



Illinois Department of Corrections

Administrative Directive

Number: 01.02.120	Title: Professional Licenses/Certificates and Membership Dues	Effective: 9/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	01.02.120 effective 4/1/1986

Authority: 730 ILCS 5/3-2-2	Related ACA Standards:
Referenced Policies:	Referenced Forms:

I. **POLICY**

Fees for professional licenses/certificates and dues for membership in professional associations and organizations shall be borne by the employee unless specific exceptions are approved by the Department.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure designating the employee's responsibility for payment of individual membership dues in professional associations and organizations and payment for professional licenses/certificates.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

Professional licenses/certificates – registered licenses and certificates with the State of Illinois for doctors, nurses, teachers, etc.

Professional associations and organizations – American Correctional Association, Illinois Correctional Association, Illinois Correctional Education Association, Illinois Psychological Association, etc.

F. **General Provisions**

1. Professional Licenses/Certificates

- a. Any employee who is required to have a valid professional license or certificate registered with the State of Illinois in order to work in his profession with the Department may be responsible for payment of fees for securing the license or certificate.

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- b. Fees for professional licenses or certificates shall be paid by the Department if the payment of said fees is required as a result of a labor or court settlement or agreement.
 - 2. Fees for membership dues in professional associations and organizations shall normally be borne by the employee. Exceptions may be made subject to the approval of the employee's supervisor and the Chief Financial Officer.
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