



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

HR-LICENSURE-2018

DIVISION OF HUMAN RESOURCES

Licensure Policy

Date of Last Revision 08/02/2018

Kyle Adamonis

(401) 222-5664

kyle.adamonis@hr.ri.gov

1. Purpose

- a. The purpose of this policy is to notify state employees of their responsibility to obtain and maintain appropriate licensure and certification required for their job classification.

2. Applicability

- a. This policy applies to all employees in state service (classified, unclassified and non-classified) whether permanent, non-permanent, temporary, seasonal, full or part-time.

3. Procedures for Compliance

- a. Licenses from various state and/or federal regulatory bodies are required for eligibility for many positions at the State of Rhode Island. All personnel required by job classification, law or policy to be licensed, certified, registered or to possess a permit to operate vehicles or equipment must provide current proof of valid licenses, certificates, registrations or permits issued by an appropriate authority upon initial employment and subsequently on or before the renewal or expiration date. Upon selection of a job candidate, the Division of Human Resources shall request applicable documentation and confirm that candidates are appropriately licensed, certified, registered or permitted. It is the responsibility of the individual employee to maintain the appropriate licensure during his/her employment in positions where required and provide updated information to the Division of Human Resources in a timely manner.

4. Repercussions for Noncompliance

- a. Failure to maintain or hold the requisite license is grounds for termination. Additionally, any employee who performs licensed work when not in good standing will result in discipline from the regulatory agency. Further, licensed employees who violate the professional standards or professional codes of conduct required by the relevant licensing agencies may be disciplined or dismissed for such violations.

5. Signatures

Handwritten signature of Kyle Adamonis in blue ink.

Division Director

Handwritten date "8/3/18" in blue ink.

Date

Handwritten signature of Michael Dibi in blue ink.

Director of Administration

Handwritten date "8/2/18" in blue ink.

Date