



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2023-05

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SUBJECT: Update to Professional Registrations, Licensure, and Certifications Reporting

CATEGORY: Directive and Policy.

1. References:

- a. Engineer Regulation (ER) 1110-1-8152, Professional Registration and Signature on Design Documents, 24 January 2012
- b. ER 690-1-1212, Professional Registration as a Selective Placement Factor, 31 March 2004
- c. 5 U. S. C. 5757, Payment of expenses to obtain professional credentials, January 3, 2012
- d. Army Regulation (AR) 690-950, Career Program Management, 16 November 2016
- e. AR 350-1, Army Training and Leader Development, 10 December 2017

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, responsive engineering, and environmental services to the Nation. Reporting active registrations, licensure, and certifications gives a greater level of confidence amongst industry partners, stakeholders, and the public while providing more opportunities for career advancement, technical know-how, and credibility.

b. Current efforts by the Engineering & Construction Community of Practice require accurate accounting and reporting of all professional registrations, licensure, and certifications. This reporting promotes the professional capabilities of USACE and establishes new efforts for career mapping and training requirements. The goal is to track all registrations, licensures, and certifications – examples of these include, but are not limited to:

- (1) Professional Engineer (PE)
- (2) Registered Architect (RA)
- (3) Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- (4) Registered Roof Consultant (RRC)
- (5) Certified Construction Manager (CCM)
- (6) Certified Safety Manager (CSM)
- (7) Project Management Professional (PMP)
- (8) Professional Geologist (PG)
- (9) Professional Landscape Architect (PLA)

c. USACE fully encourages professional registrations, licensure, and certifications, for all appropriate personnel based on their current position. Supervisors should reinforce and encourage their employees to obtain licensure along with reimbursement of expenses for obtaining and maintaining licenses within the bounds of this policy and OPM guidance.

4. Policy

a. Supervisors are encouraged to liberally allocate funding 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 that are required by the organization as a condition of employment for the applicable position. Reimbursement for exam expenses (and all associated fees) is not allowed for missed or failed exams.

b. 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. 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 shall be 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.

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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. This promotes the professionalism and expertise of USACE to stakeholders, industry partners, and the public.

6. Training Opportunities/Resources. Rock Island District promotes group training sessions and study materials to those interested in professional registrations, licensure, and certifications. Contact Robert (Bob) Romic (Robert.L.Romic@usace.army.mil) for more information regarding USACE Technical Library Resources.

7. Accolades. Fire Protection Engineering is the current frontrunner in licensure completion and reporting. Current licensure data can be found at: <https://usace.dps.mil/sites/KMP-EE/SitePages/PETracker.aspx>.

8. Point of Contact. HQUSACE point of contact for this ECB is Ryan R. Murphy, AIA, NCARB, LEED AP BD+C, (202) 236-0670.

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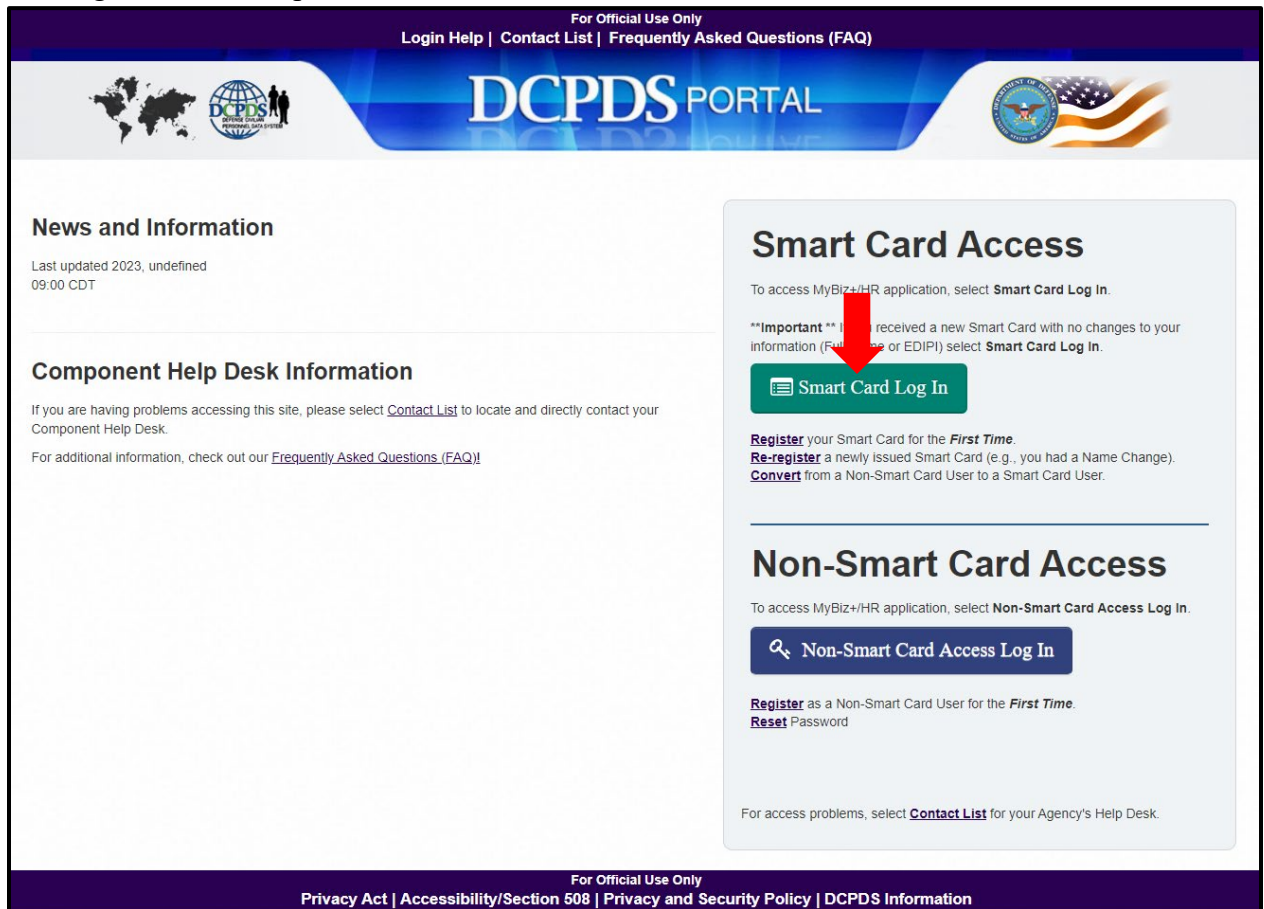
Attachment A – Instructions for Inputting Professional Registrations, Licensure, and Certifications into MyBiz+.

