

## CHECKLIST OF ITEMS TO TAKE TO FINANCE FOR REIMBURSEMENT

1. \_\_\_\_ Copy of the applicable PCS/PCA orders
2. \_\_\_\_ Copy of your spouse's original state occupational license
3. \_\_\_\_ Paid receipts for items required to obtain relicensing from the new state (exam fees, registration fees, etc.).

### Quick Reminders

1. PCS/PCA orders must authorize movement of the Airman's dependents at government's expense.
2. Only PCSs from one state to another state, including Hawaii; Alaska; Washington, DC; and U.S. territories qualify.
3. Reimbursement is not authorized for moves upon accession, Career Intermission Program, retirement, or separation.
4. Qualifying relicensing costs must be incurred and paid after the date the member's PCS/PCA orders are authenticated and within 24 months of the date the member's PCS/PCA orders.
5. This program is not intended for PCSs to or from overseas locations.
6. This is not a one-time program. Airmen/Guardian may seek reimbursement for each qualifying PCS/PCA, providing the circumstances meet the criteria specified in the policy.
7. Reimbursement is up to \$1000 for qualifying relicensing costs.
8. This program does not reimburse costs for obtaining licenses for a new profession; it reimburses relicensing costs.

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## Military Spouse Re-licensure Reimbursement Information Book



### ▶ Re-licensure Reimbursement

- Background
- Frequently Asked Questions
- Website Resources
- Checklist of items to take to Finance



## **REIMBURSEMENT FOR RE-LICENSURE / RE-CERTIFICATION COSTS FOR SPOUSES OF MILITARY MEMBERS**

### **Background:**

The 2018 National Defense Authorization Act (NDAA) authorizes the Services to reimburse Service members for occupational State relicensing and recertification costs their spouses incur due to a Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA). The Office of the Secretary of Defense directed each Service to determine if they wanted to participate in the program and, if so, to establish implementation policies and procedures.

### **Goal of the Policy:**

Multiple moves throughout Airmen/Guardians' careers can make it difficult for their spouses to establish and maintain employment and careers. While some States authorize reciprocity for certain types of occupational licenses, not *all* States do; this requires the spouse to update a license or certification according to the new State's requirements. These relicensing updates can include exams, registration, etc., and the costs can add up quickly. This new program eases some of the financial burden – up to \$1000 for each qualifying PCS or PCA – and helps spouses continue their careers.

### **So...What Does This Mean?**

Now, when an Airman/Guardian PCS's /PCAs from a duty station in one State to a duty station in another State, and his/her spouse has to reapply for the qualifying occupational State license in the new State, the Air Force will reimburse the cost of relicensing fees up to \$1000. Airmen/Guardians who meet the criteria established in the policy may and whose qualifying PCS/PCA orders are authenticated on or after 12 December 2017 may apply for reimbursement for qualifying fees.

For example: SSgt McDaniel is stationed at Eglin AFB, Florida, and her spouse is a real estate agent in the State of Florida. SSgt McDaniel receives orders to Peterson SFB, Colorado and her spouse wants to continue his real estate career in Colorado. Mr. McDaniel can take the steps necessary to reapply for his real estate license so he can work as a real estate agent in Colorado. SSgt and Mr. McDaniel can then seek reimbursement of qualifying relicensing costs up to \$1000.

### **Websites Resources**

#### **License Recognition for Military Spouses Resource Guide**

<https://www.veterans.gov/milspouses/pdf/License-Recognition-For-Military-Spouses-Resource-Guide-20190417.pdf>

#### **Military Spouse Recognition Options (All States)**

[https://www.veterans.gov/milspouses/military\\_spouse\\_txt.htm](https://www.veterans.gov/milspouses/military_spouse_txt.htm)

#### **Other military branches reimbursement program**

##### **Army**

<https://www.veterans.gov/milspouses/compact-agreements/AD2019-18.pdf>

##### **Coast Guard**

<https://dcms.uscg.mil/military/Spouse-License-Reimbursement>

##### **Marines**

<https://www.marines.mil/News/Messages/MARADMINs/Article/1856857/spouse-reimbursment-for-state-licensure-and-certification-costs/>

##### **Navy**

<https://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1700Morale/Documents/1754-040.pdf>

#### **License Finder**

**CareerOneStop License Finder provides state specific information about occupational licenses required such as description for occupations, and issuing agency contact information. Hit the link below and put in your occupation and desired location**

<https://www.careeronestop.org/Toolkit/Training/find-licenses.aspx>

#### **Colorado Department of Education**

[http://cde.state.co.us/cdeprof/licensure\\_militaryspouse](http://cde.state.co.us/cdeprof/licensure_militaryspouse)

#### **Colorado Department of Regulatory Agencies (DORA)**

<https://www.colorado.gov/pacific/dora-military/relocated-spouse-licensure>

**Link below are the professions regulated by DORA and info on how to apply or renew licensure, and much more.**

[https://www.colorado.gov/pacific/dora/boards\\_programs](https://www.colorado.gov/pacific/dora/boards_programs)

**Q14: I'm stationed at Offutt AFB, Nebraska, and deploying on a 365-day extended deployment to Afghanistan. My spouse is a social worker, and wants to move to Texas with her sister while I'm deployed. While she is in Texas, my spouse wants to continue her career in social work, which would require her to update her social work license to the State of Texas – do I qualify for this program?**

A14: This program is intended for PCSes or PCAs in which movement of dependents at government expense is authorized. A 365-day deployment is considered a Temporary Duty (TDY); as such, you do not qualify for this program in this situation.

