



Health Services
LOS ANGELES COUNTY

POLICIES AND PROCEDURES

SUBJECT: LICENSURE, CERTIFICATION, REGISTRATION AND PERMIT OF
WORKFORCE MEMBERS

POLICY NO: 704

PURPOSE:

To state the Department's policy regarding licensure, certification, registration and permits in compliance with State, federal and local laws and regulations and regulatory agencies.

POLICY:

Any workforce member whose position requires a current valid license, certificate, registration and/or permit to perform the duties of his or her position shall produce evidence of license, certificate, registration and/or permit to DHS Human Resources upon entering County service or assignment. The workforce member is responsible for ensuring that his or her license, certificate, registration or permit is kept current and in good standing with the appropriate licensing board or agency. Primary source verification will be conducted at the time of new hire/assignment, renewal, transfer to new work location, and during the performance evaluation process. It is the workforce member's responsibility to provide a copy of a renewal license, certificate, registration or permit to his or her supervisor and/or DHS Human Resources prior to the expiration date. Failure to maintain appropriate licensure, certification, registration or and/or permit may result in appropriate disciplinary action or immediate release from assignment.

Persons recruited for positions requiring licensure, certification, registration and/or permit may be appointed to that classification on a temporary basis pending receipt of such license, certificate, registration or permit. Such an appointment is permissible only to the extent allowed by the California Business and Professions Code and/or other applicable regulatory provision. This exception shall not apply to medical, dental, and other professionals if such action would constitute a breach of the Business and Professions Code.

Any workforce member holding a position requiring licensure, certification, registration and/or permit on a temporary basis shall be notified in writing of the conditions of employment/assignment by the appointing authority at the time of appointment. Persons so employed/assigned must obtain their license, certification, registration and/or permit within the provisions of the applicable California Business and Professions Code or as established within

APPROVED BY: 
REVIEW DATES:

EFFECTIVE DATE: June 15, 2010
SUPERSEDES: June 28, 1978
Possession of a License or Certificate and
Policy 704.1 Possession of Driver's License
9/12/79

DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

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the minimum requirements of the applicable class specification. Failure to obtain a valid license, certification, registration and/or permit within the applicable time specifications will result in demotion, discharge from County service, or immediate release from assignment.

If a workforce member is no longer eligible to hold a position requiring a license, certificate, registration or permit because of Family Medical Leave Act (FMLA) leave, the workforce member will be given a reasonable opportunity to obtain or renew his/her license, certificate, registration or permit upon his/her return to work.

It is the responsibility of DHS Human Resources to ensure that incoming workforce members are informed of the consequences of non-compliance with this policy. Each new workforce member must sign a statement acknowledging departmental policy at the time of employment/assignment and annually as part of the performance evaluation process. This statement will be retained in the workforce member's personnel file.

A workforce member must notify his or her supervisor within 24 hours of being notified by the licensing, certification, registration, or permit board/agency that a disciplinary action is being brought against the license, certificate, registration and/or permit.

California Driver License

Any workforce member whose **position** or assignment requires a current, valid California Driver License to perform the duties of his or her position shall produce evidence of licensure to DHS Human Resources upon appointment or assignment.

A workforce member required to drive on County business may only operate those types of motor vehicles for which they have a valid California Driver License. **Workforce members may not drive motorcycles on County business.**

A workforce member must notify his or her supervisor within 24 hours if the driver license is restricted, suspended, revoked or expired. Supervisors must verify if a workforce member who has driving responsibilities has a current driver license at least annually during the performance evaluation process.

EFFECTIVE DATE: June 15, 2010

SUPERSEDES: June 28, 1978

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**DEPARTMENT OF HEALTH SERVICES
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DEFINITION:

Workforce member means employees, contract staff, affiliates, volunteers, trainees, and other persons whose conduct, in the performance of work for DHS, is under its direct control, whether or not they receive compensation from the County.

AUTHORITY:

Civil Service Rule 18.031
Joint Commission Standards, Human Resources, 01.02.05
California Business and Professions Code
California Health & Safety Code
Titles 16 and 22, California Code of Regulations
Employee Evaluation and Discipline Guidelines

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STATEMENT OF ACKNOWLEDGMENT

LICENSURE, CERTIFICATION, REGISTRATION AND/OR PERMIT

It is the Department of Health Services' policy to maintain compliance with all State, federal and local laws and regulations and regulatory agency requirements regarding the licensure, certification, registration and/or permit of all workforce members in positions that must maintain such requirements.

Any workforce member whose position requires a current valid license, certificate, registration and/or permit to perform the duties of his or her position shall produce evidence of license, certificate, registration and/or permit to DHS Human Resources upon entering County service or assignment. The workforce member is responsible for ensuring that his or her license, certificate, registration or permit is kept current and in good standing with the appropriate licensing board or agency. Primary source verification will be conducted at the time of new hire/assignment, renewal, transfer to new work location/assignment, and during the performance evaluation process. It is the workforce member's responsibility to provide a copy of a renewal license, certificate, registration or permit to his or her supervisor and/or DHS Human Resources prior to the expiration date. Failure to maintain appropriate licensure, certification, registration and/or permit may result in demotion, discharge from County service, or immediate release from assignment.

Workforce member must notify his/her supervisor within 24 hours of being notified by the licensing, certification, registration, or permit board/agency that a disciplinary action is being brought against the license, certificate, registration and/or permit.

EXCEPTION:

Persons recruited for positions requiring licensure, certification, registration and/or permit may be appointed to that classification on a temporary basis pending receipt of such license, certificate, registration or permit. Such an appointment is permissible only to the extent allowed by the California Business and Professions Code and/or other applicable regulatory provision. This exception shall not apply to medical, dental, and other professionals if such action would constitute a breach of the Business and Professions Code.

Any workforce member holding a position requiring licensure, certification, registration and/or permit on a temporary basis shall be notified in writing of the conditions of employment/assignment by the appointing authority at the time of appointment. Persons so employed/assigned must obtain their license, certification, registration or permit within the provisions of the California Business and Professions Code or as established within the minimum requirements of the applicable class specification. Failure to obtain a valid license, certification, registration and/or permit within the applicable time specifications will result in demotion, discharge from County service, or immediate release from assignment.

If a workforce member is no longer eligible to hold a position requiring a license, certificate, registration or permit because of Family Medical Leave Act (FMLA) leave, the workforce member will be given a reasonable opportunity to obtain or renew his/her license, certificate, registration and/or permit upon his/her return to work.

I acknowledge that I have read this statement and I am aware of the consequences of not maintaining a current and valid license, certificate, registration and/or permit and that it is my responsibility to keep my licensure valid, current and in good standing with the appropriate licensing board or agency.

Employee Name (Please Print)

Employee Number

Employee Signature

Date