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ATTACHMENT A: Instructions for Inputting Professional Registrations, Licensure, and Certifications into MyBiz+.

1. Go to: <https://compo.dcpds.cpms.osd.mil/>
2. Log in to DCPDS portal:

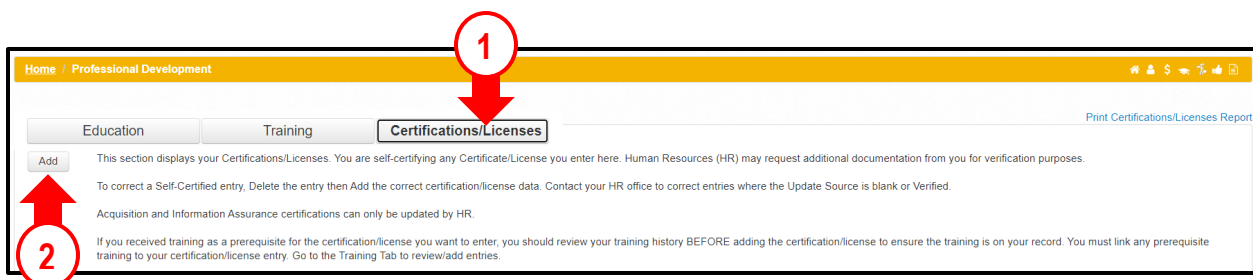


3. Once logged in, click on “Professional Development” at the bottom of the screen:

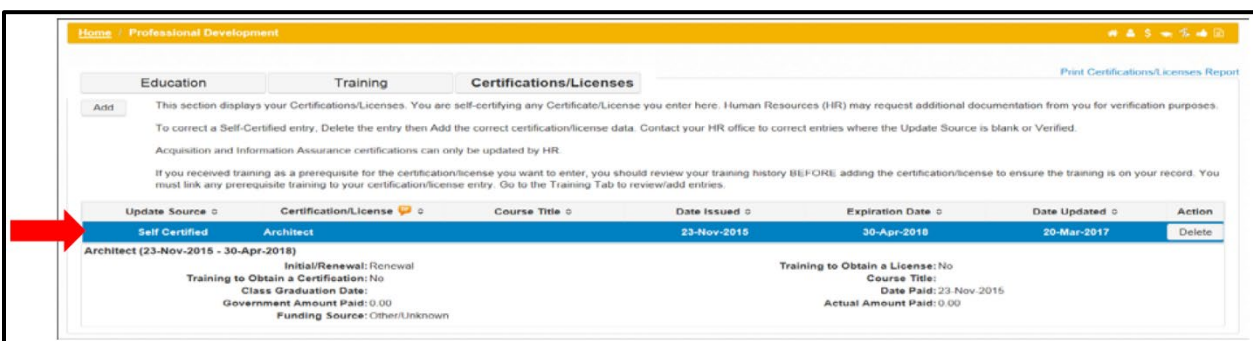


Supervisor Note: In addition to the tabs shown, supervisors have an icon that says "My Team" that shows everyone the supervisor manages. Supervisors can click on the “My Team” Tab, then click their employee’s name, and then check the location for the license information.

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.

