

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, NORTHWESTERN DIVISION
P.O. Box 2870
Portland, Oregon 97208

CENWD-NP-HR
Regulation
No. 690-1-1

1 October 1998

Civilian Personnel
PROFESSIONAL REGISTRATION OR CERTIFICATION

History. This issue is a new Northwestern Division regulation and supersedes NPDR 690-1-66, MRD-M 690-1-5 and NPDOM 1-1-3.

Summary. This regulation establishes policy on professional registration or certification in occupational specialties and defines responsibilities related to the professional registration or certification of employees. It also provides guidance on the propriety of offering coaching courses to employees.

1. PURPOSE. This regulation provides policy on the registration of Division and District employees.
2. APPLICABILITY. This regulation is applicable to all elements of the Northwestern Division (NWD).
3. RELATED REFERENCE. ER 690-1-600 (Leave and Hours of Duty).
4. RESPONSIBILITIES. Commanders and Career Program Managers will encourage professional registration or certification as a step toward maintaining the Corps' position of eminence as an engineering organization. All unregistered employees, civilian and military, will be encouraged to achieve professional registration or certification as an indication of their professional qualifications and interest in maintaining the high standards of their profession. Career Program Managers will ensure a display board, listing names of registered professionals, is established and maintained in an area accessible to the workforce and the public in each district and regional office. Employees earning registration or certification are responsible for notifying their supervisors and the servicing Human Resources Office (HRO) or Civilian Personnel Advisory Center (CPAC). This information will be provided to the Civilian Personnel Operating Centers (CPOCs) which are responsible for maintaining the information in the Army Civilian Personnel System.

*This regulation supersedes NPDR 690-1-66, 15 Nov 95, MRD-M 690-1-5, 30 Jan 86, and NPDOM 1-1-3, 22 Jun 92.

5. **POLICY**. It is the policy of the Division Commander to encourage all unregistered employees to achieve professional registration or certification as an indication of their professional qualifications and interest in maintaining the high standards of their profession.

6. **COACHING COURSES**. The purpose of these courses is to prepare individuals to pass a licensing examination and to enhance their personal status. Requests for such training must be evaluated carefully. A valid training need must be identified. The prohibition of training for the sole purpose of attaining a license does not limit the authority to assign employees to training when the training is for the purpose of developing those skills, abilities and knowledge's which will best qualify them for the performance of official duties. If, in the accomplishment of this training, an employee receives a license, this may be considered as merely an incidental by-product of the training. As a minimum, the employee may be reimbursed for 50% of the tuition costs if the training will enhance job performance.

7. **FEES**. Excused absence without charge to leave for the time necessary to take a State Board examination for registration is authorized (ER 690-1-600). Any fees associated with taking examinations, obtaining and/or maintaining a license cannot be paid by the government and must be borne by the employee.

FOR THE COMMANDER:



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