

Reimbursement of Qualifying Spouse Relicensing Costs and Business Costs

1. Who is eligible for reimbursement?

Regular Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve

2. What are the eligibility criteria?

A member may be reimbursed up to or \$1,000 for orders dated 22 Dec 2023 or later for qualifying relicensing costs and \$1,000 qualifying business costs (up to \$2,000 combined) for their spouse when all the following conditions are met:

1. The spouse obtains a licensure, certification, permit, and/or a business license at the Service member's first duty station.
2. 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 or licensing jurisdiction to a PDS in another State or licensing jurisdiction. If the PCS was in the same State, but the licensing jurisdiction changed due the PCS which required a new license, those costs would be eligible for reimbursement.
3. The PCS movement of dependents is authorized.
4. The spouse was employed in a profession requiring certification in a previous State or jurisdiction.
5. The spouse is required to obtain re-certification for the same profession in the new State/jurisdiction.
6. Completion of the relicense or certification was successful.
7. Service member transfers to the Selected Reserve (SELRES), if the Service member is authorized a final move from the last duty station to the new jurisdiction or geographic area.
8. Service member is medically retired and placed on the Temporary Disability Retired List (TDRL).

3. 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 jurisdiction. There is no requirement that the licensing must be consecutive PDS to PDS; the spouse does not have to work in each previous PDS to be eligible. As long as the spouse held a license in a prior PDS (1) during the marriage and (2) while the Service member is on active duty, he or she is eligible for reimbursement at the new PDS.

4. Which licenses/certifications qualify for reimbursement?

Professional License/business license/permit/certification requirements vary by jurisdiction; however, some examples include, but are not limited to, teaching, cosmetology, lawyer, dentist, real estate, or nursing. Learn more about licensing and certifications from your installation Army Community Service Center, Employment Readiness Office, the Department of Labor at <https://www.veterans.gov/milspouses>, <https://www.army.mil/qualityoflife/spouses.html> or the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

5. What is a “qualified” relicensing cost?

For the purposes of the policy, “qualified relicensing costs” include a licensing exam, continuing education courses and registration fees imposed by the state/jurisdiction of the new duty station to secure a license or certification to engage in the same profession in which the spouse engaged in a previous duty station/jurisdiction.

6. What is a “qualified” business cost?

Costs, including moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees, incurred by the spouse of a member if:

- a. The spouse owned a business during the member’s previous duty assignment and the costs result from a movement in connection with the member’s change in duty location pursuant to reassignment.
- b. The costs were incurred or paid to move such business to a new location in connection with a reassignment.

7. Is a business that a spouse operates out of her home/residence eligible for qualified business reimbursement?

Yes. A business operated out of the home/residence is eligible for qualified business cost reimbursement as long as the spouse meets all eligibility requirements.

8. If a spouse operates a small business and no license is required, are qualified business costs still reimbursable?

Yes. Qualified business costs are still reimbursable. The spouse must provide documentation that they operated a small business at the prior duty station.

9. What do I have to provide to be eligible for reimbursement?

Soldiers must submit the following supporting documents to their unit S-1:

1. A completed Standard Form (SF) 1034 (Public Voucher for purchases and services other than personal) approved by unit commander. The unit commander must sign the SF 1034 as the approving official in the block above the certifying officer. The unit S-1 must designate an official (SSG/E-6 or above) to certify the voucher (see attachment). The same individual cannot sign both as the unit commander and certifying officer.
2. Copy of PCS Orders.
3. Copy of the spouse’s previous professional license or certification or business license or permit.
4. Copy of new professional license and/or certification (an approval letter from the certifying agency, which must include license number and date is acceptable), or business license or permit.
5. Proof of fees paid for relicensing and/or re-certification, business license or permit from current location.

10. How do I get the SF 1034?

You can obtain the SF 1034 by visiting the unit S-1

11. Does my Soldier have to be with me to submit the form?

Yes, the Soldier must submit the SF 1034 on your behalf to the unit S-1

12. Do I have to fill out separate forms for re-licensure reimbursement and business restart costs?

No, you can submit a single SF 1034 for both relicensure and business costs.

13. How long will it take for the reimbursement to be completed?

It will depend on the number of applications being processed by the unit S-1, but once submitted to the Army Military Pay Office, payments are made within 14 days or less.

14. Where do I go if I still have questions or concerns?

You can visit the Army Community Service Employment Readiness Office

15. What do I do if the unit says they don't know how to process the SF 1034?

Contact the Deputy Chief of Staff, G-1, at email: usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prctravel@army.mil or the Soldier' chain of command.

16. Can you get reimbursed for a new professional license/business license/permit/certification?

Yes, but It must be an existing license or certification, or business operated in a previous duty station.

