

## **Military/Civilian Provider License Fee Reimbursement for Alternate License Due to State Restrictions**

1. In accordance with DHA policy, providers applying for an alternate professional license because of restrictions on their ability to perform their official duties in their state of licensure must submit an application for approval **PRIOR** to obtaining the license utilizing the PDF-fillable Defense Health Agency (DHA) Application for Alternate License Reimbursement form available at <https://info.health.mil/bus/mbe/Pages/MTF-Budget-and-Execution.aspx>. Providers failing to request approval for expenses incurred without prior approval will not be reimbursed.
2. Applications must include justification that the license is required to perform the provider's current official duties. This request must also include the provider's attestation that the government has not previously paid for the alternate license and that other government funds have not been/will not be requested to cover the cost(s).
3. Criteria:
  - a. The provider does not currently hold a license in another state without similar restrictions.
  - b. All state licenses held by the provider are in good standing.
  - c. The provider meets prerequisite eligibility requirements for licensure established by the state certifying/licensing authority.
  - d. There are no quality or safety concerns regarding the provider's performance and practice.
  - e. For Civilian providers, the employee was performing at the acceptable level or above at the time of their last rating period. Payment may be exercised on behalf of an employee meeting the eligibility criteria established in 5 USC, Chapter 57, Section 5757 and Department of Defense Instruction 1400.25, Volume 410, "DoD Civilian Personnel Management System: Training, Education, and Professional Development," September 25, 2013. Civilian providers who are excepted from competitive service because they encumber confidential, policy determining, policymaking, or policy-advocating positions are not eligible (e.g., Schedule Cs, Non-career SES, and PAS).
  - f. Reimbursement for any license or certification that is required as a prerequisite for initial employment for Civilian employees or for initial appointment for military providers is not authorized.
  - g. Volunteers will use the same form and follow the same process. MTF Directors will need to denote that the volunteer made a substantial contribution to clinical care to warrant reimbursement.
4. MTF Directors' recommendation will be based on validation that the alternate license is indicated for the performance of the provider's current official duties in line with current

Department of Defense policy. Military providers are subject to any military service obligations and/or remaining minimum time-in-service required for payment of licensure fees.

5. The application for Application for Alternate License Reimbursement Form will be forwarded to the DHA Credentialing and Privileging office at:

[dha.ncr.clinic-qual.mbx.dhacredentialsprivileging@health.mil](mailto:dha.ncr.clinic-qual.mbx.dhacredentialsprivileging@health.mil). The request will be routed to the DHA Director and returned to the MTF once the decision is rendered.

6. After receiving notification that the application is approved, the provider must submit for a new state license using personal funds. Providers are not permitted to use the Government Purchase Card or a Government Travel Card to pay for license fees. Upon successful award of the license, the provider will file an Optional Form 1164, Claim for Reimbursement for Expenditures on Official Business, along with official receipts of license fees, a copy of the approval for reimbursement, and a copy of their new license. The provider must also submit a copy of the new license to the local credentials office.

7. The OF 1164 must be signed by the MTF Director and certified by the MTF's resource management official for payment processing. Reimbursements may only be made using funds from the current Fiscal Year in which the license is received. Fees for prior years will not be permitted for processing.