

JUST – APPLICABLE SECTIONS:

- Continuing Education

PROFESSIONAL ORGANIZATIONS AND STATE REGISTRATIONS; EXAMS

State Licensure; Professional Dues. YGH will pay the annual cost of a single state license or NCIDQ , annual NCARB fees and professional dues for one association (AIA, IIDA, CSI, etc.) for all Regular Employees. Payment of additional state licenses and fees will be considered on a case-by-case basis. Employees are asked to take advantage of association benefits that YGH pays for by participating in continuing education and serving on committees.

YGH requires any eligible employee to open an NCARB Council Record prior to their first quarter of employment; YGH pays for this application fee. This will not replace the eligibility of the reimbursement for one association and represents the YGH commitment to professional development.

Professional Exams. YGH supports architectural and interior design interns in their professional development and encourages their efforts toward licensing/certification. The hours spent taking the employee's licensing/certification examination(s) will be paid time and should be recorded on your timesheet under T1000 - Training. If an employee does not pass an exam and must take it again the time spent re-taking that licensing/certification examination will not be paid time and should not be recorded on your timesheet. Upon the successful completion of an ARE, or NCIDQ certification, YGH will reimburse a Regular Employee for the cost of the exam. Employees are eligible for a five percent salary increase upon successful completion of all AREs or NCIDQ Exams.

LEED Exams. YGH will support any employee who decides to become a LEED AP with Specialty. Upon successful completion of the exam, YGH will reimburse Regular Employees the cost of the application fee and the exam fee. In addition, YGH will pay for the cost of the biennial fee required for CMP hours.

Sincerely,



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