

Policy Title:

Licensure and Transcripts

Code No. **401.7**

All employees, including temporary employees, required to hold a certificate, license, statement of professional recognition, or authorization from the State of Iowa or any of its agencies or Board of Educations' are required to have the certificate, license or statement valid for the position for which they have been employed on file with the Human Resource Department prior to commencing duties. It shall be the sole responsibility of each employee to maintain current licensure or certification. Employees may not continue to be employed or to be paid if not properly licensed or certified.

Licensed employees are required to have an official college transcript on file with the Human Resource Department prior to commencing duties. Employees earning additional credits shall file an official college transcript with the Human Resource Department. Temporary employees may also be required to file a transcript.

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