Career PCS Checklist

Job and license transfer, step by step

Protect your paycheck and your credentials through the move. Start this list the day orders land; licensing boards and employers move slower than the moving truck.

Moving from: _____ Moving to: _____

Report date: _____ Pack-out date: _____

My career / license type: _____ License expires: _____

Before you leave

Current job (8–12 weeks out)

- [ ] Ask your employer about remote work, a transfer, or a leave of absence before you resign
- [ ] Give notice in writing; confirm your last day and final paycheck date
- [ ] Request letters of recommendation and a reference contact list
- [ ] Save work samples, reviews, awards and training certificates (personal copies only)
- [ ] Ask about 401(k)/retirement rollover, unused PTO payout and insurance end dates
- [ ] Check your gaining state's rules on unemployment for spouses who leave a job for a PCS

License or certification

- [ ] Look up your gaining state's licensing board and its military-spouse page
- [ ] Ask if the state honors your current license under the Military Spouse Licensing Relief Act (license in good standing + spouse on orders)
- [ ] Check for an interstate compact for your profession (nursing, teaching, counseling and more)
- [ ] Order verification of your license, transcripts and CE hours now
- [ ] Apply before you move; note processing times below
- [ ] Save every receipt and ask your service's relicensing reimbursement office about eligibility

Job search toolkit

- [ ] Update your resume with the new location and a short note on availability
- [ ] Refresh LinkedIn: set your new city and “open to work” for the right recruiters
- [ ] Book a free career coach through Military OneSource’s SECO program
- [ ] Search MSEP partner employers who hire and keep military spouses
- [ ] Use Military Spouse Preference when applying for federal jobs at the new installation
- [ ] Look into MyCAA funding if a credential would make you more hireable
- [ ] Contact the gaining installation’s employment readiness program
- [ ] Join spouse groups and local professional associations before you arrive

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License transfer tracker

License / credential	State board & contact	Date applied	Status	Cost

Job applications

Employer / position	Date applied	Contact	Follow-up	Status

Notes

Pro tip: Keep one folder (paper or digital) with your license, transcripts, CE certificates and references. Hand-carry it so it never ends up in a box on a truck.

Keep going with PCS Like A Pro

Find more printables and step-by-step help at **pcslikeapro.org**, starting with the **Job & Career** page. Want your whole move in one place? The **Command Center** binder walks you from orders to keys.

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