

# COMMITTEE ON HOUSE ADMINISTRATION

117<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 117-24

**Resolution to Amend the *Members' Congressional Handbook*  
and the *Committee's Congressional Handbook***

*Be it resolved*, that the Committee on House Administration adopt the following resolution, under the authority of and pursuant to 2 U.S.C. § 4313, 2 U.S.C. § 5341(d), clause 1(k)(1) of Rule X, clause 1(k)(6) of Rule X, and clause 1(k)(9) of Rule X of the Rules of the House of Representatives, amending the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook* and the *Committees' Congressional Handbook*:

### SECTION 1. AMENDING MEMBERS' CONGRESSIONAL HANDBOOK.

In the *Members' Congressional Handbook*:

1. In the section Office Expenses, subsection Educational Expenses, strike  
  
“2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable, except for basic first-aid, CPR, or notary certifications.”

and replace with

“2. Expenses associated with acquiring or maintaining professional certification or licensing, including continuing education courses, are not reimbursable, except for basic first-aid, CPR and notary certifications which are reimbursable. Expenses related to professional development programs or courses that directly relate to the employee's official duties and provide a direct benefit to the office are reimbursable even if such a program provides a certification upon completion.”

2. In the section Office Expenses, subsection Educational Expenses, insert after the first sentence, ending “from which he or she is elected are reimbursable.” the following

“The CAO offers a wide range of training courses and professional development programs through the CAO Coaches Program and Staff Academy at no cost to offices. More information about the training opportunities available through the Congressional Staff Academy is available on HouseNet. The Congressional Research Service has issued multiple reports on House Rules, procedure, major policy issues, and can provide tailored confidential memoranda, briefings, and consultations upon request in addition to seminars and workshops.”

## **SEC. 2. AMENDING COMMITTEES’ CONGRESSIONAL HANDBOOK.**

In the *Committees’ Congressional Handbook*:

1. In the section Disbursements, subsection General Expenses, paragraph Educational Expenses, strike
  - “2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable except for basic first-aid, CPR, or notary certifications.”

and replace with

“2. Expenses associated with acquiring or maintaining professional certification or licensing, including continuing education courses, are not reimbursable, except for basic first-aid, CPR and notary certifications which are reimbursable.

3. Expenses related to professional development programs or courses that directly relate to the employee’s official duties and provide a benefit to the committee are reimbursable, even if such a program provides a certification upon completion.

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Adopted \_\_\_\_\_ 2022