



Required Documentation of Licensure, Certification and/or Education of Classified Employees Policy

Responsible Office: Human Resources Division

Originally Issued: November 1977

Revised: July 1981

Purpose

To define the procedures related to non-academic job classifications requiring license, registration, certification, or formal educational degree.

Policy

All individuals appointed to non-academic job classifications requiring license, registration, certification or formal educational degree must furnish proof of achievement of this requirement to the Employment Section of the Human Resources Division prior to their employment by the institution. Subsequent proof of current license or registration in job classifications where this is required must be furnished to the Records Section of the Human Resources Division by the Employee's department as soon as the license registration is renewed.

Procedure

Responsibility: Employee/Employment Office

Any employee being hired for or promoted to a job classification requiring specified formal education (e.g. AD or BS degrees) and/or current license or certification must present proof of achievement(s) to the Employment Section before the effective date of employment or promotion. Copies of the original document(s) can be made by the Employment Office for the employee's permanent employment record, if applicable.

Responsibility: Employee/Employee's Home Department; Record Section of Human Resources Division

Employees in job classifications requiring renewal of license, registration or certification should produce the appropriate license, renewal notice or registration to their Department as soon as it is received. A copy of the document(s) should be made and forwarded to the Records Section of the Human Resources Division for retention in the employee's permanent personnel record. No personnel action based upon attainment of a required licensure, certification and/or degree can be processed without documentation that these requirements have been met.

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