

PROCEDURE NO. 4-10-39

ISSUED: 10-10-94

REVISED: 10-01-23

REVIEWED: 12-27-24

SUBJECT: Professional Licensure/Certification/Registration Requirements

PURPOSE: To establish a procedure to be followed in the employment of professionals with regard to maintaining their professional status and to carry out the mandate of Organization Operations Policy No. 1.

=====

If the job description or job duties of the employee requires that they be licensed, certified or registered, that employee is expected to present evidence of such at the time of employment.

Upon receipt of an application for employment, the Office of Human Resources will obtain references from previous employers. Completed references will be attached to the application for review by supervisors with vacancies. If unable to obtain references, a pre-screen interview will be conducted.

Copies of licenses, certificates and degrees received along with the application for employment are attached to the application for review by supervisors with vacancies.

Following the supervisor’s selection process, and the approval for employment outlined in Procedure No. 4-10-14, Human Resource personnel shall inform the applicant of required proof of credentials needed. Upon receipt of the required licenses, certificates and/or degrees, they will be copied and attached to the application.

The application, references and credentials will be retained in an official personnel file.

The employee must also present proof to the Human Resources Office during the course of employment each time the license, certification or registration is renewed.

If the person is a contracted professional, a copy of their license, certification or registration must be presented at the time the services are contracted and a copy of such certification kept in the contract file in Chief Executive Officer’s Office along with the signed contract.

The cost of professional licensure, certification or registration is at the employee’s personal expense.

Approved by: _____

Date: _____

Human Resource Director