**Q15: I am PCSing from Hickam AFB, Hawaii to Little Rock AFB, Arkansas. My spouse is a member of the Air Force Reserve, and is an architect in the civilian sector. They want to update their license in Arkansas – do they qualify for this program, even though they're in the military?**

A15: This program is intended to reimburse qualified relicensing costs of the spouse of a member of the armed forces; in the situation described above, you are eligible for this program.

**Q16: Where can I find the policy for this program?**

A16: The policy for this program can be found in AFI 36-2102, *Base-Level Relocation Procedures*. Please note: this AFI will be converted into an Air Force Manual. AFMAN 36-2102 will also include the policy for this program.

**Q17: What if I have other questions?**

A17: The following Points of Contact can help answer additional questions: Regular Air Force: Program/Policy: Air Force Assignments Policy Branch (HAF/A1PPA). Claim submission: Installation Finance Office. Air Force Reserve: Program/Policy: Air Force Directorate of Personnel, Force Support Division (AF/REPP). Claim submission: Installation Finance Office. Air National Guard: Program/Policy: Military Personnel Flight or Military & Family Readiness Program Manager. Claim submission: Installation Finance Office.

**Q1: Who is eligible for this program?**

A1: This is a Total Force program, so any Air Force, Air Force Reserve, or Air National Guard Airmen on Title 10 orders may be eligible, providing the situation meets the criteria established in the policy.

**Q2: What is the eligibility criteria for a qualifying PCS or PCA?**

A2: The following criteria must be met to be considered a qualifying PCS/PCA:

- The Airman/Guardian's PCS/PCA orders must authorize movement of the Airman/Guardian's dependents at government's expense.
- The Airman/Guardian is PCSing from a duty station in one state to another state, including Hawaii; Alaska; Washington, DC; and U.S. territories.
- Reimbursement is not authorized for moves upon accession, Career Intermission Program, retirement, or separation.
- Qualifying relicensing costs must be incurred and paid after the date the member's PCS/PCA orders are authenticated and within 24 months of the date the member's PCS/PCA orders.

**Q3: Which licenses/certifications qualify for this program?**

A3: 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 M&FRC, the Department of Labor website at <https://www.veterans.gov/milspouses>, & the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

**Q4: What is a "qualified" relicensing cost?**

A4: "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

**Q5: What if my spouse's qualifying relicensing fees only add up to \$300? Will we receive the full \$1000?**

A5: You can be reimbursed *up to* \$1000 for qualifying relicensing costs; in this scenario, you can be reimbursed \$300.

**Q6: When can I start applying for this reimbursement?**

A6: This program will be implemented immediately for those who meet the eligibility criteria.

**Q7: How many times can we apply for this program?**

A7: This is not a one-time program. Airmen/Guardians may seek reimbursement for each qualifying PCS/PCA, providing the circumstances meet the policy.

**Q8: How do I apply for reimbursement?**

A8: Your servicing finance office will process your reimbursement application. You will be required to provide a copy of the applicable PCS/PCA orders, a copy of your spouse's original state occupational license, and the paid receipts for items required to obtain relicensing from the new state (exam fees, registration fees, etc.). Your servicing finance office will advise you of the forms you'll need to fill out as well.

**Q9: I'm retiring soon and will be PCSing from Minot AFB, North Dakota back to my hometown of Defiance, Ohio. My spouse wants to update her accountant certification – do I qualify for this program?**

A9: This program is not authorized for moves upon accession, the Career Intermission Program (CIP), separation or retirement. The language in the NDAA is very specific in that it requires an Airman/Guardian to PCS from "a duty station in one state to a duty station in another state." Accession, CIP, separation, and retirement moves involve relocating to/from a Home of Record or Home of Selection.

**Q10: I'm PCSing from Aviano AB, Italy to Joint Base San Antonio-Randolph. My spouse recently completed nursing school and wants to get their nursing license in Texas – do I qualify for this program?**

A10: 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 Military & Family Readiness Center, 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>. Free Career Coach counseling is available by calling 800-342-9647.

**Q11: I'm PCSing from Ramstein AB, Germany to Cannon AFB, New Mexico. Before Ramstein, we were stationed at Barksdale AFB, Louisiana, where my spouse was a teacher. My spouse wants to update her Louisiana teaching certificate to New Mexico – do I qualify?**

A11: This program is not intended for a PCS to or from overseas locations (with the exception of those previously listed). The language in the NDAA is very specific in that it requires an Airman/Guardian to PCS from "a duty station in one State to a duty station in another State."

**Q12: I'm PCSing to Kunsan 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?**

A12: This program is not intended for a 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.

**Q13: I'm PCSing from Wright-Patterson AFB, OH to Air Command and Staff College (ACSC) at Maxwell AFB, Alabama, 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 ACSC. Since movement of dependents at government expense is authorized, do I qualify for this program?**

A13: Reimbursement of qualifying relicensing/recertification costs apply to those costs imposed by the State of the *new duty station*, which in your situation is Alabama. You would qualify for this program only if your spouse updated her teaching license/certificate to the State of Alabama.