Navigant supports your continuing professional development and encourages employees to attain certifications/licenses pertaining to Navigant business needs and your role. Navigant offers reimbursement for new or renewal of existing licensure:

Click on the link to move directly to the topics:

- [Eligibility considerations](#)
- [Supported licenses](#)
- [Reimbursable costs](#)
- [Reimbursement process: renewal license](#)
- [Reimbursement process: initial license](#)
Eligibility considerations

Employees are eligible to seek financial support in pursuing eligible professional licenses/certifications if they meet the following criteria:

1) Full-time employee (scheduled 30+ hours/week)
2) Navigant or legacy firm tenure of 6+ months
   
   *CPA Exception: Individuals seeking a CPA are not subject to the tenure requirement for reimbursement in connection with a pursuit of a CPA. This includes those who have accepted employment with Navigant but have not yet started work (for example, campus hires completing a Masters of Accountancy).*
3) History of solid performance
4) License/certification reflected on employee’s Goals and Objectives (unless employee was a license/certification candidate upon joining Navigant and completion is a condition of employment)
### Supported licenses

Licenses/certifications are eligible for reimbursement if they are consistent with:
- The employee’s career development needs
- The performance of current duties and responsibilities with Navigant
- Navigant’s needs

The following common licenses/certifications are currently supported financially; however, this is not an exhaustive list:

<table>
<thead>
<tr>
<th>AACE</th>
<th>ASA</th>
<th>CFM</th>
<th>CITP</th>
<th>FSA</th>
<th>NAHAM</th>
<th>RPH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPC</td>
<td>ASCE</td>
<td>CFMA</td>
<td>CMA</td>
<td>HFMA</td>
<td>PE</td>
<td>SAME</td>
</tr>
<tr>
<td>ABV</td>
<td>AVA</td>
<td>CFP</td>
<td>CPA</td>
<td>MAAA</td>
<td>PI</td>
<td></td>
</tr>
<tr>
<td>AGC</td>
<td>CA</td>
<td>CGRPA</td>
<td>CRE</td>
<td>MAI</td>
<td>PMP</td>
<td></td>
</tr>
<tr>
<td>AHIMA</td>
<td>CAMS</td>
<td>CIA</td>
<td>CSI</td>
<td>MRICS</td>
<td>PRINCE</td>
<td></td>
</tr>
<tr>
<td>AIA</td>
<td>CFA</td>
<td>CIRA</td>
<td>CVA</td>
<td>NAREIT</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>ACFE</td>
<td>CFF</td>
<td>CISA</td>
<td>FCAS</td>
<td>NCARB</td>
<td>RNL</td>
<td></td>
</tr>
</tbody>
</table>

Navigant also financially supports membership in the following organizations related if you hold a license associated with the organization:
- State Bar Associations
- State Boards of Accountancy
- State Boards for Architects
- AICPA
- ABA
- MGMA

Additional licenses/certifications may be eligible for financial support upon request. Contact [Training Reimbursement](#).
Navigant reimburses:

- Most license application fees
- Most fees for the first sitting of the necessary examination(s) to obtain certification/license
  
  o If Navigant pays the examination fee for an employee and that employee is prevented from taking the examination for reasons other than job constraints (to be determined by the engagement manager), the employee either reimburses Navigant for the exam fee or applies the reimbursement to the next examination fee (to be scheduled within 6 months of the previous examination date, if possible).
  
  o In addition, if client circumstances allow, and with prior approval from a Managing Director, time off to take the examination(s) may be taken as paid time off and charged accordingly.
  
  o Time off for attending preparation courses or studying is typically taken as vacation or as personal unpaid time off. Leadership may approve an exception.

Experience requirements: Many certifications require specialized experience. Navigant does not guarantee special staffing for persons to obtain the exact experience required by the certifying organization nor can Navigant guarantee a particular interpretation or acceptance of an employee’s experience by the various state boards and societies involved.
Reimbursement Process

Initial license
If you’ve never been reimbursed for a new or existing license, while at Navigant, or your license/organization is not on the Supported License list, use the Initial Professional Licensing Fee/Exam Fees/Dues Form to request approval for reimbursement. Click the appropriate link below to access the form in DocuSign:

**Consultants: Initial Professional Licensing Fee/Exam Fee/Dues Form**

On the first page you’ll enter your name/email address, the Managing Director’s name/email address and the Practice Area Business Manager’s (PABM) name/email address.

**NBS: Initial Professional Licensing Fee/Exam Fee/Dues Form**

On the first page, you’ll enter your name/email address and the NBS Director’s name/email address.

**UK: Professional Dues/Subscriptions & License Exam Fees**

On the first page you’ll enter your name/email address, the Managing Director’s name/email address and the Practice Area Business Manager’s (PABM) name/email address.

When you complete and submit the form, the rest of the process occurs automatically in the DocuSign system.

Once the form is fully approved, Training Reimbursement will send you the charge code for your expenses via email.
Reimbursement Process

Renewal license

Once you've received an approval email for the listed licenses (on page 3), Navigant offers a streamlined reimbursement process for ongoing dues/fees, i.e. you do not need to complete the Initial Professional Licensing Fee/Exam Fees/Dues Form again before submitting to expenses. On your initial approval email, it will also be indicated if you are allowed to use this streamlined process.

Once eligible to use the streamlined process, use the code 934100 for dues/fees,

The streamlined process is available only for:

a. Supported Licenses (page 3) and
b. Organization dues if your license is aligned with the supported organizations (page 3). Do not use this code for Practice development memberships.

If you do not see your license/organization on the Supported License list, you must submit an Initial Professional Licensing Fee/Dues form and follow the reimbursement process each time you seek reimbursement.