

### 5.2.13 Expired License, Certification, or Registration

#### (a) Policy

Employees in classifications that require licenses, specified certifications, or registrations as a condition of employment are required to maintain a current and active license, certification, or registration for continued employment. An employee who does not maintain the required license, certification, or registration as described in the applicable State Personnel Board Specification shall be subject to Non-Punitive Termination for failure to meet conditions of employment in accordance with California Government Code (GC) Section [19585](#). Such employees shall not be placed on an unpaid leave of absence, demoted, transferred, redirected to a non-patient care assignment, or be required to use leave credits.

**NOTE:** Not all certifications expire. Only certifications with an expiration date are required to be current and active.

#### (b) Purpose

The purpose of this policy is to outline the processes that shall be followed when an employee's license, certification, or registration is due to expire, or when the employee fails to renew a required license, certification, or registration including, but not limited to:

- (1) Tracking license, certification, or registration expiration dates.
- (2) Sending courtesy reminders to affected employees.
- (3) Serving a Non-Punitive Termination.
- (4) Withdrawing a Non-Punitive Termination (if necessary).

#### (c) Responsibility

##### (1) Headquarters/Regional Human Resources

- (A) The headquarters and Regional Non-Punitive Termination Analysts are responsible for the following processes:
1. Tracking/monitoring employee license, certification, or registration expiration dates in coordination with the Credentials Verification Unit (CVU).
  2. Ensuring employee licenses, certifications, or registrations are current and active.
  3. Monitoring changes in an employee's license, certification, or registration status affecting their ability to provide patient care.
  4. Sending courtesy reminders to affected employees.
  5. Serving Non-Punitive Termination notices.
  6. Withdrawing a Non-Punitive Termination (if necessary).
  7. Monitoring employee certification status and expiration dates, and conducting monthly audits with the assistance of Management Information Retrieval System reports which Position Control provides to Human Resources (HR) personnel staff and managers monthly.
- (B) The Staff Services Manager I who manages the Non-Punitive Termination Analyst (NPTA) is responsible for reviewing the monthly audits conducted by the NPTA.
- (C) Regional Personnel Administrators and the Associate Director, Classification and Pay/Transactions and Benefit Services, or designees, are responsible for conducting quarterly audits to ensure compliance with the expired license, certification, or registration and the certification process.

##### (2) Licensed/Certificated Employees

- (A) Licensed/certificated employees affected by this policy are responsible for providing proof of current and active license/certification at time of appointment and, thereafter, timely license/certification renewal.

**NOTE:** Failure of CCHCS HR staff to provide a license/certification expiration courtesy reminder to an employee does not relieve the employee of the obligation to maintain a current and active California license/certification.

- (B) All licensed/certificated employees are responsible for notifying the Hiring Authority and CVU, if applicable, of any license/certification status change (e.g., denial, expiration, revocation, suspension, probationary status, restrictions).

**NOTE:** Employees whose license/certification expired while on long-term sick leave receive a Return from Leave License Expiration Notice, indicating they are required to renew their license/certification before returning to work. If an employee is on approved leave, CCHCS Office of Legal Affairs shall be consulted about whether it is appropriate to serve a Non-Punitive Termination.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES  
Health Care Department Operations Manual

**(d) Permissive Reinstatement After Non-punitive Termination**

An employee who *is* non-punitively terminated is eligible for permissive reinstatement pursuant to GC, Section [19140](#), if the employee obtains the required license, certification, or registration for employment. Reinstatement is subject to Re-employment and State Restriction of Appointments laws, rules, and policies.

**Links**

- California State Personnel Board Classification Specifications  
<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>
- California State Controller's Office Personnel Action Manual  
[http://www.sco.ca.gov/ppsd\\_pam.html](http://www.sco.ca.gov/ppsd_pam.html)
- Bargaining Unit Memoranda of Understanding  
<http://www.calhr.ca.gov/state-hr-professionals/pages/bargaining-contracts.aspx>

**References**

- California Business and Professions Code, Division 7, Chapter 1, Part 3, Section 17505.2
- California Government Code, Title 2, Division 5, Chapter 5, Section 19140
- California Government Code, Title 2, Division 5, Chapter 7, Section 19585
- California Government Code, Title 2, Division 5, Chapter 7, Section 19587
- California Health and Safety Code, Division 2, Chapter 2, Article 3, Section 1277
- California Penal Code, Part 3, Title 7, Section 5068.5

**Revision History**

Effective: 03/2022