


POLICY TITLE: PROFESSIONAL LICENSE OR CERTIFICATION REQUIREMENTS		PAGE 1 OF 2
POLICY NUMBER: 4.8		
CHAPTER 4: TRAINING AND STAFF DEVELOPMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: August 15, 2003	LATEST REVISION: September 13, 2010	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

Any Department of Corrections employee working in a position that requires a professional license or certification shall obtain and maintain the requisite license or certification for their position.

IV. CONTENTS

Procedure A: Responsibility
Procedure B: Fee Responsibility
Procedure C: Documentation

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Responsibility

1. It shall be the responsibility of an employee working in a position that requires a professional license or professional certification to obtain and maintain that license or certification.

Procedure B: Fee Responsibility

1. The fees for issuing and reissuing the license or certification shall be the responsibility of the Departmental employee.

Procedure C: Documentation

1. The employee shall be responsible for submitting verification of the required license or certification credentials to his/her immediate supervisor, who then shall submit it to the personnel office for the employee's file.

VII. PROFESSIONAL STANDARDS

ACA:

ACI – 4-4472 All academic and vocational education personnel are certified by a state department of education or other comparable authority.

4-ACRS-7B-02 (MANDATORY) All professional staff comply with applicable state and federal licensure, certification, or registration requirements. Verification of current credentials are on file in the facility.

4-JCF-4C-53 (MANDATORY) Health-care personnel comply with applicable federal and state licensure, certification, or registration requirements. Verification of current credentials and licensure are on file in the facility. Concerns about incompetence and/or professional misconduct are managed in accordance with state law, agency policy, and relevant professional ethical codes.

4-JCF-5D-08 The academic and vocational training programs and instructors are recognized, certified, or licensed by the state department of education or other agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to juveniles. Provisions are made for incentives for educational participation and formal recognition of specific accomplishments.

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