# ENGINEERING AND CONSTRUCTION BULLETIN

**No.** 2017-17    **Issuing Office:** CECW-CE    **Issued:** 07 Aug 17    **Expires:** 07 Aug 19

**SUBJECT:** Employee Professional Registrations Reporting

**CATEGORY:**    Directive and Policy

1. **References**:

    a.    Army Regulation (AR) 690-950, Career Management, 16 November 2016

    b.    AR 350-1, Army Training and Leader Development, 19 Aug 2014

    c.    Engineer Regulation (ER) 1110-1-8152, Professional Registration and Signature on Design Documents, 24 January 2012

    d.    ER 690-1-1212, Professional Registration as a Selective Placement Factor, 31 March 2004

2. **Purpose.**

    a.    This directive revises existing policy, requiring reporting of employee professional registrations, licensure, and certifications into the Defense Civilian Personnel Data System (DCPDS), "MyBiz" Portal prior to reimbursement.  This website is accessible at:

    https://compo.dcpds.cpms.osd.mil/

    b.    This directive revises existing policy to allow multiple professional registrations to be reimbursed as described below.

3. **Background.**

    a. The mission of the U.S. Army Corps of Engineers is to be the world's premier public engineering organization by providing quality and responsive engineering and environmental services to the Nation.  Fulfilling this mission requires USACE to employ a world-class engineering workforce.  Professional registration is an important measure of the competency of this workforce and is widely recognized by our stakeholders, industry partners and the public.

    b. Requirements for licensure documentation have existed since 2012, yet reporting has been minimal.  Existing policy requires documentation of license and registration as indicated below:

        (1) ER 1110-1-8152 (para. 5(i), p. 3), "… After a supervisor approves reimbursement of professional license exam expenses or renewal payment for the professional license, the employee being reimbursed shall access the DCPDS via their appropriate 'MyBiz' webpage and promptly record their professional registration information."

(2) ER 1110-1-8152 (para. 5(i), p. 3), "… Supervisors are responsible to annually verify the accuracy and completeness of employees' certification and professional licensure status recorded in DCPDS."

c. Current efforts by the Engineering & Construction Community of Practice require accurate accounting and reporting of all professional registrations and certifications. This reporting promotes the professional capabilities of USACE, as well as establishes new efforts for career mapping and training requirements. Examples of these registrations include, but are not limited to:

(1) Professional Engineer (PE);

(2) Registered Architect (RA);

(3) Professional Geologist (PG);

(4) Certified Construction Manager (CCM);

(5) Certified/Registered Interior Designer (CID, RID);

(6) Registered Landscape Architect (RLA).

(7) Engineer in Training (EIT), and/or;

(8) Project Management Professional (PMP).

4. **Policy.**

a. ER 1110-1-8152 (para. 5(f), p. 2), will be revised as follows:

"... If approved by the employee's supervisor, each employee is allowed reimbursement(s) per fiscal year for job related professional exam fees or registration and/or certification renewal fees. All job related registrations, licensures, and certifications must be documented in the employee's IDP and approved by their direct line supervisor prior to reimbursement.   Supervisors will approve all registrations, licensures or certifications, if they are position related.  Reimbursement for exam expenses (and all associated fees) is not allowed for missed or failed exams."

b. ER 1110-1-8152 (para. 5(h), p. 3), will be revised as follows:

"License/Certification Renewal Expenses.  Each employee is allowed reimbursement(s) annually for the license and/or certification renewal(s) related to an employee's current duties. The reimbursement of these expenses is not an employee entitlement and is subject to the availability of funds. Government payments for professional credentialing, registration, and licensing expenses will be made from the operating budget or from training overhead."

c. ER 1110-1-8152 (para. 5(i), p. 3), will be revised as follows:

"… Before a supervisor approves reimbursement for initial payment or renewal payment for a professional license, the employee being reimbursed must access the DCPDS via their appropriate 'MyBiz' webpage and record their professional registration information."

5. **Clarifications**.

a. Reimbursement of exams are handled separately from registration, certification, and licensing fees. ER 1110-1-8152 (para. 5(f), p2) discusses license exam reimbursement, whereas ER 1110-1-8152 (para. 5(h), p3) pertains to licensing fee reimbursement.

b. Reimbursement of exam review classes is permitted, but not mandatory, as long as the course is included in an employee's Individual Development Plan. Passing a subsequent exam is not a requirement for reimbursement for the review class.

c. Employees are required to report all current and active registrations, certifications and licenses in 'MyBiz,' – regardless of reimbursement – to promote the professionalism of USACE to stakeholders, industry partners, and the public.

6. **Applicability.** All registered, certified, and licensed individuals are required to utilize the DCPDS for documenting active professional registration. This effort is effective immediately.

7. **Update.** All new requirements will be included in the next appropriate policy document update prior the expiration of this ECB.

8. **Points of Contact.** HQUSACE point of contact for this ECB is Brandon Tobias, CECW-CE, (202) 761-0505.

