



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.14	Required Documentation of Licensure, Certification and/or Education of Classified Employees	07/01/07	

### 1.0 Purpose

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

### 2.0 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 Human Resource department 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 Human Resources department by the employee's department as soon as the license registration is renewed.

### 3.0 Procedure

Responsibility: Employee/Human Resources

Any employee being hired for or promoted to a job classification requiring specified formal education (i.e.: BA or MS degrees) and/or current license or certification must present proof of this achievement(s) to Human Resources before the effective date of employment or promotion. Copies of the original document(s) can be made by the Human Resources staff for the employee's permanent employment record, if applicable.

Responsibility: Employee/Employee's Home Department; Human Resources

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 Human Resources 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.