

The Air Force's Personnel Center



Spouse Reimbursement for Re-licensure/ Recertification

**Briefer
Office**



Spouse Reimbursement for Re-licensure/Recertification

- **Reimbursement up to \$1,000 for occupational state relicensing/recertification cost due to PCS/PCA**
- **Program Eligibility**
 - **File w/i 24 mos of date PCS/PCA orders were authenticated**
 - **PCS/PCA from a duty station in one state to a duty station in another state, including Hawaii; Alaska; Washington, DC; and U.S. Territories**
 - **Movement of dependents is authorized at gov't expense**
 - **Demonstrate actual costs incurred for licensing/certification**
 - **State of the new duty station requires license/certification for the same profession as previous state**



Spouse Reimbursement for Re-licensure/Recertification Cont.

- **Program Exclusions**
 - Reimbursement is not to exceed \$1,000
 - Cost must be incurred and paid after the date the PCS/PCA orders were authenticated
 - Not authorized for moves upon accession, Career Intermission Program, retirement or separation
 - Not authorized for obtaining a new license or certification for new profession
- **Reimbursement issued through Finance**
- **Required documentation for reimbursement**
 - Copy of PSC/PCA orders
 - Copy of spouse's valid state occupational license
 - Paid receipts for items required to obtain licensing from new state

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