Idaho Department of Juvenile Corrections	Policy Title:	Licensure/Certification Verification and Maintenance
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	Open to the Public	Yes

Ashley Dowell, Director, approved of this document on 09/14/2026.

SCOPE

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. This policy applies to all IDJC positions requiring licensure, certification, or registration as a condition of employment, whether mandated by statute, rule, or professional standard.

Version Summary
Version 5: HR review and updates to provide additional clarification on roles and responsibilities for all IDJC positions requiring licensure, certification, or registration as a condition of employment, whether mandated by statute, rule, or professional standard.

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A. GOVERNING STATUTE, IDAPA RULE, POLICY

1. Idaho Code Sections 54-3202, 3214, and 54-1407, 1407, 1409 and 1411.

B. PURPOSE

1. It is 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.

C. RESPONSIBILITY

1. **Director/Division Administrator is responsible for:**
   a. Overseeing the development and implementation of this policy and for ensuring the guidelines and procedures herein are followed.

2. **Human Resource Officer is responsible for:**
   a. Ensuring Human Resource staff are practicing the guidelines, standards and procedures provided within this policy.

D. DEFINITIONS

1. **License**: A credential issued by a governmental authority authorizing an individual to practice a regulated profession.
2. **Certification**: A credential issued by a professional body verifying qualifications or competency.
3. **Registration**: A credential requiring enrollment or listing with a governing or professional body.
4. **Required Credential**: Any license, certification, or registration listed as mandatory in the official position description.

E. STANDARD OPERATING PROCEDURES

1. **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. If applicable, 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. Evidence may include a copy of the license, credential or verification through the issuing authority's online system.

Functional Roles and Responsibilities	Step	Tasks
Applicant Supervisor	**1**	. Obtains the required licensure/certification from the applicant within the established timeline and provides the licensure/certification to HR.
Human Resources	**2**	. HR maintains records of all required employee licensure/certification/registration for the IDJC.
Human Resources	**3**	. While supervisors are responsible for collecting and submitting credential documentation, HR is responsible for maintaining the official record and verifying compliance.

2. **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. **Employees may not perform any duties requiring licensure or certification once a credential expires, even if renewal is pending.**
   b. Employees are responsible for maintaining a professional license while employed in a position requiring a license while at IDJC. Supervisors are responsible for reasonable monitoring and follow-up to ensure compliance.
   c. Reimbursement of renewal fees
      i. If applicable, fees associated with obtaining, 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.
      ii. Fees assessed for the purpose of initially obtaining or transferring licenses or certifications and paid to the State of Idaho will not be reimbursed.
      iii. Additional fees charged by any licensing entity due to an employee's untimely or incomplete renewal will not be reimbursable by the IDJC.
      iv. Reimbursement is subject to availability of funds and applicable fiscal policies.
   d. Applying for Reimbursement
      i. 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.

4) 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.

3. **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.

4. **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.

F. LOCAL OPERATING PROCEDURES (IF THEY NEED TO DEVIATE FROM STANDARD OPERATING PROCEDURES)

G. RELATED POLICIES AND FORMS

Related Policies:

Glossary of Terms and Acronyms
Employee Recruitment and Selection Process (339)
Purchasing Card (205)

Related Forms:

None

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