fees are required to be certified in the new State in order to work in the same profession, they are reimbursable.
- **Can I be reimbursed for dues? I was already licensed in the state to which we moved because it made sense for me to stay active in that state and I am required to pay annual dues for the certification. Now that we’ve PCS’d back to that state, can I be reimbursed for the fees I am charged by the state?**
 - No. Since the dues are annual, you would have to pay them anyway and are not attributable to costs associated with relicensing or certification as a result of a PCS move.
- **What does “engaged in the profession” mean? I kept my license active, but did not really use it because my parents became ill and I had to care for them. Can I be reimbursed for certification costs I pay at the next duty station? What if I went “inactive” with my license to care for my parents?**
 - The reimbursement is authorized for relicensure costs imposed by the new State to secure a license or certification to engage in the same profession that the spouse of the member engaged in while in the State of the previous duty station. If the spouse was not engaged in a profession in the previous duty station, the costs are not reimbursable.
- **What if the test I need to take is only offered sporadically? My exam is only offered twice each year and it takes about 12-weeks to receive the results. We just moved in August and given all that’s required to settle-in, I don’t think I’ll be prepared to take the exam in the**

Spring. If I take it in the summer, I won't have my results until late in the fall. Can I still get reimbursed? Can I ask for a waiver of the time to submit the claim?

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- Requests for reimbursement associated with PCS orders issued after 30 June 2019 shall be submitted no later than 24 months after issued date of PCS orders.

• **I'm PCSing from Norfolk to San Diego. My spouse recently completed nursing school in Norfolk and wants to get a nursing license in California – do I qualify for this program?**

- This program does not reimburse costs for obtaining licenses for a new profession; it reimburses *relicensing* costs. However, there are other programs that may assist in your situation. Learn more about licensing and certifications from your installation Fleet and Family Support Center, the Department of Labor at <https://www.veterans.gov/milspouses>, and the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

• **I'm PCSing to Bahrain for a 1-year unaccompanied (dependent-restricted) assignment. While I'm gone, my spouse is going to move to our hometown in Tennessee – do I qualify for this program?**

- This program is not intended for PCS in which movement of dependents at government expense is not authorized. However, if you receive an approved accompanied follow-on assignment, you may be eligible for this program at the follow-on location after your PCS orders are issued for that location.

• **I'm PCSing from NAS Jacksonville to Navy War College (NWC) in Newport, RI, and movement of dependents at government expense is authorized. My spouse, who is a teacher, is going to move to her parents' home in Kentucky and teach there while I'm at NWC. Since movement of dependents at government expense is authorized, do I qualify for this program?**

- Reimbursement of qualifying relicensing/recertification costs apply to those costs imposed by the State of the new duty station, which in your situation is Rhode Island. You would qualify for this program only if your spouse updated her teaching license/certificate to the State of Rhode Island.

• **Is an annual renewal fee for a state license reimbursable?**

- No. Reimbursement is limited to securing a license due to a PCS move. Any annual recurring fees are not reimbursable after securing the required license.

• **Are continuing education units reimbursable?**

- No. Any exam fees or required courses to initially secure the license are reimbursable.

• **Is liability insurance reimbursable?**

- No reimbursement is limited to those expenses required to secure a license based on a PCS move.

• **Is there a limit at how many times we can apply for reimbursement?**

- No, as long as you meet the program guidelines you may apply for reimbursement.