

## **LICENSURE/CERTIFICATION REQUIREMENT**

To outline University procedure regarding an employees continuation or preservation of specific licensure or certification as required by the position.

### **WHO IS COVERED BY THIS POLICY:**

Employees who occupy positions that require specific licensure or certification, as dictated by local, state or federal law and regulations are governed by this procedure.

### **EMPLOYEE REQUIREMENTS:**

Employees are expected to maintain the required licensure or certification necessary to fulfill the requirements and duties of the position. If at any point in time an employee should lose or have their required license or certificate revoked they must immediately notify their supervisor.

### **CONSEQUENCES:**

Employees who violate licensure or certification requirements for their position or who fail to report such loss to their supervisor may be reassigned or removed from their existing position. Employees who violate licensure or certification requirements are subject to disciplinary action, up to and including termination of employment.

### **ADDITIONAL INFORMATION:**

Additional information or questions regarding this policy can be obtained by contacting the Employee Relations Unit in the Division of Human Resources at 293-5700x5.

**EFFECTIVE DATE:** August 1, 1999

