

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-04-009
	Date Issued: 2/23/04
	Date Revised: 03.12.08 Revision No. 1
TITLE: Professional Development and Certifications	Approved: Title: <i>Louis DiBerardinis</i> <hr/> Director, EHS
SOP Author: Lou DiBerardinis	

The Environment, Health and Safety Office recognizes the need for the EHS Staff to attain and maintain professional certifications and licenses in order to maintain a high level of performance in their technical disciplines. The EHS Office will support these efforts by allowing time off to attend relevant professional development courses, conferences or seminars. (*See Excused Absence policy EHS-03-012.5*).

The Excused Absence policy allows **up to 5 days** to attend professional development activities e.g. conferences, courses, and meetings. In addition, each year the EHS Office allocates a specific amount of its budget professional development. The exact amount per staff person is established at the beginning of each fiscal year.

As long as the budget allows, the EHS Office will pay for membership in one relevant professional society per year for each administrative staff. This will be determined at the beginning of each Fiscal year by the Director, EHS Office.

In those cases where a license is required to perform the necessary work, the fee associated with that license will be paid by the EHS Office. Examples include: asbestos inspectors, monitors and designers, licensed site professionals. The EHS Director must approve each case.

In those cases where professional certification is required as part of the job description, the staff member is expected to maintain that within the above guidelines or at his/her own expense. Examples include: certified safety professional, certified health physicist, certified industrial hygienist, certified biosafety officer, certified hazardous materials manager.

The EHS Director is responsible for approving relevant organizations and licenses.

https://web.mit.edu/ehslan/group/ehs/DOCUMENTS/ADMINISTRATIVE_SOP/Seinar_Conference_Attendance_and_Travel_Request_Form.pdf