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RH  
3-29-07*

**COMMISSION ON LEGAL COUNSEL FOR INDIGENTS  
POLICY ON MEMBERSHIP DUES, PROFESSIONAL LICENSING FEES,  
CONTINUING EDUCATION EXPENSES**

The Commission will pay membership dues, professional licensing fees, continuing education fees, and other expenses necessary for an employee to maintain the minimum qualifications for his or her employment position with this agency.

The Commission may agree to pay membership fees or education fees when the membership or training is not necessary, but is beneficial for the employee's performance of his or her job in this agency. In order to receive payment for these fees, the supervisor must approve the membership or training, prior to the expense being incurred. When determining whether such fees should be approved, the supervisor must look at all relevant factors including internal equity (Are other similarly situated employees given the same opportunity? Is it another employee's turn to attend a conference, etc.?), cost of the membership or training, budget constraints, and benefits to the agency.

Membership fees or education fees for an employee who has indicated an intent to terminate his or her employment with the agency shall be separately reviewed and considered.