

### **D.2.7.1 (Procedure) Employee Licensure, Registration and Certification Requirements**

Responsible Department: Human Resources

Based on Board Policy: [D.2.7](#) – Employee Licensure, Registration and Certification Requirements

Approved: 10-30-12

Last Amended:

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Alamo Colleges will maintain a workforce that is fully licensed, certified and registered in accordance with all State, Federal and accreditation requirements. Faculty, Staff and Administrators are responsible to continuously maintain all credentialing required by law for the position held and any additional credentialing that may be required by the College District for the position. Department heads and Administrators are responsible for ensuring proper continuous credentialing of all employees in their chain-of-command. Employees will not be allowed to perform work they are not properly credentialed to perform.

#### **Employee Responsibilities**

Every candidate for hire or transfer will review the credential requirements for the position set forth in the job description and present the required credential(s) to the head of the hiring department and the Human Resources Department before beginning work in a new position.

Every credentialed employee will carry the required credential(s) or post it in their department while on duty.

Every credentialed employee will present evidence of required credential renewal to his or her department head on or before the credential expiration date.

Every credentialed employee will maintain the credential(s) required to perform assigned functions and will not work if a required credential has expired or been revoked.

Credentialed employees will notify their department head immediately if a required credential expires or is revoked or suspended. This includes the disqualification of a non-Texas- based multi-state license for continued professional activity within the State of Texas due to the acquisition of permanent Texas resident status.

#### **Administration**

Administrators and department heads will establish job description credential requirements and operating procedures to ensure continuous compliance with current state and federal regulations. Credential requirements will be specified in job postings.

Department heads will contact the appropriate credentialing body or visually inspect original credential documents to confirm that required employee credentials are maintained. Department heads will submit evidence of new and renewed credentials to the Human Resources Department on or before the credential expiration date for inclusion in the Alamo Colleges official employee database.

Administrators and department heads will monitor the Alamo Colleges employee credential report to ensure the continuous licensure of all employees.

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Department heads are accountable for the proper and continuous licensure of employees and will prohibit employees from working without evidence of valid credentials.

#### **Human Resource Department**

The Human Resources Department will clear candidates for hire or transfer only after all required credentials have been verified by the visual inspection original documentation or confirmation with the credentialing body.

The Human Resources Department will maintain employee credential information in the official Alamo Colleges employee database and will provide Administrators a monthly report of required employee credentials that have expired or will expire during the upcoming month.

The Human Resources Department will update employee credential information as documentation is received from department heads.

#### **Verification of Credentials**

Credentials will be verified by visual inspection of the original credential or by contacting the licensing body. Verification by use of the credentialing body's online credential verification process is permitted.

Only original, unaltered credentials will be accepted as evidence of current credentialing.

Telephone verification by the credentialing organization may be obtained by the department director in the absence of an original, unaltered, credential.

The name on the credential must match the name contained in the Alamo Colleges official employee database maintained by the Human Resources Department.

Unless prohibited by state, federal or credentialing body, licenses, certifications, and registrations may be photocopied but the copy must be clearly marked "copy" in bold letters across the full face of the photocopy.

#### **Enforcement**

Employees who fail to provide evidence of renewal of a required credential on or before its expiration date, or whose credentials become suspended, will not be allowed to work and must be suspended immediately from work without pay.

Evidence of suspension from work must be supplied to the Human Resources Department on the first day of such suspension. If evidence of renewal or actively pending renewal of an expired or revoked credential is not supplied by the end of the third scheduled workday, the employee will

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be discharged. If evidence of renewal of a suspended credential is not supplied within twenty-one calendar days of the first day of suspension from work, the employee will be discharged. An employee's failure to immediately report a loss or suspension of a required credential or a department head's failure to immediately suspend from work an employee who has lost or had suspended a required credential, is cause for immediate disciplinary action, up to and including discharge.