

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: LICENSURE/CERTIFICATION VERIFICATION AND MAINTENANCE

CATEGORY: HUMAN RESOURCES

Policy

The Idaho Department of Juvenile Corrections (IDJC) recognizes the need to ensure that professional staff are licensed/certified and maintain that professional license/certificate to remain eligible to hold their positions.

It is therefore the policy of the IDJC to have a system in place to ensure the verification of licensure/certification upon hire, promotion, transfer, or demotion to an IDJC job that requires such licensure/certification and an avenue by which employees may request reimbursement for the cost associated with the license/certificate renewal. The IDJC Human Resources Team (HR) is the primary source verification agent for this process.

Operating Procedures

I. Application and Hiring

- A. Any professional license or certification required for an individual to qualify for the role must be noted in the IDJC Position Description.
- B. Applicants for a position requiring licensure/certification will show evidence of current licensure at the time of application or have evidence of eligibility to be licensed, in accordance with the requirements outlined in the job announcement.
- C. Applicants licensed/certified in other states will show evidence of current licensure/certification. Any offer of employment to an applicant licensed/certified in another state is contingent upon the applicant obtaining Idaho licensure/certification within the timeline stated in the job announcement.
- D. Applicants are notified of the requirement to show evidence of licensure/certification through the job announcement, application, and interview process.
 - 1. The supervisor obtains the required licensure/certification from the applicant within the established timeline and provides the licensure/certification to HR.

2. HR maintains records of all required employee licensure/certification/registration for the IDJC.

II. Renewal and Potential for Reimbursement

- A. It is the responsibility of each employee to fulfill the requirements for re-licensure/recertification. If an individual is unable to renew licensure/certification prior to the expiration date, they are not allowed to work in any position which requires licensure/certification until verification of renewal is received.
- B. It is also the responsibility of the employee to monitor the status of a required license or certificate, and to renew their license/certificate timely and prior to expiration.

C. Reimbursement of renewal fees

1. Fees associated with maintaining and renewing professional licensure and certification while employed by the IDJC may be reimbursed when licensure or certification is a requirement of the position.
2. Fees assessed for the purpose of initially obtaining or transferring licenses or certifications and paid to the State of Idaho will not be reimbursed.
3. Additional fees charged by any licensing entity due to an employee's untimely or incomplete renewal will not be reimbursable by the IDJC.

D. Applying for reimbursement

Employees are responsible for completing necessary steps to apply for reimbursement, include the following:

1. Obtain written approval from their supervisor to seek reimbursement for the renewal of the required license/certification.
2. Within 10 days of receiving the renewed license or certificate, submit a copy of that renewed document to HR for placement in the personnel file.
3. Within 30 days of renewal, submit a reimbursement request via the Luma travel and reimbursement application—Infor XM. Supervisor approval and payment receipt must be attached for Fiscal review.

An employee may utilize their Purchasing Card to pay for a license or certification renewal, if one is available to them, and approval has been granted by their supervisor. Employees abide by the Purchasing Card (205) policy/procedure.

III. Failure to Renew

Failure to renew a required license/certification, including failure to meet the professional requirements for licensure/certification, will result in reassignment to another position not requiring a credential, if available, suspension, or dismissal.

IV. Temporary Registries/Agencies

The IDJC will only utilize staffing agencies that guarantee the verification of current licensure and certifications. All temporary or agency staff will provide evidence of licensure to the applicable division administrator, or designee, prior to starting a work assignment.

Reference: [Glossary of Terms and Acronyms](#)
Sections 54-3214, 54-3202, 54-1407, 1408, 1409, 1410, 1411, Idaho Code

Desk Manual(s): *None*

Related Policies: [Employee Recruitment and Selection Process \(339\)](#)
[Purchasing Card \(205\)](#)

Related Forms: *None*