



Ohio Administrative Code Rule 3364-25-09 Licensure verification.

Effective: September 30, 2019

(A) Policy statement

Certain job classifications require licensure, certification or registration of any incumbent assigned to that classification. The jobs for which this applies are designated through the qualifications listed in the job description.

The human resources department (HR) will maintain a job description that includes licenses, certifications, and registrations that are required for positions in all departments.

(B) Purpose of policy

To ensure that employees hold and maintain the appropriate licensure, certification or registration.

(C) Procedures

(1) Upon employment, it is the responsibility of HR to verify that the new employee holds the appropriate licensure, certification or registration. Thereafter, prior to the expiration of such licensure, certification or registration, it is the department manager's responsibility to verify its renewal in a timely manner.

(2) It is the responsibility of the employee to maintain required license, certification or registration during employment. Failure to comply with position requirements may subject an employee to disciplinary action up to and including termination.

(3) HR will periodically perform audits of departments files to verify that the process is being carried out and that the department has records proving that all licenses, registration and certifications are current.



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