

PROFESSIONAL LICENSES & CONTINUING EDUCATION

Applicability: This policy applies to all Oak Hill employees who are required to maintain professional licensure applicable to their job titles including all licensed practical nurses, registered nurses, social workers, therapists, teachers and lawyers (hereinafter “Professional Employees”).

- A. Professional licenses and credentials: All Professional Employees are required to present proof of licensure to Human Resources before beginning work. Additionally, Professional Employees are responsible for renewing their licenses in a timely manner and must provide copies of license renewals to the Human Resources Department within 30 days of renewal. Human Resources will track whether employees’ licenses are current. Professional Employees will not be permitted to work without proper licensure and failure to maintain a current license could lead to disciplinary action up to and including termination of employment. Professional Employees must inform Human Resources immediately if any action is taken against their license.

- B. Continuing Education: Oak Hill encourages all employees to further their professional education. Professional Employees who are required to obtain a specific number of continuing education credit hours in order to maintain their licenses in good standing must do so. All Professional Employees must be aware of their respective continuing education requirements and to track the completion of the required credit hours. Oak Hill may request Professional Employees to provide evidence that they have satisfied their continuing education requirements.

Approved: November 1, 2006