

<b>Policy number:</b> II-8	<b>Subject:</b> CERTIFICATION AND LICENSE REQUIREMENTS
<b>Approved:</b> Agency Board: Policy Council:	<b>Revision:</b> None June 28, 2006 May 17, 2006

**Policy:**

SVPDA requires employees to obtain and maintain all job related licenses and certifications. Loss of certain credentials may result in termination.

**Procedure:**

1. Prior to beginning work, employees whose position requires licenses and/or certifications must show the original for verification to the Human Resource Specialist. A copy of the license and/or certification will be kept in the personnel file.
2. Where licenses or certifications are required, renewal must be made according to Federal and/or state law. It is the employee's responsibility to ensure the licenses and/or certifications are kept current and copies are submitted to the Human Resource Specialist.
3. Failure to keep required licenses and/or certifications current may result in suspension / termination.
4. SVDPA will pay up to pro-rated annual expense of the actual cost towards the renewal of licenses and/or certifications deemed to be relevant and related to the employee's position.