



All employees that require credentialing must notify the Human Resource Director (or designee) of any lapse in licensure or suspension, stay of suspension or nullification. As a condition of employment, employees are required to maintain current licensure, registration or certification. **(License, Registration, and/or certificate shall hereafter be referred to as license and/or one of its derivatives for the remainder of this policy).** This also includes any suspended, revoked and/or restricted driver's license. Failure to self-report as required may result in the employee's dismissal, demotion or suspension.

If an employee fails to renew or allows to lapse, a required license for the position he/she must immediately be relieved of all duties. If the required license lapses the employee will be placed on administrative leave without pay until the license has been reinstated and Department Head is able to verify current license by Primary source. The maximum allowable time to reinstate/renew and/or correct any lapse in license will be 10 (ten) days. Corrective action taken within 10 (ten) days will be reviewed for acceptable and reasonable correction to the lapse in license by the Human Resource Director and the Appointing Authority. Failure to report a lapse, suspension, stay of suspension and/or nullification in license before starting work will result in immediate disciplinary action up to and including termination from employment. **("starting work" is defined to be any time before reporting for the beginning of your shift on the first day of the expiration, suspension, stay of suspension or nullification.)**