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Encl.
Attachment A – Instructions: Inputting Professional Registration and Certifications into MyBiz

**ECB No.** 2017-17
**Subject** Employee Professional Registrations Reporting

ATTACHMENT A:   Instructions for Inputting Professional Registration and Certifications into MyBiz

1.   Go to: https://compo.dcpds.cpms.osd.mil/

2.   Log in to DCPDS portal:
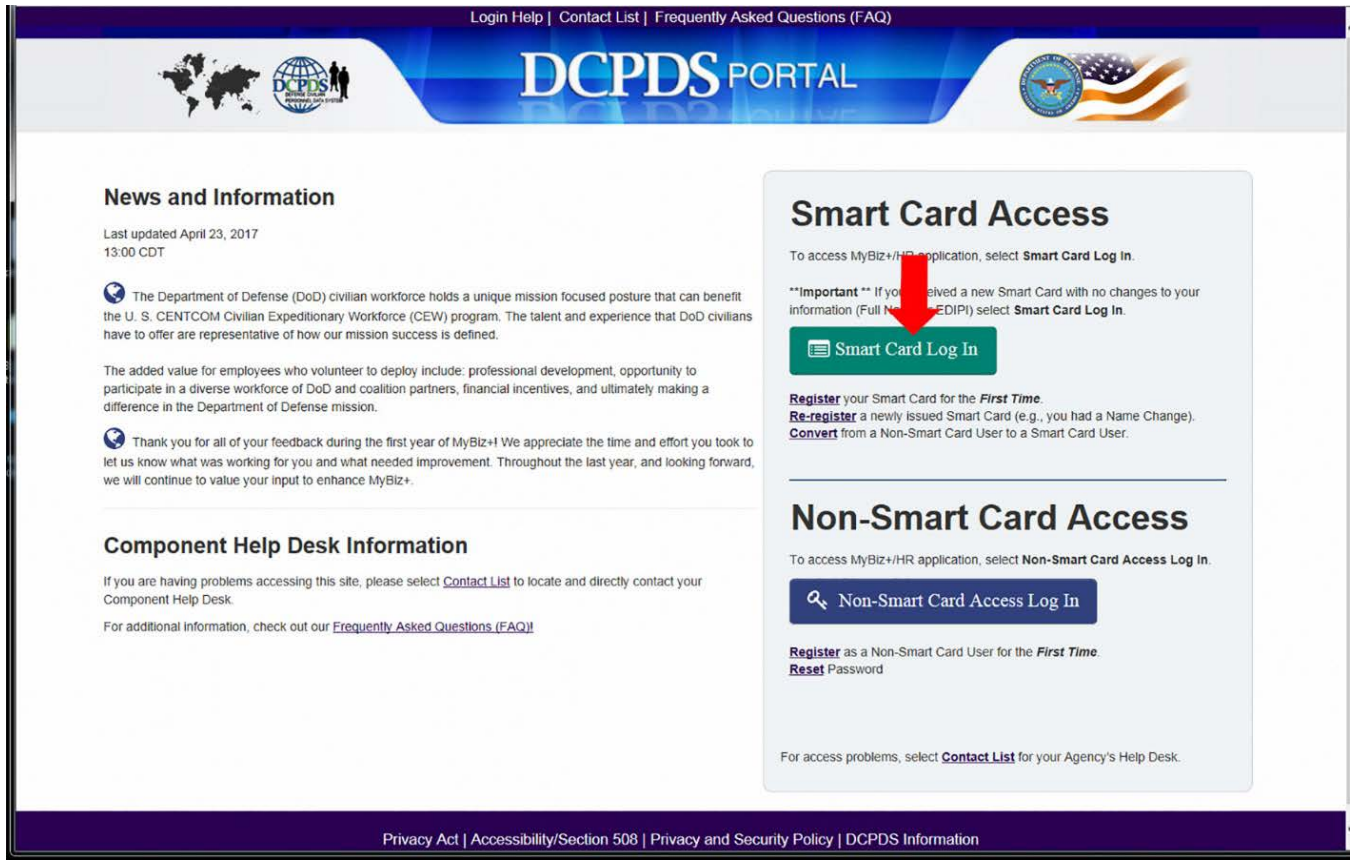


3.   Once logged in, click on "Professional Development" at the bottom of the screen:



**Supervisor Note**: In addition to the tabs shown, supervisors have an icon that says "My Team" that shows everyone the supervisor manages. Supervisors can click on the "My Team" Tab, then click their employee's name, and then check the location for the license info.

4. Click on the "Certifications/Licenses" tab, then "Add":



5. Input the required information and confirm. You should now have a license under certification/ license in your profile. The example below shows an Architecture License:
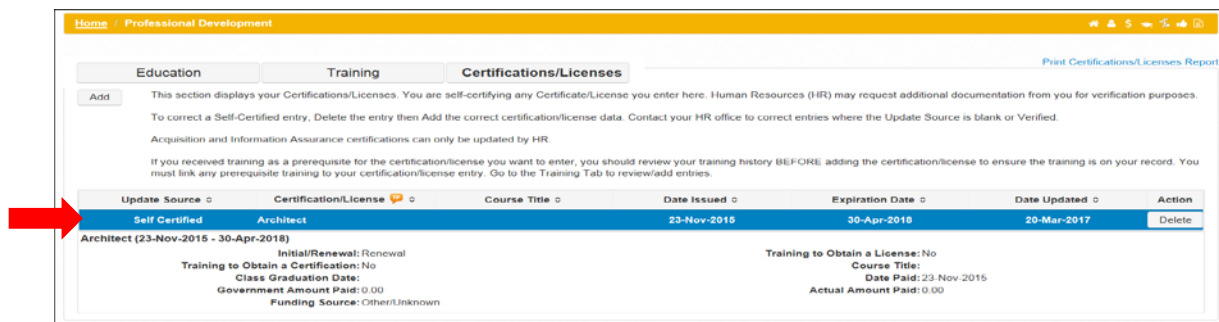


6. For license renewal, MyBiz requires that you delete expired documentation and re-enter the information. Click delete and then return to step #4.