


<p>Name of Policy: Licensure verification</p> <p>Policy Number: 3364-25-09</p> <p>Approving Officer: President</p> <p>Responsible Agents: Associate Vice President and Chief Human Resources Officer</p> <p>Scope: The University of Toledo – All Campuses</p>	 <p>Revision date: September 18, 2019</p> <p>Original Effective Date: July 28, 2008</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(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.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph. D. President</p> <p><u>September 18, 2019</u> Date</p> <p>Review/Revision completed by: <i>Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-09, effective date October 13, 2016</i> <p>Initial effective date: July 28, 2008</p> <p>Review/Revision Date: February 12, 2013; October 13, 2016, September 18, 2019</p> <p>Next review date: September 19, 2022</p>
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