# PART C, CHAPTER 16.6: OCCUPATIONAL LICENSES

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| **Policy Number** | **Authority** | **Scope**  | **Effective Date** |
| Part C, Chapter 16.6 | 34 CFR [§361.48(b)(16)](https://www.ecfr.gov/current/title-34/part-361#p-361.48(b)(16)), and TWC Rule [§856.51](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=20&ch=856&rl=51) | All TWC-VR staff | 07/01/2025 |

## PROCEDURES

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### Occupational Licenses Documentation Requirements

The VR Counselor documents the justification for providing any occupational licensing support, in addition to including the justification in the Individualized Plan for Employment (IPE).

If the VR Counselor believes that payment to a professional association or trade union is critical to the success of the customer's employment, they must enter a case note that explains the justification and document they have checked that the association or trade union does not financially support a lobbyist.

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**REVIEW**

The Policy Planning and Statewide Initiatives Team, or designee, is responsible for reviewing this policy and these procedures and will update the Document History log if necessary.

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| **Date** | **Type** | **Change Description** |
| 9/3/2024 | New | VRSM Policy and Procedure Rewrite |
| 07/01/2025 | Revised | Changed name of section from ‘service justification’ to ‘occupational license documentation requirements’ to clarify section contents |