



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Employee Credentialing
APPLICABILITY:	All Staff, Supervisors
CONTACT PERSON & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	9/18/2015
LATEST EFFECTIVE DATE:	5/4/2022
REVIEW FREQUENCY:	5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-010-P

#### **A. PURPOSE**

The intent of the policy is to document the expectations and procedure for the verification of employee professional credentials and any required licenses (including driver's license).

#### **B. POLICY**

Canton City Public Health (CCPH) will assure that all employees are properly credentialed for their assigned job duties pursuant to state law, federal law, and CCPH policy.

#### **C. BACKGROUND**

N/A

#### **D. GLOSSARY OF TERMS**

**Credential:** Any license, registration, credential or other professional certification **required** by state law, federal law or CCPH policy for an employee of the CCPH.

#### **E. PROCEDURES & STANDARD OPERATING GUIDELINES**

Employees are required to maintain any credential required for his/her assigned job. Required credentials will be documented on the employee position description. Credentialing may be required by state or federal law, or by the approved position description. Examples include but are not limited to:

- a) Registered Environmental Health Specialist (REHS) or Registered Environmental Health Specialist in Training (REHSIT)
- b) Registered Nurse (RN)
- c) Registered Dietitian (RD)
- d) Licensed Dietitian (LD)
- e) Valid Ohio Driver's License

#### **1. EMPLOYEE'S RESPONSIBILITY**

- a) Maintain all valid and current credentials required by state law, federal law or CCPH policy.
- b) Immediately inform the supervisor of any change in status with his/her credential. Examples include suspension, revocation, failure to renew or other actions that would render their credential inactive for any period of time.



2. SUPERVISOR’S RESPONSIBILITY

- a) Assure that each employee required to be credentialed have a valid and current credential at all times while performing his/her assigned job duties. Verification must include examination of documentation provided by the appropriate credentialing agency.
- b) If the employee’s credential is suspended, revoked or otherwise inactive, prohibit any employee from performing a job which is required to have a valid credential by state law, federal law, or CCPH policy.
- c) Promptly inform the Health Commissioner or designee of any change in the employee’s credential status.

3. DISCIPLINE

- a) Any employee who fails to comply with this procedure will be disciplined pursuant to policy 800-006-P Discipline Policy and may be subject to time off without pay or termination.

4. DOCUMENTATION

- a) The supervisor is responsible for documenting employees’ credential status at least once each calendar year. Verification must include examination of documentation provided by the credentialing agency.
- b) The Fiscal Manager may perform periodic audits as needed to assure compliance with this policy.

**F. CITATIONS & REFERENCES**

N/A

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

- 1. James Adams, Health Commissioner

**H. APPENDICIES & ATTACHMENTS**

N/A

**I. REFERENCE FORMS**

N/A

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes
9/18/2015	9/18/2015	J. Adams	Original Approval
5/4/2022	5/4/2022	J. Adams	Minor changes in credential examples.

**K. APPROVAL**

This document has been approved in accordance with the 800-001-P Policy Development procedure as of the effective date listed above.