17. Is this reimbursement taxable as income?

Yes, spouse licensure reimbursement payments are subject to the standard 22% Federal income tax withholding rate and to State tax (as applicable).

18. Will reimbursement cover the cost of failed tests?

Unsuccessful attempts do not qualify for reimbursement.

19. What about a spouse who works across State lines (e.g, PCS orders to VA as a 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."

20. What if married at time but have since divorced/separated?

Must be married at the time of application for reimbursement.

21. What about moves that are in the same State?

If the licensing jurisdiction changed because of the PCS move, and a new professional license, business license, or permit was required, then the costs would be reimbursable regardless of whether it was in the same State or not.

22. What about overseas spouses – are other licenses required by other countries and business costs reimbursable?

Yes. As long as spouse moves from one jurisdiction to another jurisdiction, the licenses costs are reimbursable as long as all other requirements are met?

23. How long do you have to make a request for reimbursement?

Requests for reimbursement associated with PCS orders issued after 22 December 2023 shall be submitted no later than 24 months after issued date of PCS orders. However, no reimbursement may be provided for qualified relicensing costs paid or incurred after 31 December 2029.

24. What if my fees or business costs more than \$1000.00?

Reimbursement will only cover up to \$1000.00 for relicensure fees plus up to \$1,000 for business (\$2,000 max) for orders issued on or after 21 December 2023, you will be reimbursed up to \$2,000.00.

25. What if my spouse's qualifying relicensing or qualifying business fees only add up to \$300? Will we receive the full \$1000?

You are eligible for a reimbursement *up to* \$1,000 for qualifying relicensing or business costs; however, in this scenario, you can only be reimbursed \$300.

26. Are you eligible for reimbursement if you separate and/or retire from the Army?

No, you will not be reimbursed if you separate/retire prior to receiving the new license/certificate.

27. Does initial/first duty station qualify for reimbursement?

Yes. An initial accession duty station qualifies for reimbursement for qualified re-certification/re-licensure or business costs, if occurs during a marriage to permanent duty station.

28. Does that include Advance Individual Training 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 move from one State or jurisdiction to another. Additionally, the movement of the Soldier's spouse must be authorized at the expense of the government.

29. How can I find out more information on reimbursement, re-certification/ re-licensures?

Contact your Installation Army Community Service Employment Readiness Office, or visit t the Department of Labor at <https://www.veterans.gov/milspouses>, <https://www.army.mil/qualityoflife/spouses.html> or the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

30. Does it have to be a State-level license or certification? What about licenses issued by a county or municipality?

No. If the licensing jurisdiction changed because of the PCS move, then the costs of relicensing or qualifying business costs in the new jurisdiction would be reimbursable.

31. **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 PDS as was held in a previous PDS.

32. **What if the previous licensing jurisdiction did not require a license but the new jurisdiction requires a license to engage in the same profession as the previous PDS?**

If no license was required in previous State or jurisdiction, in lieu of license provide verification that spouse was employed in the same profession.

33. **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 or jurisdiction to engage in the same profession as the previous State. If the fees are required to be certified in the new jurisdiction in order to work in the same profession, they are reimbursable.

34. **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.

35. **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 jurisdiction to secure a license or certification to engage in the same profession that the spouse of the member engaged in while in a previous duty station. As long as the spouse was engaged in the same profession at some point while married to the Service member while on active duty, the relicensure costs are reimbursable. There is no requirement that spouse employment be consecutive duty stations.

36. **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?**

Requests for reimbursement associated with PCS orders issued after 22 December 2023 shall be submitted no later than 24 months after issued date of PCS orders or by 31 December 2029, whichever is earlier.

37. I'm PCSing from Virginia to Seattle. My spouse recently completed nursing school in Virginia and wants to get a nursing license in Seattle – do I qualify for reimbursement?

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 Army Community Service Employment Readiness Office, the Department of Labor at <https://www.veterans.gov/milspouses>, and the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

38. I'm PCSing to Germany for a 1-year unaccompanied (dependent-restricted) assignment. While I'm gone, my spouse is going to move to our hometown in North Carolina – do I qualify for reimbursement?

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.

39. I'm PCSing from Kentucky to the Army War College (AWC) in Pennsylvania, and movement of dependents at government expense is authorized. My spouse, who is a teacher, is going to move to her parents' home in Boston and teach there while I'm at AWC. Since movement of dependents at government expense is authorized, do I qualify for reimbursement?

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

40. Is an annual renewal fee for a state license reimbursable?

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

41. Are continuing education units reimbursable?

Yes. Any continuing education courses required to secure a professional license, business license or permit, in the new PDS that was held in a previous PDS or jurisdiction are reimbursable.

42. Is liability insurance reimbursable?

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

43. Is there a limit at how many times a spouse can apply for reimbursement?

No, as long as the spouse meet the guidelines they may apply for reimbursement for each subsequent PCS/PCA.