

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: PROFESSIONAL LICENSING
POLICY NUMBER: HR-24
EFFECTIVE DATE: June 1997
SUPERSEDES: N/A
LAST REVISION DATE: August 2009

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) for employees that require a license (including drivers' licenses), certification or registrations are responsible for ensuring these documents are current.

NOTICE:

The Human Resources in-processing staff will provide an Acknowledgement of Responsibility to Maintain Current License, Certification or Registration (SBHS Form 341) to applicants/employees selected for employment in positions which require a license, certificate, certification or registration.

- A. Selected applicants/employees will submit this completed form along with a copy of the appropriate license, certification or registration, to the Human Resource Department during in processing.
- B. These documents are to be maintained in the individual's personnel file. The SBHS Human Resource Department will verify the license through the Secretary of State website, when applicable.

RENEWAL:

- I. Employees are responsible for renewing required license, certification or registration prior to the expiration date.
- II. Employees will submit proof of renewal to the Human Resource Office and to their supervisor. As part of ongoing performance management, evaluating supervisors are responsible for ensuring that employees under their supervision meet this condition of employment.
- III. Failure to obtain or maintain valid license, certification, or registration is a basis for separation from employment.

ATTACHMENT:

- I. [Acknowledgement of Responsibility to Maintain Current License, Certificate or Registration](#) SBHS Form 341

APPROVAL SECTION:

_____	_____
Chief Executive Officer	Date

_____	_____
Committee Chairperson	Date

RESCISSION SECTION:

_____	_____
Chief Executive Officer	Date

REVIEW SECTION:

_____	_____
Committee Chairperson	Date

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Committee Chairperson	Date

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Committee Chairperson	Date