

Americas - U.S.

# First-Time Licensure Procedure

H3AM-002-PR1

## 1. Purpose and Scope

To outline the procedural process for submitting a First-Time Licensure request.

This process applies to all eligible employees who obtain up to two distinct first-time licenses within a rolling five-year period. Employees shall follow internal procedures to notify their manager so that the First-Time Licensure award process can be initiated.

## 2. Eligibility

All regular full-time and regular part-time employees working at least 20 hours per week are eligible to participate in the First-Time Licensure program, unless precluded by Service Contract Act, Collective Bargaining Agreement or site-specific contract. Please note that this program currently applies to DCS-Americas, CS-EIC, and MS employees.

## 3. Approved Licensures

- a. Specific eligible licensures include: Professional Engineer (PE); Registered Architect (RA); Registered Landscape Architect (RLA); Registered Land Surveyor (LS)/Professional Land Surveyor; Interior Designer (NCIDQ); Professional Geologist; Structural Engineer (SE); and American Institute of Certified Planners (AICP).
- b. Licensures not covered under this section may be eligible for a "Making a Difference" award.

## 4. Submitting a First-Time Licensure Award Request

- a. Complete a First-Time Licensure Award Request form, posted on the intranet, and attach a copy of your license or certification within 30 days of obtaining your license.
- b. Submit the completed form and copy of license of certification to your manager for approval.

## 5. Completion Award

- a. A one-time \$3,000 lump sum bonus will be awarded for state-managed licensures upon successful submission of a First-Time Licensure Award Request form.
- b. After approval, a check will be distributed during the following pay period.

## 6. Employee Responsibilities

- a. It is the employee's responsibility to follow their business line policies and procedures to secure a license.
- b. It is the employee's responsibility to keep a record of their licenses and ensure that their company resume is updated to reflect their new registration.
- c. Employees are required to keep licenses active and may be required to submit confirmation prior to the expiration date. It is ultimately the employee's responsibility to submit proper documentation confirming his/her license is in good standing and has met the Company's renewal requirements.

## 7. Manager

- a. Managers are responsible for first-level approval. After reviewing and approving the First-Time Licensure Award Request form, please scan and email the completed form with supporting documentation to:

[Educational.Assistance@aecom.com](mailto:Educational.Assistance@aecom.com)

## 8. Audits

- a. Human Resources, in coordination with other departments, will verify licensures as necessary for business operations.
- b. Human Resources, in conjunction with other departments will conduct regular audits to ensure records are current and accurately reflect numbers and types of licensures held by employees and the Company.

## 9. Terms & Definitions

- a. **Individual licensure:** Licenses required by a state or province in order for professional employees to officially sign/seal required documents related to architectural, engineering, survey, landscaping, and geology services.

## 10. References

- a. First-Time Licensure Award Policy – US H3AM-002-PL1

## 11. Records

- a. First-Time Licensure Award Request Form – US H3AM-002-FM1