

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## POLICY 3.04.07 EMPLOYEE CERTIFICATION, LICENSURE AND REGISTRATION STANDARDS

- A. It is the responsibility of each staff member to acquire, maintain, update and/or renew any license (including driver's license), certificate or registration as **required for his/her position** with the Scioto County Board of Developmental Disabilities and to transmit immediately the proof of such acquisition, maintenance, updating and/or renewal to the Human Resources Office. Likewise, it is also the responsibility of each staff member to **report immediately** the revocation, termination, and or amendment of any license, certificate and/or registration as is required for him/her to possess in order to be employed by the Board.
- B. It is also the responsibility of each staff member to pay the fees required for certification, license or registration, applications and course work related to certification, licensing and/or registration.
- C. Current staff members whose registration, license or certificate is time-limited must obtain a renewal/new certificate, license or registration before the expiration date of their current credential.
- D. In accordance with Ohio Revised Code Section 5126.25, no person shall be employed in a position for which certification or registration is required for that position without having that certification or registration. No person shall be employed or shall not continue to be employed if the required certification or registration is denied, revoked or not renewed. The appropriate, valid certificate, license or registration must be on file in the Personnel Office.

Any current staff member who fails to acquire and/or maintain certification, licensure or registration will be in violation of this policy and shall be terminated unless the staff member can prove that he/she met all the appropriate training requirements and correctly applied for the credential at least thirty calendar days in advance of the expiration date, but through no fault of the staff member has not had the new certificate, license or registration issued before the old credential expires. However, he/she will be unable to work and receive compensation from the Board until the credential is granted.

- E. **Newly-hired** staff members of the Scioto County Board of Developmental Disabilities must obtain a valid certificate, license or registration by the thirtieth calendar day after they officially begin their employment, with the exception of classroom instructors. If newly-hired staff members do not have in their possession a valid certificate by the thirtieth calendar day after the start of their employment, they must be able to show that they have applied for the certificate, registration, and/or license, that the credential has not been issued and that they have not received the credential through no fault of their own.

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This exception is only provided when the newly hired staff member and the Superintendent have examined the employee's credentials application and supporting documentation and both believe that a credential will be issued for that staff member.

- F. Information regarding the Local Professional Development Committee (LPDC), as it relates to Ohio Department of Education teacher licensure, is available in the LPDC procedure manual.