



As of May 31, 2019

Army Spouse Licensure Reimbursement Program Frequently Asked Questions

Q: Who is eligible for this program?

A: This program applies to Regular Army, Army National Guard and U.S. Army Reserve Soldiers who were reassigned from a duty station in one state to a duty station in another state on or after Dec. 12, 2017.

Q: What is the eligibility criteria for a qualifying PCS?

A: The following criteria must be met to be considered a qualifying PCS:

- The service member's PCS orders must be authenticated on or after Dec. 12, 2017, and must authorize the movement of the Soldier's dependents at government expense.
- The Soldier is PCSing from a duty station in one state to a duty station in another state, including Hawaii, Alaska, Washington DC, and the U.S territories.

Q: Which licenses/certifications qualify for this program?

A: License/certification requirements vary by state; however, some examples include, but are not limited to, teaching, cosmetology, real estate or nursing. Learn more about licensing and certification on the Carson website under the "Spouse Employment" button:

<https://www.carson.army.mil/militaryspouseemployment.html>

Q: What is a "qualified" relicensing cost?

A: For the purposes of this policy, "qualified relicensing costs" mean costs, including exam and registration fees, imposed by the state of the new duty station to secure a license or certification to engage in the same profession in which the spouse engaged while in the state of the last duty station.



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Q: What if my spouse's qualifying relicensing fees only add up to \$300? Will we receive the full \$500?

A: You can be reimbursed *UP* to \$500 for qualifying relicensing costs; in this scenario you will be reimbursed \$300.

Q: When can I start applying for this reimbursement?

A: This program is effective immediately; any Soldier who meets the eligibility criteria from the retroactive date of Dec. 12, 2017, and forward may apply for reimbursement.

Q: I'm PCSing from Fort Carson to CGSC in Fort Leavenworth, Kansas, and movement of dependents at government expense is authorized. My spouse, who is a teacher, is going to move to her parents' home in Kentucky and teach there while I am at CGSC. Since movement of dependents at government expense is authorized, do I qualify for this program?

A: Only if your spouse gets her relicensure in Kansas. Reimbursement of qualifying relicensing/recertification costs apply to those costs imposed by the *state of the new duty station*, which, in your situation, is Kansas. You would qualify for this program only if your spouse updated her teaching license/certificate to the state of Kansas.

Q: I'm stationed at Fort Carson and deploying on a 365-day deployment. My spouse is a social worker and wants to move to Texas with her sister while I'm deployed. While she is in Texas, my spouse wants to continue her career in social work, which would require her to update her social work license to the state of Texas. Do I qualify for this program?

A: No. This program is intended for PCSes in which movement of dependents at government expense is authorized. A 365-day deployment is considered a temporary duty (TDY); as such, you do not qualify for this program in this situation.



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Q: What form am I supposed to use?

A: The Standard Form (SF) 1034, Public Voucher for Purchases and Services Other than Personal. To download this form go here:

<https://www.gsa.gov/reference/forms#>

Q: What documentation is required?

A: Along with the Standard Form (SF) 1034, you will need:

- A copy of permanent change of station orders bringing you to your current duty station.
- State license and/or certification (must be from Soldier's previous Permanent Duty Station (PDS). For states that honor a previous state's license or certification, verification of reciprocity must be provided. For Example, the Soldier's previous PDS was Fort Hood, Texas. Spouse used a license from Colorado that was valid in Texas.
- Copy of new state license and/or certification
- Proof of fees paid for relicensing and/or certification from current Permanent Duty Station
- Copy of marriage certificate.

Q: Where do I turn all this paperwork in?

A: Your service member will turn in the completed forms and documents to the battalion S1. We recommend you keep copies of all this paperwork for your records.



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Q: How long will it take to process the payment and how will I get paid?

A: Payments will be made by electronic funds transfer (EFT) to the Soldier's direct deposit account within 10 working days of being submitted to finance by the S1 (approximately 15 calendar days total).

Q: What if I am having issues? Who is the subject matter expert to help?

A: All questions should be directed to your battalion S1 who has instructions from the Division on how to process and assist you.