**Army Spouse Re-Licensure/Re-certification Reimbursement**

* **Who’s eligible?** Military spouses of soldiers of any rank who moved across state lines due to a PCS under accompanied orders, and who wish to pursue the same licensure or certification in their new location.
* **What can get reimbursed?** The Army defines “qualified relicensing costs” as any fees or costs associated with getting the same or similar license in a new state that a military spouse held at their previous location. This includes exam and registration fees. You can receive up to $1,000 in reimbursement per move.
* **What documents do you need?** You’ll need:
  + Standard Form 1034, “Public Voucher for Purchases and Services Other Than Personal”
  + Copy of PCS orders from previous and current duty station
  + Copy of spouse’s previous state license or certification that was valid at the previous station
  + Copy of new state license or certification
  + Proof of fee payment for relicensing and/or recertification
  + Copy of marriage certificate
* **What is the reimbursement process?** You can apply for reimbursement after getting your new license or certification. Commanders will assign local officers to approve documents and eligibility status. Once approved, the reimbursement will transfer to a soldier’s direct deposit account within 10 working days.
* **Quick Facts:** This is taxable income and you will receive a separate W-2 on MyPay. Your S-1 or G-1 will submit the paperwork to the Soldier’s Personnel Record then forward a copy of the appointment letters and DD Form 577 to their servicing paying office.

**For more information contact: Employment Readiness Program Manager 913-684-2835**